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## ADMINISTRATION

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Assure Library Policies and Administrative Rules and Procedures are current	1.1 Review and update all library policies and ARPs prior to 2015	Varies with Policy being reviewed Dept. Heads Associate Dean	1.1 In progress
2. Support and contribute to the Charge of Team 6 <a href="#">Vision 2020/October 2017 Resource Stewardship</a>	2.1 Respond to requests for feedback and share perspectives 2.2 Participate in Team 6 dean's interviews 2.3 Provide Team 6 with information as requested	Administration	2.1 – 2.3 Completed
3. Assure Library P&T document is in compliance with changes to the Administrative Rules and Procedures approved changes regarding P&T Post Tenure Reviews and Annual Performance Reviews	3.1 Create a faculty working group to assure we are in compliance with NMSU's ARP re: P&T, Post Tenure Review, Annual Performance 3.2 Get approved of updated Library P&T Document per procedures	Administration Working Group Library Faculty	3.1 Library Work group established 3.2 In Progress
4. Assure funding levels are sufficient to support resources essential to supporting a broad array of library programs and collections <a href="#">Vision 2020/October 2017 Resource Stewardship</a>	4.1 Respond to staffing impacts of FY18 Budget reductions 4.2 Do realignments and reshaping of workforce as needed	Administration Business Manager Library Budget Committee	4.1 Waiver submissions to all vacant staff and faculty positions in progress. Two faculty searches in progress.

<p>5. Have a long-term staff and faculty positions strategic plan for open lines/potential new positions <a href="#">Vision 2020/October 2017</a> <a href="#">Resource Stewardship</a></p>	<p>5.1 Create a plan 5.2 Implement</p>	<p>Dept. Heads Administration</p>	<p>5.1 In progress 5.2 In progress</p>
<p>6. Gain operational and workflow efficiencies with new Ex Libris Alma/Primo System</p>	<p>6.1 Realign workflows as needed for Ex Libris Alma/Primo</p>	<p>Dept. Heads Systems Administration</p>	<p>6.1 Implementation in progress. We have gone live as of Dec. 2017</p>
<p>7. To create a 2019-2024 5-Year Plan for the library</p>	<p>7.1 Establish a Task Force 7.2 Approve Plan 7.3 Implement</p>	<p>Administration Task Force</p>	<p>7.1 Task Force established 7.2 In progress to formulate a plan</p>

## 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 Vision 2020/October 2017 Resource Stewardship	1.1 Codify data management processes and protocols a. Do an annual summary of reports generated for the academic year	Assessment & Data Management Librarian	1. Deferred, position is vacant
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 Vision 2020/October 2017 Resource Stewardship Academic Innovation	2.1 Assess LibraryU progress 2.1a Evaluate and make improvements as feasible 2.2 Create an assessment activity form for internal project management 2.3 Assess the level of use/cost per use for print only journal collections (est. 700 + titles) 2.4 Meet individually with Dept. Heads to identify future assessment needs 2.5 Assess use of HathiTrust to reduce monograph footprint	Library Administration Collections Coordinator Assessment & Data Management Librarian	2.1 – 2.4 Deferred position is vacant 2.5 On hold until HathiTrust fully operational (Shibboleth software)
3. Increase the use of data-driven decision making methods and assessment activities NMSU Library 5-Year Plan (2013-2018) Create Dynamic Learning and Research Environment Vision 2020/October 2017 Program Review	3.1 Complete assessment reports for all programs undergoing Academic Program Review 2017-2018	Library Administration Assessment & Data Management Librarian	3.1 <i>In progress – estimated 9 programs under review</i> <i>Completed ADPRs</i> Journalism Accreditation Public Health, Engineering New Program Proposal Cyber Security, Hospitality Data Analytics, Justice Philosophy Law

