

ADMINISTRATION 2

ASSESSMENT 2

CONTENT MANAGEMENT & DEVELOPMENT 3

DIGITAL INITIATIVES 4

LIBRARY DEVELOPMENT / COMMUNICATIONS & MARKETING 5

OUTREACH & COMMUNITY PARTNERSHIPS 5

PERSONNEL 6

POLICY..... 7

SPACE PLANNING & MANAGEMENT 7

SYSTEMS / TECHNOLOGY..... 8

ADMINISTRATION

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Have an organizational structure that is effective and efficient	1.1 Submit reorganization plan for approval as per NMSU Policy 1.2 Implement approved plan	Library Administration Department Heads	1.1-1.2 Submitted. Plan not approved. Current Organizational structure will remain in place.
2. Adjust the library organization with university fiscal and staffing realignments NMSU Library 5-Year Plan (2013-2018) Strive for an Exceptional Work Environment Be Proactive in an Environment of Continuous Change	2.1 Assess the impact of budget reductions, hiring freezes, and staff level changes 2.2 Make necessary changes	Library Administration Department Heads	2.1-2.2 Completed
4. To be in compliance with Provost's new requirements for measuring teaching effectiveness using multiple measures	4.1 Create clear guidelines for library teaching faculty that define teaching responsibilities 4.2 Specify required evidence documenting teaching effectiveness using multiple measures 4.3 Determine data to be included in the evaluation packet	Library Dean Interim Reference & Research Services Department Head Library Instruction Coordinator	4.1-4.3 Completed

ASSESSMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Strengthen methods of library data management NMSU Library 5-Year Plan (2013-2018) Be Proactive in an Environment of Continuous Change	1.1 Codify data management processes and protocols 1.1a Create a reporting calendar and summary of reports generated 1.2 Organize and archive assessment and data-related records and reports for improved management and accessibility 1.3 Refresh dashboard content and visualizations	Library Administration Department Heads Assessment & Data Management Librarian	1.1 Carry Forward 1.1a Carry Forward 1.2 Completed for electronic records 1.3 Completed
2. Evaluate and improve internal operations and programs through targeted assessment activities. NMSU Library 5-Year Plan (2013-2018) Strive for an Exceptional Work Environment Be Proactive in an Environment of Continuous Change	2.1 Assess LibraryU progress 2.1a Evaluate and make improvements as feasible 2.2 Assess usage of Zuhl Specialized Study Spaces 2.3 Strengthen communication on assessment activities 2.4 Create an assessment activity form for internal project management	Library Administration Library U Committee Department Heads Assessment & Data Management Librarian	2.1 – 2.4 Carry Forward

CONTENT MANAGEMENT & DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Acquire HathiTrust to increase access to monographic collections NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models	1.1 Identify funding on a recurring basis 1.2 Implement	Library Dean Acquisitions Librarian Interim Reference & Research Services Department Head Systems Department Head	1.1– 1.2 Completed
2. Create collaborative partnerships with UNM Library NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models	2.1 Establish a joint work group to formulate plans 2.2 Identify potential collection areas leading to collaborative print archiving 2.3 Implement	Library Dean Associate Dean Reference & Research Services Interim Department Head	2.1 – 2.3 Completed
3. Reduce the print footprint for our collections NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models	3.1 Develop review processes and deselection criteria for WEST print journals and SCS monographs for possible de-selection 3.2 De-select print monographs and journals according to criteria	Access Services Department Head Interim Reference & Research Services Department Head Subject Specialists	3.1 – 3.2 Carry Forward

DIGITAL INITIATIVES

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Provide support to have electronic submission of NMSU's theses and dissertations (ETDs) NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models</p>	<p>1.1 Develop full implementation plan and timetable 1.2 Implement campus-wide</p>	<p>Library Administration ETD Team Graduate School Dean</p>	<p>1.1 In pilot stage. Full implementation tentatively planned for Spring 2016. Carry Forward 1.2 Carry Forward</p>
<p>2. Increase the number of the Library's unique research collections available to the public through digitization NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models</p>	<p>2.1 Make Phase 1 of Tombaugh Papers accessible through the Digital Collections website 2.2 Continue to make NMSU agricultural publications accessible through the national Project CERES collaborative and the library's website 2.2a Complete Project CERES I (2013) by December 2015 2.2b Complete Project CERES II (2014) by June 2016 2.2c Complete 50% of Project CERES III (2015) by June 2016</p>	<p>Library Administration Digital Projects Team Members</p>	<p>2.1 – 2.2 Carry Forward 2.2a – 2.2b Completed 2.2c Carry Forward</p>
<p>3. Optimize and achieve greater effectiveness and efficiencies of CONTENTdm NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models</p>	<p>3.1 Create CONTENTdm Task Force 3.2 Make recommendations 3.3 Implement changes/enhancements as feasible</p>	<p>Library Dean CONTENTdm Task Force</p>	<p>3.1 - 3.3 Completed</p>
<p>4. Make electronically accessible NMSU Library photographs housed in various units/collections</p>	<p>4.1 Develop recommendations on strategies to optimize accessibility 4.1a Provide recommendations to Library Dean for consideration</p>	<p>Photo Database Workgroup</p>	<p>4.1-4.1a Completed</p>
<p>5. Provide state-of-the-art software for enhanced capabilities in managing archives records NMSU Library 5-Year Plan (2013-2018) Strive for an Exceptional Work Environment Be Proactive in an Environment of Continuous Change</p>	<p>5.1 Receive training in ArchivesSpace 5.2 Implement</p>	<p>Archives & Special Collections Department Head Systems Department Head</p>	<p>5.1-5.2 Completed</p>

