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ADMINISTRATION

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Onboarding of all new faculty and dept. heads hired as of August 2016	1.1 Create an administrative check list 1.2 Create a dept. check list	Dean Department Heads	
2. Budget NMSU Library 5-Year Plan (2013-2018) Goal – Implement a sustainable and stable funding and assessment model that addresses the current fiscal assessment.	2.1 Make required budget cuts to FY17 2.2 Make any budgetary realignment as needed	Dean	

ASSESSMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Strengthen methods of library data management NMSU Library 5-Year Plan (2013-2018) Increase the use of data-driven, decision-making methods and assessment activities.	1.1 Codify data management processes and protocols 1.1a. Create a reporting calendar and summary of reports generated.	Library Administration Department Heads Assessment & Data Management Librarian	
2. Evaluate and improve internal operations and programs through targeted assessment activities. NMSU Library 5-Year Plan (2013-2018) Increase the use of data-driven, decision-making methods and assessment activities.	2.1 Assess LibraryU progress 2.1a Evaluate and make improvements as feasible 2.2 Strengthen communication and coordination of assessment activities 2.3 Create an assessment activity form for internal project management 2.4 Assess the level of use/cost per use for print only journal collections (est. 700 + titles)	Library Administration Collections Coordinator Department Heads Assessment & Data Management Librarian	

COLLECTIONS

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Complete Dime Novel Project Vision 2020 (7/21/2015) – Research & Creative Activity. Promote discovery, encourage innovation, and inspire creative achievement	1.1 Identify duplicates 1.2 Make retention decisions on duplicates and take appropriate actions	Special Collections Librarian TS Cataloging staff	
2. Migrate photo images to photo database NMSU Library 5-Year Plan (2013-2018) Goal – Build upon established structures to enhance the preservation of and access to the Library's unique collections through digitization	2.1 Complete design for photo database 2.2 ASC plan data migration 2.3 Do migration	Systems Administration ASC Department Head	

<p>3. To have brief records for unprocessed collections in RGHC Vision 2020 (7/21/2015) – Research & Creative Activity. Promote discovery, encourage innovation, and inspire creative achievement</p>	<p>3.1 Create OCLC Records 3.2 Create records in WorldCat local ILS, and Rocky Mountain Online Archives</p>	<p>TS Cataloging Staff RGHC Archivist</p>	
<p>4. Reduce the print footprint for our collection NMSU Library 5-Year Plan (2013-2018) Goal – Pursue memberships, partnerships and collaborations in order to facilitate increased resource sharing and greater ability to strategically manage our resources.</p>	<p>4.1 Develop review processes and deselection criteria for WEST print journals and SCS monographs for possible deselection. a. Annual reviews b. Moody's c. Branson Storage WEST d. WEST Collections</p>	<p>Access Services Department Head R & R Department Head Collection Coordinator Subject Specialists</p>	
<p>5. To become a shared U.S> Federal Depository Library in collaboration with UNM and NMSU Vision 2020 (7/21/2015) – Research Stewardship</p>	<p>5.1 Finalize MOU, Agreement, etc. 5.2 Plan and implement collections relocations 5.3 Marketing of project</p>	<p>NMSU Library Dean UNM Library Dean State Librarian U.S. Federal Depository Marketing/Communications</p>	
<p>6. Become PTRC Resource Center for the State of NM Vision 2020 (7/21/2015) – Research Stewardship</p>	<p>6.1 Sign all necessary agreements, approvals, etc. 6.2 Internally assign faculty and identify space 6.3 Shift Ag Patent Collections closer to PTRC Center location 6.4 Identify space & equipment needs and support. 6.5 Do 1st training session and community outreach 6.6 Community outreach on promoting PTRC</p>	<p>R&R Department Head Librarian assigned to PTRC Associate Dean Dean Marketing/Communications</p>	

<p>7. Finalize contract with HathiTrust Vision 2020 (7/21/2015) – Resource Stewardship.</p>	<p>7.1 Work with ICT to complete software installation 7.2 Complete 7.3 Train Staff 7.4 Marketing of new resource</p>	<p>Systems Department Head Marketing /Communications Collections Development Librarian R&R Department Head</p>	
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DIGITAL INITIATIVES

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Increase the number of the Library's unique research collections available to the public through digitization NMSU Library 5-Year Plan (2013-2018) Goal: Lead institutional efforts to preserve and provide access to the University's intellectual capital in a digital environment.</p>	<p>1.1 Make Tombaugh Papers accessible through the Digital Collections website 1.2 Complete Project CERES III (2015) by June 2016 1.3 Start CERES Project IV 1.4 Complete Spaceport Project additions (record updates and new items)</p>	<p>Library Administration Digital Projects Team Members</p>	

