



ADMINISTRATION 2

ASSESSMENT..... 2

COLLECTIONS 3

DIGITAL INITIATIVES 4

LIBRARY FUNDRAISING 5

PERSONNEL..... 5

OUTREACH & COMMUNITY PARTNERSHIPS 6

POLICY DEVELOPMENT..... 7

SPACE PLANNING & MANAGEMENT 8

SYSTEMS/TECHNOLOGY 9



ADMINISTRATION

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Assure 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	Report of the 5 Year Plan Task Force received Formalization of the NMSU Library 5 Year Plan 2020-2025 Carry Forward
2. Assure 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	Carry Forward
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. Meeting with all academic liaisons fall/spring semesters	Administration Collections Team	Carry Forward

ASSESSMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Assure 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 outcome of audit take action	Library Administration Legal Counsel	Focused on privacy related to Alma Implementation completed

COLLECTIONS

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Strategically manage library physical collections to ensure balance between best use of limited space and optimal access to information for library users 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</p>	<p>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</p>	<p>Access Services Department Head Collections Team Subject Specialists Mailroom Supervisor ASC Department Head</p>	<p>1.1 0 – 1 use completed 1.1a Process begun, 5% completed 1.1b No Action taken Carry Forward 1.1c Project planning initiated -- carry forwa 1.2 In progress – 162 linear feet of Ernst Steinhoff material deaccessioned. 102 feet transferred to NM Museum of Space History, 60 feet discarded; Working with town of Silver City to return approximately 40 linear feet of material</p>
<p>2. Provide greater access to Archives collections</p>	<p>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</p>	<p>ASC Department Head ASC Staff</p>	<p>2.1 Completed 343 linear feet of processing 2.2 Completed -- Nine new descriptive finding aids created in ASpace. Additional nine finding aids significantly updated due to re-processing 2.3 Completed - RMOA records uploaded for public access to finding aids 2.4 Completed – Collections promoted through NMSU class sessions, public presentations to community groups, events (Border Archives Bazaar, Pat Garrett Western Heritage Festival, El Paso Nerd Night), and media outlets (radio appearance, CSPAN interviews, NMSU communications</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>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 Complete NMSU Tombaugh Correspondence boxes 83-88</p> <p>1.5 Conduct a use analysis of digital collections that have been available electronically within the past five years</p>	<p>Library Administration Digital Project Team Members</p>	<p>1.1 – 1.3 Completed</p> <p>1.4 In Progress</p> <p>1.5 Completed – Statistics for collections available at http://contentdm.nmsu.edu/webstats</p>



LIBRARY FUNDRAISING

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Meet 2018-2019 Library fundraising goals	1.3 Contribute to the hiring process to fill the vacant library development officer position 1.4 Mentor the library development officer re: academic library fundraising best practices	Library Administration Office of Advancement	2.1 – 2.2 Completed

PERSONNEL

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Assure 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 Submit reclassifications for 4 staff positions and fill positions approved	Administration Dept. Heads	1.1 – 1.2 Completed 1.3 a. Completed – two faculty positions filled b. Carry forward -- Search will be conducted Spring 2020 1.2 2 staff reclassifications completed
2. To develop and implement a civility in the workplace at NMSU Library	2.1 program plan designed 2.2 implementation 2.3 assessment		2.1 completed 2.2 for 2018-2019 cycle programing completed 2.3 Carry Forward



OUTREACH & COMMUNITY PARTNERSHIPS

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Work with community organizations and regional media to increase awareness of NMSU Library’s resources and roles in the university and community</p>	<p>1.1 Identify important community partners for the library – e.g., service organizations, non-profits, affinity groups, governmental entities</p> <p>1.2 Promote library resources and services through university and community media outlets</p>	<p>Administration Dept. Heads Unit Heads</p>	<p>1.1 Completed – Community partners identified include: NM Farm and Ranch Heritage Museum, City of Las Cruces Museums, American Association of University Women, League of Women Voters, Daughters of the American Revolution, Dona Ana County Historical Society, Dona Ana County Genealogical Society.</p> <p>1.2 Completed</p>



POLICY DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Review all existing library policies to assure that they are current and in alignment with NMSU ARP and BOR policy, if applicable. 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 Systematically review and edit as needed all NMSU Library Policies/ARPs 1.2 Redesign the format</p>	<p>Associate Dean Management Group</p>	<p>1.1 Completed – The following policies were approved upon revision:</p> <ul style="list-style-type: none"> • Library Policy #001-Library Policy Dev. • Library Policy #003-Ed. Opportunities for Employees • Library Policy #004-Flextime work scheduled for non-exempt and exempt • Library Policy #006-Library Faculty General Election Procedures • Library Policy #40 will be retired due to thesis and dissertations becoming e-submissions. • Library Policy #005 retired as it is now a sub set of Library Policy 50 <p>1.2 Completed</p>

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 Develop deselection plan for Zuhl Library 1.3 Implement plan Zuhl deselection	Administration Department Heads Collections Coordinator Mailroom Supervisor	1.1 Working with FS on project design and cost estimates. Current status is awaiting cost estimate of Electronic Card Access System. Carry forward 1.2 Use analysis of Zuhl collections in progress. carry forward 1.3 Completed – Initial deselection plan for Zuhl a. is to complete a review of duplicate copies. b. Next steps is to review large sets to determine duplication and for outdated content – initial planning started
2. Have adequate space to house ASC collections and to be in compliance with floor load capacities for all ASC collections	2.1 West Deselection 2.2 Relocation of work area 2.3 Branson East 1 st floor space project	Associate Dean Department Head ASC Department Head TS Gov Docs Librarian	2.1 Branson east 1 st floor project in Progress. Journals that are in WEST with a 0 to 1 use count are being withdrawn and surpluses. As of July 19, 137 titles totaling 4,714 of items with a 1 use count have been scanned with withdraw status and surplused. 2.2 Relocated TS work area on 1 st floor Branson East.



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 Action pending campus level action policy decision 1.1b Action pending campus level action policy decision
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	Completed
3. Increase access to e-resources	3.1 Have optimal access to HathiTrust database by Fall 2018	Systems Team ICT	Completed