

## **Albin O. Kuhn Library & Gallery Plan for FY2006-2016**

**The Albin O. Kuhn Library & Gallery strives to meet the needs of a research university and support a distinctive undergraduate experience. We will provide the highest quality information, resources and services for UMBC's growing and evolving teaching, learning, research and service environment:**

**I. By continually enhancing access to the information and resources required by our users through the innovative use of technology and by providing access when and where it is needed and in the format most appropriate to the user's needs.**

**A. Increase Digital Initiatives**

1. Increase access to image, audio, archival and other non-print collections.
2. Explore emerging technologies to improve access to digital resources.

**B. Improve Access to Library Resources**

1. Collaborate with USMAI colleagues to develop single point access for users.
2. Provide access to serial subscriptions exclusively in electronic format whenever possible.
3. Continue to develop the library's web presence through creative design that allows users to reach information they seek quickly and easily.
4. Compile data that supports usage analysis of the collection and online resources to assess the effectiveness of collection decisions.
5. Create collection policies that anticipate future curricular and technological changes.
6. Increase access to uncataloged collections by identifying resources needed and prioritizing for processing.
7. Collaborate with USMAI colleagues to ensure the integrity of data in catalogusmai, Research Port and other shared resources.
8. Assure the library's physical collection is up-to-date and accessible by establishing a schedule for inventorying and weeding.
9. Increase access to existing archival collections.
10. Explore issues related to archiving of digital resources such as enduring access to subscriptions and online campus publications.

**II. By actively participating in consortial partnerships to promote resource sharing and services while enhancing cost effectiveness.**

**A. Continue to provide strong support and active leadership for the cooperative effort of the USMAI (University System of Maryland and Affiliated Institutions) to promote resource sharing among the individual libraries of the member institutions.**

1. Participate actively in the continuing implementation and development of the Library Information Management System (LIMS) for the member institutions.
2. Participate actively in the selection and shared purchasing of digital information resources to maximize cost savings and reduce workload for the individual libraries of the USMAI.
3. Work cooperatively to expand information delivery options for the member institutions.
4. Work with the other member institutions to support national initiatives to promote new methods of scholarly publication.

**B. Pursue Other Consortial Initiatives**

1. Prepare and plan for utilization of an off-site repository, anticipated to be funded in 2010, with appropriate partners such as USM and JHU.
2. Continue, as a founding participant, to support the Maryland Digital Library buying consortium together with the other USMAI institutions.
3. Continue to partner with regional museums and libraries to provide access to our art holdings and gain access to those of other institutions for our students and faculty researchers through the Baltimore Art Resource and Outreach Consortium (BAROC).
4. Participate in future opportunities with additional partners in both public and private institutions when applicable to our goals.

**III. By providing library staff and faculty with sufficient resources, training and support to excel in performing their service mission to the campus.**

**A. Expand staff development opportunities**

1. Anticipate, plan for and provide job-related training as needed.
2. Increase and encourage participation in staff development offerings.
3. Identify potential funding sources to support staff development including, but not limited to, attendance at conferences, workshops, institutes, etc.
4. Create an environment that supports leadership development.
5. Foster the professional development of faculty librarians to meet the criteria for promotion in rank and attainment of permanent status.
6. Develop a comprehensive plan that explores alternative funding allocations for development and training.

**B. Improve internal communication and encourage involvement of all staff**

1. Encourage library-wide communication and involvement within the current governance structure.
2. Develop and formalize a relationship between the Library Executive Council (LEC) and Library Assembly to raise and discuss relevant issues.

3. Formalize communication between LEC and library departments to bring relevant issues from LEC to the departments and to LEC from the departments.
4. Make effective communication an integral part of all library operations, projects and planning.
5. Develop and improve written procedures and other documentation for staff and users, and promulgate these procedures and documents.