## COLLECTIONS

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Reduce the footprint for our collections  <a href="#">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</a></p>	<p>1.1 Identify and process journal titles for deselection            a. Branson Storage East            b. WEST Collections            c. Print only journals</p>	<p>Access Services Department Head            RRS Department Head            Collections Coordinator            Subject Specialists            Mailroom Supervisor</p>	<p>1.1a. Pulled 73 deselected Business journal titles from Branson 1 East. Packed up 1,038 volumes and 146.67 linear feet for disposal to NMSU Property Surplus Warehouse.            1.1b Collection Coordinator identifying titles to be deselected (Branson East Storage and West Collections)</p>
<p>2. To become a shared U.S. Federal Depository Library in collaboration with UNM and NMSL  <a href="#">Vision 2020/October 2017 – Research Stewardship</a></p>	<p>2.1 Continue to implement collections relocations and deselections            2.2 Establish marketing plan In compliance with U.S. Federal Depository procedures            2.3 Fill required vacant positions</p>	<p>NMSU Library Dean            UNM Library Dean            State Librarian            U.S. Federal Depository            NMSU Gov Docs Librarian</p>	<p>2.1 In progress            2.2 In progress            2.3 In progress</p>
<p>3. Provide Online Access to University Archives Photographs  <a href="#">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</a></p>	<p>3.1 Digitize important parts of the University Archives photographs            3.2 Create descriptive metadata for the photographs            3.3 Create digital collection for the photographs <b>or</b> provide online access to the photographs through the existing ASC photo database</p>	<p>ASC Department Head            TS Metadata Team            Digital Projects Librarian</p>	<p>3.1 Complete            3.2 Metadata created, will have to coordinate with metadata librarians to fit requirements of CONTENTdm            3.3 Digital project proposed to Digital Projects workgroup – upon approval a digital collection of university archives photos will be created in CONTENTdm</p>

<p>4. Provide Greater Access to Archives Collections <a href="#">Vision 2020/October 2017 – Research &amp; Creative Activity. Promote discovery, encourage innovation and inspire creative achievement</a></p>	<p>4.1 Process 200 linear feet of archival materials 4.2 Create descriptive finding aids using ArchivesSpace system 4.3 Provide online access to finding aids 4.4 Promote collections in scholarly and public arenas</p>	<p>ASC Department Head RGHS Staff</p>	<p>4.1 82.25 linear feet (seven collections) completed; 222.5 linear feet (two collections) nearing completion 4.2 Finding aids completed in ArchivesSpace for six of the collections; three in the creation stage 4.3 Two finding aids for these collections available on RMOA, remainder in queue 4.4 Completed – collections have been promoted in classes, tours, exhibits, media, etc.</p>
<p>5. Complete installation of software <a href="#">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</a> <a href="#">Vision 2020/October 2017 – Resource Stewardship</a></p>	<p>5.1 Work with ICT to complete software installation of Shibboleth a. Ex Libris Alma/Primo applications b. HathiTrust</p>	<p>Systems Department Head ICT</p>	<p>5.1 Shibboleth is working in Alma and Primo. We need to extract records to submit to HathiTrust so we can finalize subscription and do testing to verify Shibboleth is working in HathiTrust.</p>

## 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</p> <p><a href="#">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</a></p> <p><a href="#">Vision 2020/October 2017 – Resource Stewardship</a></p>	<p>1.1 Ceres Project IV (complete metadata for Ceres IV)</p> <p>1.2 Publish first one year of NMSU News releases online</p> <p>1.3 Digitize 1200 items of Tombaugh Collections</p> <p>1.4 Complete authority control and upload into CONTENTdm Tombaugh Project: Series: Professional Papers: Box 68-Box 82</p>	<p>Library Administration Digital Projects Team Members</p>	<p>1.1 Completed</p> <p>1.2 In progress -- 50% completed</p> <p>1.3 Completed</p> <p>1.4 Complete authority control and upload into CONTENTdm Tombaugh Project: Series: Professional Papers: Box 68-82 in progress 25% completed.</p>

### LIBRARY DEVELOPMENT/COMMUNICATIONS & MARKETING

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Create a communication and marketing plan to showcase, capitalize on and gain recognition for programs, achievement and innovation</p> <p><i>NMSU Library 5-Year Plan (2013-2018) Goal: Further develop strategies that emphasize open and effective communication</i></p> <p><i>Vision 2020/October 2017 – Economic Development and Community Engagement #17</i></p>	<p>1.1 Consider recommendations of Communications work group</p> <p>1.2 Implement approved recommendations</p> <p>1.3 Expand work group membership</p> <p>    a. Implement 2017 recommendations of the Communications and Marketing Work Group</p> <p>1.4 Establish a social marketing plan</p>	<p>Library Administration Communications Work Group</p>	<p>1.1 Completed</p> <p>1.2 In progress</p> <p>1.3 Membership expanded</p> <p>    a. Reading recommendations</p> <p>1.4 In progress</p>
<p>2. Increase fundraising potential through library naming opportunities</p> <p><i>NMSU Library 5-Year Plan (2013-2018) Goal: Be proactive in an environment of continuous change</i></p> <p><i>Vision 2020/October 2017 – Essential Philanthropy</i></p>	<p>2.1 Identify library naming opportunities</p> <p>2.2 Feature naming opportunities for donors on the library's website</p>	<p>Library Administration Library Director of Development Systems/Web Designer, Sr.</p>	<p>2.1 In progress</p> <p>2.2 first draft of naming opportunities page completed.</p>



