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ADMINISTRATIVE / INFRASTRUCTURE / ORGANIZATIONAL EFFICIENCY

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Strengthen methods of library data management	1.1 Determine data gathering priorities 1.2 Codify data management procedures	Administration; Department Heads; Task Force	Task Force deadline for reporting December 2013.
2. Have clearly codified library policies	2.1 Establish library policies on filming/taking photographs in compliance with university policies	Administration; Access Services Department Head; Archives & Special Coll. Department Head	Moved to departmental level project.
3. Have a NMSU Library Communication Plan	3.1 Create Task Force 3.2 Develop plan 3.3 Approve and implement	Administration; Grants/Public Relations Officer; Task Force	3.1 Completed Task Force deadline for reporting December 2013.
4. Transition to Resource Description Access (RDA)	4.1 Develop plan 4.2 Implement	Cataloging Librarian; Technical Services Department Head	4.1 Completed 4.2 Completed
5. Have an organizational structure that is effective and efficient <i>External Library Review: Organizational Style</i>	5.1 Investigate options for improving the organizational structure of the library 5.2 Make recommendations 5.3 Approve and implement	Administration; Department Heads; Task Force	Task Force deadline for reporting December 2013.
6. Automate library administrative functions	6.1 Implement Clock Me System 6.2 Implement on-line store 6.3 Pilot When-To-Work scheduling software	Administration; Department Heads; Systems	6.1 Completed 6.2 Completed 6.3 Deferred until FY15
7. Have a structured departmental level strategic planning mechanism	7.1 Develop a departmental level template 7.2 Implement	Administration; Department Heads	7.1 Completed
8. Improve understanding of the decision-making practices in NMSU Library and NMSU <i>External Library Review: Organizational Style</i>	8.1 Codify current decision making processes using 4 methods of decision-making (Crucial Conversations)	Administration; Department Heads	8.1 Completed
9. Transition to the next generation of ILS/Discovery Services	9.1 Create Task Force 9.2 Develop “white paper” regarding needs and desired outcomes 9.3 Make recommendations 9.4 Implement	Department Heads; LibSys5 Admin; Task Force	9.1 Completed Task Force report deadline May 2014.

ASSESSMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Improve understanding of users’ experiences with NMSU Library <i>External Library Review: Understanding User Needs</i>	1.1 Assess users’ responses from the LibQual+ ® Triad Report Fall 2011 1.2 Share & discuss results with others 1.3 Consider possible actions based on results 1.4 Implement	Administration; ARL; Data Gathering and Assessment Workgroup; Office of Institutional Research	1.1 Completed 1.2 Completed 1.3-14. Created Data Management and Assessment Work Group to address.

COLLECTION MANAGEMENT / COLLECTION DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Have a written library-wide Collection Management Plan <i>External Library Review: Collection Management Issues</i>	1.1 Create Workgroup 1.2 Develop plan 1.3 Approve and implement	Administration; Collection Management Workgroup	1.1 Completed 1.2 Pending Task force report. Continue as 2013-14 Target
2. Do data driven decision making for deselection of print monographs and journals <i>External Library Review: Collection Management Issues</i>	2.1 Develop SCS decision making model for monographs 2.2 Investigate collaborative print archive options to permit deselection of print journals 2.3 Develop a deselection plan for print monographs and print journals 2.4 Approve and implement	Administration; Collection Development Librarian; Subject Specialists; Systems Department Head; Cataloging Librarian	2.1 Completed 2.2 Joined WEST 2.3 Completed 2.4 Phased implantation in progress.
3. Resolve access issues associated with e-books <i>External Library Review: E-Resource Collections</i>	3.1 Create functional workgroup 3.2 Identify issues 3.3 Implement solutions	Access Services Department Head; Acquisitions Librarian; Cataloging Librarian; LibSys5 Admin; Technical Services Department Head	3.1 Completed 3.2 In progress; Continue as 2013-14 Target
4. Investigate Demand Driven Acquisitions	4.1 Consider options 4.2 Make recommendation 4.3 Implement if feasible	Collection Development Librarian; Acquisitions Librarian; Technical Services Department Head; Reference & Research Services Department Head	4.1-4.3 Continue as 2013-14 Target