LIBRARY DEVELOPMENT/COMMUNICATIONS & MARKETING

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Strengthen Communication Plan NMSU Library 5-Year Plan (2013-2018) Goal: Further develop strategies that emphasize open and effective communication</p>	<p>1.1 Consider recommendations of Communications Working Group 1.2 Implement approved recommendations</p>	<p>Library Administration Communications Working Group</p>	
<p>2. Increase fundraising potential through library naming opportunities</p>	<p>2.1 Identify library naming opportunities 2.2 Have naming opportunities available for donors on the library's website</p>	<p>Library Administration Major Gift Officer</p>	

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) Goal: Create and build upon existing partnerships with local community members and broader constituents to promote education and economic development</i>	1.1 Consider Task Force recommendations 1.2 Implement approved recommendations	Library Dean Department Heads Community Engagement Task Force	

PERSONNEL

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Fill approved vacant positions <i>NMSU Library 5-Year Plan (2013-2018) Goal: Participate in activities that promote the University's diversity goals and initiatives.</i>	1.1 Hire Associate Dean 1.2 Hire Digital Project Librarian 1.3 Hire Science Librarian 1.4 Hire TS Staff position		
2. Have sufficient staff to support library programs and operations in response to reductions in the workforce. Make realignment as needed. <i>Vision 2020 (7/21/2015) – Resource Stewardship.</i>	2.1 Assess the impact of FLSA and position reductions on library operations 2.2 Do realignments as needed	Dean HR Liaison Department Heads Budget Manager	
3. Be compliant with the new Fair Labor Standard Act as of Dec. 1 <i>NMSU Library 5-Year Plan (2013-2018) Goal: Adapt and support an organizational structure that acknowledge the increasing need for highly trained staff with flexible skills and opportunities for leadership.</i>	3.1 Assure we are compliant with all rules associated with FLSA	Dean HR Liaison Department Heads	

POLICY DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
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<p>1. Assure library policies are current and relevant NMSU Library 5-Year Plan (2013-2018) Goal: Systematically document processes and policies in order to allow for smooth staff transitions</p>	<p>1.1 Update Travel Policy #032 1.2 Create Film and taking photographs in the Library Policy 1.3 Update Postings in Library Policy 1.4 Update Study Group Policy 1.5 Service Animals in the Library Policy 1.6 Freedom of Expression Policy</p>	<p>Library Administration Department Heads</p>	
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SPACE PLANNING & MANAGEMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Improve library student services NMSU Library 5-Year Plan (2013-2018) Goal: Optimize our resources, services, and expertise through collaborations, partnerships, and outreach activities.</p>	<p>1.1 Participate in the Zuhl Library Cafe project planning and activities through completion 1.2 Zuhl Café 1.3 Develop Project Proposal for study area near Café</p>	<p>Library Administration Auxiliary Services and Sodexo Facilities and Services</p>	
<p>2. Continue to assure floor load compliance in Zuhl and Branson libraries based on 2015 BHI engineering reports Vision 2020 (7/21/2015) – Resource Stewardship.</p>	<p>2.1 Shift materials on Branson 3rd and 4th floors east 2.2 Develop work plan to shift materials on Zuhl 2nd and 3rd floors 2.2a Implement 2.3 Develop Space Utilization Plan for Branson Library 3rd floor West</p>	<p>Library Dean Library Associate Dean Access Services Department Head Archives & Special Collections Department Head</p>	

SYSTEMS/TECHNOLOGY

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Ensure library web pages are in compliance with NMSU web template and redesigned	1.1 Continue to redesign library web pages 1.1a Giving 1.1b Access Services 1.1c Reference and Research Services	Library Dean Web Designer Department Heads	
2. Transition to the new Library Services Platform <i>NMSU Library 5-Year Plan (2013-2018) Goal: Investigate and establish and integrated Library System (ILS) which allows for efficient workflows and seamless discovery.</i>	2.1 Select vendor and products 2.2 Identify funding sources 2.3 Prepare data for migration 2.4 Determine appropriate system configurations 2.5 Arrange for and conduct staff training 2.6 Begin using new system	Library Administration Systems Department Heads Exlibris Staff Assigned Library Faculty and Staff	
3. Implement ArchiveSpace <i>Vision 2020 (7/21/2015) – Resource Stewardship.</i>	3.1 Move all archival processing to ArchivesSpace from PastPerfect 3.2 Migrate all information from PastPerfect and deactivate it 3.3 Train all Archives staff	ASC Department Head Systems	