**C. Analyze Work Flow, Current Practices and Business Processes**

1. Encourage individual departments to continue to analyze current workflow related to the ExLibris Aleph functional modules.
2. Promote discussion among departments to identify and eliminate redundancies and to streamline workflows across the Aleph functional modules wherever possible and appropriate.
3. Work with USMAI colleagues to identify efficient workflows and best practices in the current and future version(s) of Aleph.
4. Evaluate current practices, including recordkeeping, as implementation of the PeopleSoft system by the campus continues.
5. Analyze current business practices in relation to audit requirements, particularly the requirements for separation of duties.

**IV. By assessing library services and resources and engaging the campus community in planning for enhancements.**

**A. Enhance communication with the campus about service needs and library issues.**

1. Seek campus input in defining library priorities, initiatives and assessing services to users.
2. Increase public relations to campus about library issues, challenges and accomplishments.

**B. Assess the library organizational structure and the allocation of resources as needed to meet library goals.**

1. Explore alternatives to the current organizational structure.
2. Adjust resources in order to meet user needs and the library vision.
3. Evaluate the cost effectiveness of library services.
4. Investigate possibilities for outsourcing projects such as digitization initiatives.

**C. Develop and expand user-centered services for the campus and beyond.**

1. Expand user options for self-service.

2. Expand programming, such as exhibits and lectures, to support the service mission of UMBC and inform the community of the rich resources we have to offer.
3. Monitor and coordinate with other relevant UMBC user service initiatives, such as those of OIT.

**D. Explore sources of funding to implement programs, enhance collections, and renovate physical spaces.**

1. Plan with campus administration and governance to devise a Library funding plan to cover such funding issues as annual subscription cost increases, expansion of resources and services to meet Doctoral/Research University-Extensive needs, etc.
2. Seek alternate sources of funding for collections and resources.
3. Identify grant opportunities and provide support for developing, writing and managing grants.
4. Work with Institutional Advancement to explore options for attracting donors and identifying other gifting opportunities.

**V. By providing leadership to the campus community in the areas of scholarly communication and information literacy.**

**A. Collaborate with faculty and campus administration to address issues related to scholarly communication at UMBC and throughout the USM**

1. Lead the campus effort in exploring alternative methods of scholarly publication that seek to improve information dissemination while meeting the needs of academe, and work with faculty to keep them abreast of major issues and changes in scholarly communication.
2. Continue to support USM-wide funding of Open Access journal suites.
3. Develop a digital repository for UMBC research.
4. Collaborate with other USM libraries to create guidelines for faculty to use in their negotiations with vendors, e.g., reserving the right to post a digital copy of their article on the UMBC repository site.

**B. Collaborate with faculty to engage students in exploring ideas and using information effectively to become life-long learners.**

1. Develop initiatives to support and partner with faculty to better enable the integration of information literacy skills across the curriculum.
2. Seek opportunities to integrate information literacy into campus-wide initiatives and strategic-planning efforts.
3. Work with campus partners such as the Faculty Development Center and OIT to make information literacy a campus-wide priority.
4. Participate actively with other USM institutions to develop programs to improve the quality of teaching and learning on participating campuses.

5. Develop and implement a plan to evaluate the information literacy program for overall effectiveness.

**VI. By continuing to provide a physical environment that inspires study and learning, and fosters a sense of academic community, in an increasingly digital world.**

**A. Reassess and Improve Current Space in Anticipation of Future Needs**

1. Plan options for space allocation and storage.
2. Reutilize existing space in response to changing collection formats and student study preferences.
3. Identify space for new initiatives such as centers for digitization and multimedia.
4. Develop efficiencies in use of current space for archival storage and processing.

**B. Identify Facility Renewal Needs**

1. Prioritize categories of facility renewal and improvement needs.
2. Work with appropriate campus groups to secure campus resources for facilities renewal.
3. Build improvement needs into the budget process.

**C. Improve Library Building Safety**

1. Upgrade and expand existing security systems.
2. Seek centralized campus support for security.
3. Increase staff awareness of building security/safety issues.