LIBRARY DEVELOPMENT / COMMUNICATIONS & MARKETING

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Have an NMSU Library Communication Plan <i>NMSU Library 5-Year Plan (2013-2018)</i> <i>Strive for an exceptional work environment</i>	1.1 Consider recommendations of Communications Plan Task Force 1.2 Implement approved plan	Library Administration Communications Plan Task Force	1.1-1.2 Carry Forward
2. Increase fundraising potential through library naming opportunities	2.1 Identify library naming opportunities 2.2 Have naming opportunities available for donors on the library's website	Library Administration Major Gift Officer	2.1 – 2.2 Carry Forward
3. Increase funding for targeted digitization projects	3.1 Create a plan for Tombaugh Digitization project 3.2 Implement plan	Library Administration Major Gift Officer Digital Projects Team	3.1 – 3.2 Completed

OUTREACH & COMMUNITY PARTNERSHIPS

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Define for NMSU Library what Community Engagement means <i>NMSU Library 5-Year Plan (2013-2018)</i> <i>Engage in Outreach and Community Partnerships</i>	1.1 Create a Community Engagement Task Force 1.2 Consider Task Force recommendations 1.3 Implement approved recommendations	Library Dean Community Engagement Task Force	1.1 Completed 1.2 – 1.3 Carry Forward

PERSONNEL

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Have a highly trained and skilled workforce NMSU Library 5-Year Plan (2013-2018) Strive for an Exceptional Work Environment	1.1 Offer all-staff training programs to include: 1.1a Customer Service 1.1b Dealing with Change 1.2 Assure all library staff are in compliance with NMSU's mandatory training requirements	Library Associate Dean Assessment & Data Management Librarian	1.1 Completed 1.1b Completed 1.4 Completed - 100% Compliance
2. To be in compliance with the Provost's new requirement for submission of Promotion & Tenure documentation	2.1 Review processes for making changes in P&T appendices 2.2 Update existing P&T appendix	Library Dean Library P&T Committee HR Liaison	2.1 -2.2 Completed

POLICY DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Assure library policies are current and relevant NMSU Library 5-Year Plan (2013-2018) Strive for an Exceptional Work Environment Be Proactive in an Environment of Continuous Change	1.1 Update Assessment Policy #018 1.2 Update Gifts Policy #22 1.3 Update Travel #032 1.4 Create Filming Policy	Library Administration Department Heads	1.1 Completed 1.2-1.6 Carry Forward

SPACE PLANNING & MANAGEMENT

<p>1. Enhance student/public spaces at Branson and Zuhl libraries NMSU Library 5-Year Plan (2013-2018) Create Dynamic Library and Research Environments</p>	<p>1.1 Hire outside consulting firm to assist in planning 1.2 Develop a project proposal for a comprehensive, phased-in plan to improve NMSU Library spaces 1.2a Identify funding 1.2b Implement as funding permits 1.3 Create online maps to describe floors, spaces, and identify potential naming opportunities 1.3a Identify map developer/vendor 1.3b Obtain any cost estimates 1.3c Implement 1.4 Create a Nursing Parent Room in Zuhl 1.4a Submit project proposal to Facilities & Services 1.4b. Implement</p>	<p>Library Administration Facilities & Services</p>	<p>1.1 – 1.2 Completed 1.2 – 1.3 Carry Forward 1.4 Completed</p>
<p>2. Improve library student services NMSU Library 5-Year Plan (2013-2018) Create Dynamic Library and Research Environments</p>	<p>2.1 Continue to pursue a café option in Zuhl Library with Auxiliary Services 2.1a Participate in project planning and activities through completion</p>	<p>Library Administration Auxiliary Services Provost</p>	<p>2.1 Completed 2.1a Carry Forward</p>
<p>3. Provide safe and accessible environments for library users and staff in compliance with established state and national codes</p>	<p>3.1 Address all building inspection issues identified by NMSU Fire Protection Services issues in Branson and Zuhl libraries</p>	<p>Library Associate Dean Department Heads</p>	<p>3.1 Completed</p>
<p>4. Continue to assure floor load compliance in Zuhl and Branson libraries based on 2015 BHI engineering reports</p>	<p>4.1 Shift materials on Branson 3rd and 4th floors east in fall 2015 4.2 Develop work plan to shift materials on Zuhl 2nd and 3rd floors 4.2a Implement</p>	<p>Library Dean Library Associate Dean Access Services Department Head Archives & Special Collections Department Head</p>	<p>4.1-4.2a Carry Forward</p>

SYSTEMS / TECHNOLOGY

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Ensure library web pages are in compliance with NMSU web template	1.1 Continue to work on library webpages that need to be redesigned 1.2 Assess user feedback on new website design 1.2a Make changes as needed	Library Dean Systems Department Head Web Designer Communications Specialist Assessment & Data Management Librarian	1.1 Completed upper level web pages, Administration, Archives & Special Collections Services 1.2 Carry Forward
2. Transition to the next generation of ILS/Discovery Services <i>NMSU Library 5-Year Plan (2013-2018)</i> <i>Be Proactive in an Environment of Continuous Change</i>	2.1 Consider Task Force recommendations 2.2 Identify funding sources 2.3 Implement	Library Administration Task Force on Future NMSU Library System	2.1 Completed 2.2 Completed
3. Automate library functions to gain increased efficiencies	3.1 Phased implementation of LibCal 3.1a Room scheduling 3.1b Event calendars 3.2 Implement OS Ticket library-wide 3.2a Staff and public copiers and printers trouble reporting 3.2b Building Monitor 3.3 Explore options to replace LibStats	Library Administration Systems	3.1-3.3 Completed