DIGITAL INITIATIVES

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Make NMSU Library’s unique collections accessible in the e-environment Library 2009-2012 Plan: Vision External Library Review: E-Resource Collections</p>	<p>1.1 Complete at least two digitization projects 1.1a NMSU Cooperative Extension Publications 1.1b NMSU Catalogs 1.1c Round-up 2000 to date digital files</p> <p>1.2 Increase presence of library’s digital projects on the website</p>	<p>Associate Dean; Digital Project Teams; Systems Department Head; Web Designer</p>	<p>1.1a In progress; Continue as 2013-14 Target – target completion date Fall 2013 1.1b Target Spring 2014 1.1c Continue as 2013-14 Target, Target completion Spring 2014 1.2 Completed</p>
<p>2. Understand the magnitude of Born Digital Content issues for NMSU Library Library 2009-2012 Plan: Vision External Library Review: E-Resource Collections</p>	<p>2.1 Do an inventory of Born Digital Content 2.2 Identify data curation issues 2.3 Make recommendations for future actions</p>	<p>Archives & Special Coll. Department Head; Systems Department Head</p>	<p>2.1 Procured Archive It Service and have identified issues. Continue as 2013-14 Target</p>
<p>3. Provide support systems to move NMSU to E-Dissertations & Thesis Environment Library 2009-2012 Plan: Vision External Library Review: E-Resource Collections</p>	<p>3.1 Create functional workgroup 3.2 Develop plan 3.3 Implement</p>	<p>Administration; Archives & Special Coll. Department Head; Systems Department Head; Graduate School</p>	<p>3.1 Completed 3.2 Completed 3.3 Pilot project being planned. Continue as 2013-14 Target</p>

FACILITIES / SPACE

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Redesign Branson second floor East (Archives & Special Collections) <i>Library 2009-2012 Plan: Vision</i> <i>External Library Review: Collection Space</i>	1.1 Clear out area prior to construction start date 1.2 Follow IPP project schedule 1.3 Reoccupy redesigned space	Access Service Department Head; Administration; Archives & Special Coll. Department Head; NMSU IPP Project Team	1.1 Completed 1.2 In progress 1.3 Fall 2013; Continue as 2013-14 Target
2. Enhance student spaces at Branson & Zuhl <i>Library 2009-2012 Plan: Vision</i> <i>External Library Review: Public Space</i>	2.1 Make improvements as specified in BRR & special project funded 2.2 Make improvements to Branson classroom as specified in BRR funded request	Administration; FS Project Manager	2.1-2.2 Completed
3. Gain support for Library’s Capital Projects request – Zuhl Library expansion <i>Library 2009-2012 Plan: Vision</i> <i>External Library Review: Collection Space/Public Space</i>	3.1 Work with Facilities & Services and consultants on Library Master Space Plan	Administration; Greg Walke, NMSU Architect	3.1 RFP in progress for consultant. Continue as 2013-14 Target

FISCAL MANAGEMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Share more information on library budgets and budgeting process with library staff <i>External Library Review: Organizational Style</i>	1.1 Hold at least 2 workshops on the library budget process and components of the library budget 1.2 Expand the Library Budget Committee to include exempt and non-exempt representation	Administration	1.1 Completed- 2 nd meeting scheduled Library U 1.2 Completed
2. Complete library budget review at request of NMSU’s President	2.1 Respond to requests for fiscal information associated with audit 2.2 Receive/respond to audit findings	Administration; VP Administration & Finance; President’s Office	2.1 Pending University Administrative action – Continue as 2013-14 Target
3. Reduce the Library’s Materials Budget	3.1 Create functional work group 3.2 Review recommendations on reductions 3.3 Approve reduction and initiate cancellations	Acquisitions Librarian; Administration; Collection Development Librarian	3.1 Completed 3.2 Completed 3.3 Completed

LIBRARY DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Increase level of private funds to support major library initiatives <i>Library 2009-2012 Plan: Vision</i></p>	<p>1.1 Obtain private funds to support digital initiatives 1.1a Initiate major naming gift for digital resource room 1.1b Reach \$39,000 funding goal for Ag. Digitization Project 1.1c Submit funding request to EBID for digitization of maps 1.1d Increase by 3% the annual giving to the library</p>	<p>Administration; Library Director of Development; College of Ag. Dean</p>	<p>1.1a Proposal under consideration by donor 1.1b Completed 1.1c In progress; Continue as 2013-14 Target 1.1d Completed</p>
<p>2. Increase the capabilities of the campus donor development database system</p>	<p>2.1 Migrate from DARMA to Raiser’s Edge</p>	<p>Library Director of Development; Office of Advancement</p>	<p>2.1 Completed</p>
<p>3. Improve the library’s internal donor records management system</p>	<p>3.1 Conduct comprehensive review of all internal library donor records and re-organize records 3.2 Document records management & retention practices 3.3 Correct any records issues</p>	<p>Administration; Library Director of Development</p>	<p>3.1 Completed 3.3 Completed</p>
<p>4. Acquire gift collections which build the depth of our unique research collections in targeted areas <i>Library 2009-2012 Plan: Vision</i></p>	<p>4.1 Bring in one collection for at least two areas in Archives & Special Collections</p>	<p>Archives & Special Coll. Department Head; Library Director of Development</p>	<p>4.1 Completed</p>
<p>5. Clarify Library donor documents and procedures</p>	<p>5.1. Develop a proposal to NMSU Foundation to include appraisals of gift-in-kind collections that come in over _____ linear feet 5.2 Revise Deed of Gift 5.3 Write addendum to the Deed of Gift to clarify all admin costs associated with gifts to increase transparency</p>	<p>Library Director of Development; Administration</p>	<p>5.1 In progress; Continue as 2013-14 Target 5.2 In progress 5.3 In progress</p>

