

**SUNY Potsdam
Administrative Unit Assessment Plan**

Administrative Unit: College Libraries

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Mission Statement: The mission of the College Libraries is to forge dynamic partnerships and empower our vibrant academic community to do thoughtful research, explore new ideas, and collaborate effectively, to achieve success at Potsdam and beyond.

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
<p>Establish and communicate the current and emerging role, purpose, and impact of the College Libraries to the campus administration as part of the ongoing leadership transitions of the College.</p>	<ol style="list-style-type: none"> 1. Advocate for the Director of Libraries to remain a core member of the Provost's Cabinet. 2. Design and build an innovation lab in Crumb Library to engage student creativity and applied learning. 3. Construct a comprehensive hiring plan that encompasses the short- and long-term needs for the College Libraries. 	<ol style="list-style-type: none"> 1. Inclusion of Director of Libraries in administrative bodies and processes 2. Development and possible implementation of a Makerspace plan. 3. Submission of a hiring plan to the Provost.
<p>Formalize the work begun on marketing and programming in the College Libraries</p>	<ol style="list-style-type: none"> 1. Establish an annual calendar of events for the College Libraries in advance of each year's publication calendar. 2. Establish formal job descriptions for interns in social media, outreach, communications, etc. 	<ol style="list-style-type: none"> 1. Creation and implementation of the calendar. 2. Creation of the job description and hiring of interns.
<p>Develop and implement a strategy for sustainability in our Information Literacy teaching program</p>	<ol style="list-style-type: none"> 1. Participate in appropriate General Education projects and discussions to shape Information Management expectations. 2. Gain Academic Affairs approval to develop credit-bearing information literacy courses, targeted at underserved or underprepared student populations. 3. Work with departments to ensure integration of appropriate Information Literacy instruction in department-level learning outcomes. 	<ol style="list-style-type: none"> 1. Appointment of library staff to General Education committees and discussion groups. 2. Approval for development of courses is granted, and development begun. 3. Appointments scheduled with individual faculty or departments.

<p>Assess and improve the success of our web presence.</p>	<ol style="list-style-type: none"> 1. Conduct user experience research on current or proposed websites. 2. Consider and evaluate the appropriateness of moving to a CMS. 3. Upgrade EBSCO search products, manage WorldShare transition, and evaluate duplicative services to select best option 	<ol style="list-style-type: none"> 1. User experience testing conducted 2. A recommendation about a CMS is made to the Director, and a decision acted upon. 3. Products are upgraded; evaluations of subscriptions conducted and recommendations made to the Director; decisions acted upon.
<p>Maintain our physical holdings to ensure user access to collections.</p>	<ol style="list-style-type: none"> 1. Conduct a thorough automated inventory of all of our physical collections and appropriately process the results of each inventory file. 2. Reconsider and redesign our Government Documents cataloging and access strategies. 3. Plan and implement a weeding project for the Government Documents collection in anticipation of a required retrospective cataloging project. 4. Plan for the future of music cataloging in the College Libraries, considering likely retirements. 	<ol style="list-style-type: none"> 1. Inventory conducted and files assessed. 2. New cataloging processes developed for Government Documents; online access proposal developed and submitted to Director for consideration. 3. Government Documents weeding project begun. 4. Music cataloging is included in anticipated searches for librarians.
<p>Build and maintain vital collections of physical, online, and on-demand information resources for the campus community's use.</p>	<ol style="list-style-type: none"> 1. Explore purchase on demand/patron-driven acquisitions models 2. Expand participation in the Empire Shared Collections project, ensuring that expectations of access, document delivery, and user satisfaction are managed. 3. Plan for future project-scale digitization of legacy format sound recordings such as the Frackenpohl Archive and Crane Performance Recordings, to enhance use and access. 4. Build print collections tailored to the unique needs of SUNY Potsdam students. 	<ol style="list-style-type: none"> 1. Purchase on demand/patron driven acquisitions system implemented. 2. Empire Shared Collections holdings are integrated into search resources; internal processes established to ensure the quality of the user experience. 3. Inventory of Crane Composer collections begun. 4. Circulation data will show sustained, ongoing use of print collections.