## PERSONNEL

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Assure library has vacant positions filled that are essential to support all library operations <a href="#">Vision 2020/October 2017 – Resource Stewardship</a>	1.1 Hire positions which have waiver approvals 1.2 Write and submit/resubmit waiver requests for all “hard” freeze positions in accordance with procedures 1.3 Submit hire waivers for all staff vacancies needing to be reclassified	Administration Dept. Heads	1.1 Two faculty searches in progress 1.2 In progress 1.3 On hold – no reclassifications requests being reviewed (HR)
2. Be in compliance with HLC faculty Credentials Guidelines	2.1 Define what “or equivalent” means for library faculty	Administration Working Group	2.1 Deferred

## OUTREACH & COMMUNITY PARTNERSHIPS

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Work with community organizations and regional media to increase awareness of NMSU Library’s resources and role in the community	1.1 Identify important community partners for the library – e.g. service organizations, non-profits, affinity groups, governmental entities 1.2 Participate in community engagement activities – e.g. memberships, meetings, presentations, events 1.3 Promote library resources and services through available media outlets – e.g. NMSU MarCom, KRWG, newspapers, television news, social media	Administration Dept. Heads Unit Heads	1.1 ASC has built collaborative relationships with a wide spectrum of community groups, providing information about our collections, increasing access and use of resources, and assisting in their missions. 1.2 ASC staff has attended meetings, given presentations and tours, and assisted with events for community organizations. 1.3 Completed and ongoing

### POLICY DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Assure library policies are current and relevant <a href="#">NMSU Library 5-Year Plan (2013-2018) Goal: Systematically document processes and policies in order to allow for smooth staff transitions</a>	1.1 Travel Policy 1.2 Film and Taking Photographs in the Library Policy 1.3 Freedom of Expression/Posting Policy 1.4 Lost and Found Policy 1.5 Internships Policy 1.6 Building Use Policy 1.7 PhD Carrels Policy 1.8 Gifts Policy	Library Administration Department Heads	1.1 Completed 1.2 In progress 1.3 1.4 Competed 1.5 Completed 1.6 Completed 1.7 In Progress 1.8 In progress

### SPACE PLANNING & MANAGEMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Continue to assure floor load compliance in Zuhl and Branson libraries based on 2015 BHI engineering reports <a href="#">Vision 2020 (7/21/2015) – Resource Stewardship</a>	1.1 Expand collections storage space to include 1 <sup>st</sup> floor Branson East 1.2 If necessary, develop and implement a work plan to shift materials on Branson 3 <sup>rd</sup> and 4 <sup>th</sup> floors east 1.3 Develop deselection plan for Zuhl Library 1.4 Implement plan	Administration Department Heads Collections Coordinator Mailroom Supervisor	1.1 Assigned facilities project manager to this project for Branson 1 <sup>st</sup> East 1.2 In progress to develop a work plan to shift materials on Branson 3 <sup>rd</sup> and 4 <sup>th</sup> East 1.3 In progress 1.4 Pending finalization of plan

**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 Reference and Research Services	Administration Web Designer Department Heads	1.1a In progress 1.1b In progress
2. Transition to the new Library Services Platform <i>NMSU Library 5-Year Plan (2013-2018) Goal: Investigate and establish an integrated Library System (ILS) which allows for efficient workflows and seamless discovery</i>	2.1 Prepare data for migration 2.2 Complete implementation activities 2.3 Go live date of Dec. 14, 2017 2.4 Promote new system to the public	Administration Systems/Ex Libris Staff Implementation Team	2.1 Completed 2.2 Completed 2.3 Completed 2.4 In progress
3. Implement ArchiveSpace <i>Vision 2020 October 2017 – Resource Stewardship.</i>	3.1 Complete migration of all information from PastPerfect 3.2 Deactivate	ASC Department	3.1 RGHC 88% complete; UA 86% complete. Expect completion by May. 3.2 Complete – PastPerfect is deactivated from daily use.