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ADMINISTRATION

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Ensure that the library Strategic Initiatives incorporate with those of the NMSU system as appropriate	1.1 As strategic initiatives are defined incorporate them as appropriate into the NMSU Library strategic targets, etc.	Dean Associate Dean Management Group All staff	
2. Ensure funding levels are sufficient to support resources essential to supporting library monographs, serials collections, personnel, etc.	2.1 Propose a new funding model for the university library	Administration Budget Committee Budget Manager Management group Collection Team	
3. Improve the communication between library and colleges on campus re: library related information	3.1 Meet with all College Deans/Associate Deans for Research and Academics to set up a new communication system at the college level 3.2 For all academic liaisons set up new communication channels a. Group email b. Meet with all academic liaisons fall/spring semesters	Administration Collections Team	
4. Create a new 5-Year Plan 2019-2024	4.1 Make recommendations on new 5-year plan 4.2 Approve and implement plan	Administration Task Force	



Working draft as of September 10, 2018

ASSESSMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Ensure that the privacy rights of our library users are protected and align with best practices, laws, etc.	1.1 Do a privacy audit for NMSU Library 1.2 Based on funding take action as needed	Administration Legal Counsel Graduate School Dean	
2. Ensure we are FERPA Compliant re: Theses and Dissertations			

COLLECTIONS

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Strategically manage library physical collections to ensure balance between best use of limited space and optimal access to information for library users <i>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</i>	1.1 Identify and process journal titles for deselection a. Branson Storage East b. WEST Collections c. Print only journals 1.2 Identify out-of-scope archival collections for deaccession	Access Services Department Head Collections Team Subject Specialists Mailroom Supervisor ASC Department Head	
2. Provide greater access to Archives collections	2.1 Process 200 linear feet of archival materials 2.2 Create descriptive finding aids using ArchivesSpace system 2.3 Provide online access to finding aids through RMOA 2.4 Promote collections in scholarly and public arenas	ASC Department Head ASC Staff	



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>1.1 Tombaugh – complete metadata for personal papers; complete metadata and authority control for oversized materials</p> <p>1.2 Tombaugh—professional papers – complete metadata White Sands Proving Grounds boxes 71-76</p> <p>1.3 Tombaugh-professional papers-digitize 1200 pages</p> <p>1.4 Aggie Sports-Football Media Guides (4 boxes)</p> <p>1.5 Complete NMSU Tombaugh Correspondence boxes 83-88</p> <p>1.6 Conduct a use analysis of digital collections that have been available electronically within the past five years</p>	<p>Administration Digital Project Team Members</p>	



LIBRARY FUNDRAISING

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. 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>	1.1 Identify library naming opportunities 1.2 Feature naming opportunities for donors on the library's website	Administration Library Director of Development Systems/Web Designer, Sr.	
2. Meet 2018-2019 Library fundraising goals	2.1 Contribute to the hiring process to fill the vacant library development officer position 2.2 Mentor the library development officer re: academic library fundraising best practices	Administration Office of Advancement	



Working draft as of September 10, 2018

PERSONNEL

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Ensure library has vacant positions filled that are critical to support all library operations	1.1 Advertise approved and funded vacant positions 1.2 Form search committees 1.3 Conduct faculty searches a. Archives and Special Collections b. Reference and Research Dept. Head 1.4 Fill positions 1.5 Submit reclassifications for 4 staff positions and fill positions approved	Administration Dept. Heads	
2. Be in compliance with HLC Credentials Guidelines	2.1 Define what “or equivalent” means in library faculty job listing degree requirements	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 roles in the university and community	1.1 Identify important community partners for the library – e.g., service organizations, non-profits, affinity groups, governmental entities 1.2 Participate in outreach activities with university and community groups 1.3 Promote library resources and services through university and community media outlets	Administration Dept. Heads Unit Heads	

POLICY DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Ensure library policies are current and relevant <i>NMSU Library 5-Year Plan (2013-2018) Goal: Systematically document processes and policies in order to allow for smooth staff transitions</i>	1.1 Filming and Taking Photographs in the Library Policy 1.2 Freedom of Expression/Posting Policy 1.3 Gifts Policy	Administration Department Heads	
2. Ensure Library Policies and Administrative Rules reflect current practices and are aligned with NMSU Policies and ARPs	2.1 Systematically review and edit as needed all NMSU Library Policies/ARPs 2.2 Redesign the format	Associate Dean Management Group	

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	1.1 Expand collections storage space to include 1 st floor Branson East 1.2 If necessary, develop and implement a work plan to shift materials on Branson 3 rd and 4 th floors east 1.3 Develop deselection plan for Zuhl Library 1.4 Implement plan	Administration Department Heads Collections Coordinator Mailroom Supervisor	
2. Have adequate space to house ASC collections and to be in compliance with floor load capacities for all ASC collections	2.1 Branson East 1 st floor space project	Associate Dean Department Head ASC Department Head TS Gov Docs Librarian	



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	
2. Ensure library staff and library users have adequate equipment to do their work	2.1 Design, propose and approve an equipment replacement plan 2.2 Implement plan	Systems Team Administration	
3. Increase access to e-resources	3.1 Have optimal access to HathiTrust database by Fall 2018	Systems Team ICT	