LIBSYS5

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Centralize acquisitions and cataloging processes for the NMSU Community College libraries Library 2009-2012 Plan: Vision	1.1 Develop plan and present to LibSys5 Admin 1.2 Make recommendations 1.3 Take action on recommendations	Libsys5 Administration	1.1 Completed 1.2 Completed 1.3 Proposal completed, proposal not supported
2. Transition to Resource Description and Access (RDA Cataloging)	2.1 Plan for training 2.2 Participate in training as developed	Technical Services Department Head; Cataloging Unit Head; LibSys5 Administration	2.1 Completed 2.2 Completed
3. Continue to standardize policies, procedures, and operations to function more efficiently and effectively as a system	3.1 Explore feasibility of converting LibSys5 Directors from exempt staff to college faculty status 3.2 Participate in a Request It! Video-conference 3.2a Include specific procedures for delivery of materials to distance education faculty and students 3.3 Investigate steps needed to implement full interlibrary loan for NMSU-Grants 3.3a Implement if feasible 3.4 Participate in annual face-to-face meeting for planning purposes 3.4.a Meet in 2012/13 at NMSU-Alamo	Library Dean; Access Services Department Head; LibSys5 Administration	3.1 Proposal under review by LibSys5 directors; Continue as 2013-14 Target 3.2 Completed 3.2a Completed 3.3 In progress; Continue as 2013-14 Target 3.4 In progress; Continue as 2013-14 Target
4. Make library instructional resources available online to all NMSU students External Library Review: Services	4.1 Jointly develop at least two web-based instruction tutorials or modules of interest to users at all campuses	LibSys5 Administration	No action taken.

PERSONNEL

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Hire faculty to meet basic operational needs of library	1.1 Department Head – Archives & Special Collections 1.2 Digital Projects Librarian 1.3 RGHC Archivist 1.4 Department Head – Access Services	Administration; HR; Search Committees	1.1 Completed 1.2 Completed 1.3 Completed 1.4 Completed
2. Strive to have a library workforce that is highly diversified	2.1 Receive and consider recommendations of Library Diversity Task Force 2.2 Develop a library diversity plan 2.3 Approve and implement	Administration; Library Diversity Task Force	2.1 Completed 2.2-2.3 Pending action regarding university diversity plan
3. Assure library personnel records are in compliance with campus policy	3.1 Develop a guide for Library Department Heads on departmental records retention 3.2 Meet with all Department Heads to assure compliance	HR Liaison; Department Heads	3.1 No action taken. Continue as 2013-14 Target

PROFESSIONAL DEVELOPMENT / TRAINING WORKFORCE

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Have a highly trained and skilled workforce Library 2009-2012 Plan External Library Review: Optimizing Staff Resources	1.1 Implement Library U 1.2 Assess program	Associate Dean; HR Liaison; Library U Work Group	1.1 Completed 1.2 In progress; Continue as 2013-14 Target

SERVICES

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Have a stronger library presence within Canvas, if applicable External Library Review: Technology/Services	1.1 Gain approval to build research help features into system 1.2 Develop help content	Reference & Research Services Department Head	1.1 Completed 1.2 Completed
2. Reduce turnaround time for e-journal articles not available at NMSU Library External Library Review: Services	2.1 Implement RAPID ILL by Fall 2012 2.2 Pilot/implement Copyright Clearance Center’s Get It Now! mediated service by Fall 2012	Administration; Access Services Department Head; Business Manager; Systems Department Head	2.1 Completed 2.2 Completed
3. Phase out DocuTek e-reserves External Library Review: Services	3.1 Work with impacted faculty; transition them to Canvas	Administration; Access Services Department Head; Systems Department Head	3.1 Completed

SYSTEMS/TECHNOLOGICAL INNOVATIONS

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Enhance Library website Library 2009-2012 Plan: Vision	1.1 Add “suggest a purchase” form to solicit user recommendations for collection development 1.2 Implement Honor with Books page	Collection Development Coordinator; Web Designer	1.1 Completed 1.2 In progress; Continue as 2013-14 Target