Unit Code: 1200   **Planning Unit:** District Library   **Unit Manager** Mary Faulkner

Obj ID   Objective

315   Access Services

Tasks

Priority	Due Date	Task	Budget Amount
1	8/16/2008	Monitor development of the Beta version of LinccWeb 2.0 for final production. Train staff in use, prepare webpage changes as required.	$0
2		Monitor District campus users for satisfaction with library hours	$0
3		Continue to work with campus and District IT to insure upgraded and repaired PC's and peripherals	$0

Assessment Measures

Staff Training

User Survey

Units Impacted:

Planning Unit Code:	Planning Unit :	Unit Manager :
426000	Collier Library	Anthony Valenti
526000	Charlotte Library	Jamie Reynolds
14900	District Technology Services	Mark Trask

Use of Results

Update web pages

Adjust hours of operation if needed

PC hardware and software current and compatible with teaching/learning requirements for on-campus and remote access.

Associated Standards

Standard Number	Standard Description
3.8.1	3.8.1 The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission. (Learning/information resources)

Unit Purpose

The library provides access to information in all formats and teaches library users to efficiently and effectively find and use information.

Obj ID   Objective

316   Staffing

Tasks

Priority	Due Date	Task	Budget Amount
1		Devise and implement optimal staffing plan through peer colleges	$0
2		Work with HR on Staffing and compensation initiative	$0

Assessment Measures

Edison staff assessment initiative

Status Reports

Report Date	Status Report
5/30/2008	Annual review of staffing, performance evaluations

Units Impacted:

Planning Unit Code:	Planning Unit :	Unit Manager :
426000	Collier Library	Anthony Valenti
526000	Charlotte Library	Jamie Reynolds
14300	District Human Resources	Pamela Fairfax

Results

As budget allows

Use of Results

Revise staffing plans

Associated Standards

Standard Number	Standard Description
3.8.1	3.8.1 The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission. (Learning/information resources)

Unit Purpose

The library provides access to information in all formats and teaches library users to efficiently and effectively find and use information.

Obj ID	Objective
317	Administration

Tasks

Priority	Due Date	Task	Budget Amount
1		Chose faculty and students from all programs to act as library advisory committee on each campus.	$0
2		Assure cooperative administration of District Libraries by MLS librarians	$0

Assessment Measures

Roster of members; minutes of the meetings

Credentialing for ALA MLS degree verified

District Directors to meet at least once per semester.

Units Impacted:

Planning Unit Code:	Planning Unit :	Unit Manager :
2000	District Edison Online	Mary Myers
20000	District A & S - Arts & Sciences Dean	Robert Beeson
24000	District PTS - Professional & Technical Studies Dean	William Roshon
426000	Collier Library	Anthony Valenti
526000	Charlotte Library	Jamie Reynolds
22000	District A & S - Math Science and Education	Theo Koupelis

Use of Results

Recommnedations for library acquisitions, hours of operation, staffing, instructionRecommendations for future SPOL

Associated Standards

Standard Number	Standard Description
3.8.1	3.8.1 The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission. (Learning/information resources)

Unit Purpose

The library provides access to information in all formats and teaches library users to efficiently and effectively find and use information.

Obj ID	Objective
318	Budget

Tasks

Priority	Due Date	Task	Budget Amount
1		Directors assign equitable apportionment for District budget.	$0
2		District library office will monitor district-level and state-level use statistics, informing campus directors for future materials choice. The District Director will involve all librarians in the choice process for state-funded purchases.	$0

Assessment Measures

Review of Acquisitions budget and expenditures per campus

Review of CCLA generated use statisticsReview of Edison generated financial reports

Status Reports

Report Date	Status Report
6/30/2008	Year-end expenditure totals
6/30/2008	CCLA generated acquisitions/withdrawn statistics; total connects to databases; peer comparison of database use statistics

Units Impacted:

Planning Unit Code:	Planning Unit :	Unit Manager :
426000	Collier Library	Anthony Valenti
526000	Charlotte Library	Jamie Reynolds
14100	District Finance & Accounting	Gina Doeble

Use of Results

All District Libraries have access to current, curriculum -driven collections

Budget requests for future funding

Associated Standards

Standard Number	Standard Description
3.8.1	3.8.1 The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission. (Learning/information resources)

Unit Purpose

The library provides access to information in all formats and teaches library users to efficiently and effectively find and use information.

Obj ID	Objective
319	Instruction

Tasks

Priority	Due Date	Task	Budget Amount
1		Design, produce instructional materials, i.e., videos, podcasts, online tutorials, pathfinders or e-learning modules.	$0
2		Assure intructional formats and materials can be used for Virtual College students according to ACRL guidelines	$0
3		Faculty Librarian will continue LIS 2004 state-wide committee work to revise/update course content	$0
4		Director to coordinate with First year student experience committee for library research component/web-based module	$0

Assessment Measures

student surveys, end of tutorial quizzes

LIS 2004 enrollment numbers

Units Impacted:

Planning Unit Code:	Planning Unit :	Unit Manager :
2000	District Edison Online	Mary Myers
426000	Collier Library	Anthony Valenti
526000	Charlotte Library	Jamie Reynolds
11100	District Institutional Effectiveness	Kevin Shriner

Use of Results

Refine instuctional formats to fit student/faculty requirementsRefine materials to fit current formats

Associated Standards

Standard Number	Standard Description
3.8.1	3.8.1 The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission. (Learning/information resources)

Unit Purpose

The library provides access to information in all formats and teaches library users to efficiently and effectively find and use information.