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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	
2. Support and contribute to the Charge of Team 6 <a href="#">Vision 2020/January 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	
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	
4. Assure funding levels are sufficient to support resources essential to supporting a broad array of library programs and collections <a href="#">Vision 2020/January 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	

<p>5. Have a long-term staff and faculty positions strategic plan for open lines/potential new positions <a href="#">Vision 2020/January 2017</a> <a href="#">Resource Stewardship</a></p>	<p>5.1 Create a plan 5.2 Implement</p>	<p>Dept. Heads Administration</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>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>	

## 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/January 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	
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/January 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	
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/January 2017 Program Review	3.1 Complete assessment reports for all programs undergoing Academic Program Review 2017-2018	Library Administration Assessment & Data Management Librarian	

## 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>2. To become a shared U.S. Federal Depository Library in collaboration with UNM and NMSL  <a href="#">Vision 2020/January 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</p>	<p>NMSU Library Dean            UNM Library Dean            State Librarian            U.S. Federal Depository            NMSU Gov Docs Librarian</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>4. Provide Greater Access to Archives Collections  <a href="#">Vision 2020/January 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</p>	<p>ASC Department Head            RGHS Staff</p>	

	4.4 Promote collections in scholarly and public arenas		
5. Complete installation of software 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 Vision 2020/January 2017 – Resource Stewardship	5.1 Work with ICT to complete software installation of Shibboleth a. Ex Libris Alma/Primo applications b. HathiTrust	Systems Department Head ICT	

### DIGITAL INITIATIVES

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
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 Vision 2020/January 2017 – Resource Stewardship	1.1 Ceres Project IV (complete metadata for Ceres IV) 1.2 Publish first one year of NMSU News releases online 1.3 Digitize 1200 items of Tombaugh Collections 1.4 Complete authority control and upload into CONTENTdm Tombaugh Project: Series: Professional Papers: Box 68-Box 82	Library Administration Digital Projects Team Members	

### 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  <i>NMSU Library 5-Year Plan (2013-2018) Goal: Further develop strategies that emphasize open and effective communication</i>  <i>Vision 2020/January 2017 – Economic Development and Community Engagement #17</i></p>	<p>1.1 Consider recommendations of Communications work group            1.2 Implement approved recommendations            1.3 Expand work group membership                a. Implement 2017 recommendations of the Communications and Marketing Work Group</p>	<p>Library Administration            Communications Work Group</p>	
<p>2. Increase fundraising potential through library naming opportunities  <i>NMSU Library 5-Year Plan (2013-2018) Goal: Be proactive in an environment of continuous change</i>  <i>Vision 2020/January 2017 – Essential Philanthropy</i></p>	<p>2.1 Identify library naming opportunities            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>	

## 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/January 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	
2. Be in compliance with HLC faculty Credentials Guidelines	2.1 Define what “or equivalent” means for library faculty	Administration Working Group	

## 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	



### 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 Postings in Library Policy 1.4 Freedom of Expression Policy 1.5 Lost and Found Policy 1.6 Internships Policy 1.7 Building Use Policy 1.8 PhD carrels policy	Library Administration Department Heads	

### 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	

**SYSTEMS/TECHNOLOGY**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Ensure library web pages are in compliance with NMSU web template and redesigned	1.1 Meet NMSU Web compliance requirements as needed 1.2 Continue to redesign library web pages 1.1a Giving 1.1b Reference and Research Services	Administration Web Designer Department Heads	
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	
3. Implement ArchiveSpace <i>Vision 2020 January 2017 – Resource Stewardship.</i>	3.1 Complete migration of all information from PastPerfect 3.2 Deactivate	ASC Department	