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SUNY Potsdam
Administrative Unit Assessment Plan

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Administrative Unit: College Libraries & Archives

Unit Contact -- Name: Lauren Jackson-Beck   ***Phone:*** 315-267-2477   ***Email Address:*** jacksola@potsdam.edu

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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.

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Plan - Educate - Build - Communicate - Curate

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GOAL 1: FUTURE PLAN

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
1. Future plan to avert negative impacts from upcoming retirements and to meet current and future needs and priorities of the College. Address critical staff vacancies in highly specialized technical positions and understaffing in both Crane and Crumb libraries.	a) Rehire critical librarian vacancies that fill gaps in current expertise.	• Submit a hiring plan to the Provost with target hiring dates for vacant positions for two critical positions: 1.) Technical Services & Metadata Coordination and 2.) Electronic Resources Curation and Analysis.
	b) Rehire secretary for the College Libraries.	• Plan for future retirement of the College Libraries secretary by documenting work and submit hiring plan with administration.
	c) Address the lack of night/weekend supervisors in libraries.	• Create task force to gather data, send out student surveys, and provide recommendations that can be shared with the administration for evening and weekend safety and operational abilities.

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	d) Address current and future needs created by increased online courses and SUNY unfunded mandates for Open Access (OA) and Open Educational Resources (OER) by hiring a Scholarly Communications Librarian.	• Create a task force to survey faculty on their needs for OA and OER.
		• Submit a justification to the Provost for a Scholarly Communications Librarian to address OA and OER requirements, improve student success, and support online teaching.
	e) Increase library efficiencies by examining current workflows among library clerks.	• Create task force to examine workflows and processing to eliminate redundant work.
		• Create task force to examine cross-training options among library clerks.
		• Cross-train existing library clerks to allow for flexibility in certain basic services.
	f) Rehire to fill existing gaps in CSEA and/or UUP professional support.	• Analyze work needs and existing gaps in work force based upon task force recommendations.

GOAL 2: ACTIVELY EDUCATE		
Goals	**Desired Outcomes/Objectives**	**Assessment Methods and Targets/Measures**
2. Position the College Libraries & Archives to be a campus leader in Information Literacy education and Applied Learning opportunities.	a) Embed a sustainable Information Literacy program into the Potsdam Pathways General Education program.	• Document and publish the Information Literacy curriculum within the Potsdam Pathways general education program for sustainable Information Literacy teaching.
	b) Assess specific learning outcomes and Information Literacy needs in upper division courses.	• Meet with faculty and library liaisons to discuss ongoing needs and explore ways to expand Information Literacy beyond the WAYS program.
	c) Work with faculty to expand their knowledge of how Information Literacy can be embedded in their pedagogy.	• Offer programs or tutorials geared for faculty in various content areas. Share Information Literacy tips and examples with faculty.
	d) Embed a robust series of Information Literacy tutorials into the College Libraries webpages.	• Create Information Tutorials, Q&A, student assessments, and other learning tools available to all faculty, staff, and students.
	e) Participate in the upcoming college plan for micro-credentialing programs for students to gain additional Information Literacy knowledge for future employment.	• Create a pathway for library student workers to participate in micro-credentialing programs. Upgrade student worker positions to include additional learning opportunities for all library student workers.
	f) Hire an Archivist who will curate college records—including Crane donated collections—and provide experiential and applied learning opportunities to students in a wide variety of majors, including Honors courses.	• Advocate for the re-establishment of a professional Archivist by working with stakeholders across campus and within the administration. This creates applied learning and research partnerships between the College Archives and a variety of campus departments.

GOAL 3: STRATEGICALLY BUILD

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
3. Build back better after Covid-19 to provide funding for databases and other collections for students. Participate with SUNY SLC and OLIS offices to leverage the SUNY Library system to support our students.	a) Follow the model of other SUNY Libraries by moving library technology bills from the library budget to the Technology Fee.	• Work with administration to investigate using the technology Fee to help pay for campus-wide electronic services such as EZ Proxy, ILLiad Server Hosting, and the Library website.
	b) Create additional funding campaigns to endow the College Libraries with robust and reliable yearly spending.	• Explore strategies with College Advancement for raising more funds for the libraries.
	c) Participate with OLIS (Office of Library Information Services) and SLC (SUNY Libraries Consortium) to increase cooperative library services to our Potsdam community and save money.	• Participate in new SUNY-wide proposed programs, such as the Automated Fulfillment Network (AFN).
		• Participate with SUNY SLS initiative with database vendors through the use of IFB (Invitation for Bid) and PIAs (Participating Institution Agreements) to realize financial and workload savings within the College Libraries and purchasing department.
	d) Build an inclusive e-resource collection to meet the needs of all students and faculty in this new online learning environment.	• Advocate for expanded funding for both e-books and database access to support online learning.
	e) Build collections that reflect diverse voices, equality, and racial justice.	• Commit book funds for de-colonializing library collections.
		• Create student-led program for greater student involvement in Collection Development.

GOAL 4: COMMUNICATE MISSION

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
4. Advocate for appropriate library funding through effectively communicating the evolving roles and needs of 21st century academic libraries and changing needs of online students in the post-pandemic world.	a) Expand communication channels and unify library messaging to our constituents.	• Prepare annual "State of the Libraries" report. Deliver report to students, faculty, and administration in various venues, including Faculty Senate and the College libraries website.
		• Prepare annual or semi-annual letter to library donors describing the accomplishments and challenges of the year. Include this with each donor thank you letter.
	b) Update the College Libraries & Archives website to improve access to electronic content, our services, and our resources.	• Create a task force to examine the functionality of the current library website and make recommendations for future library website upgrades.
		• Update the library website based upon the recommendations of the task force.
		• Continue to improve social media for consistent messaging.

GOAL 5: CURATE COLLECTIONS		
Goals	**Desired Outcomes/Objectives**	**Assessment Methods and Targets/Measures**
5. Curate physical and electronic collections to ensure user access to all materials by applying current metadata standards, SLC Alma/Primo best practices, and forward-looking appraisal of collections, student needs, and current/future financial resources.	a) Conduct an inventory of Crane Library physical materials.	• Inventory collections and update metadata in Alma/Primo.
	b) Continue weeding of the Federal and State government document collections.	• Complete assessment and withdrawal of Government Documents, including Federal and NY State documents to weed out-of-date materials and save physical space.
	c) Improve current access to selected electronic Federal and State documents and collections.	• Implement workflows to add appropriate online access to selected government documents and websites. Create finding tools and research guides for locating government resources.
	d) Continue weeding print collections of monographs, annuals, reference, and periodical collections.	• Continue to weed materials that are out of scope, out of date, or in unusable condition.
	e) Build contemporary book collection for our students.	• Reserve funding for physical collections.
	f) Curate the development of collections of BIPOC, LGBTQ+, and non-western authors. Include racial justice, equity, and international literature.	• Analyze collections, identify subject areas that lack representation, target funding for greater representation.