

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing form:		Nelda Reid/Dianne Lindgren		Curriculum/Department:		Library	
Purpose/Mission Statement:				Vision Statement: (3-5 years)			
The purpose of the Library is to provide a multimedia center for learning resources designed to support and implement the total instructional program of the college. Its chief aim is to contribute to the realization of the institution's objectives by acquiring, organizing and circulating the books, periodicals, audiovisuals, and online resources and materials needed to support the instructional program; to provide a variety of learning and study options; to provide instruction in the use of resources; and to promote the cultural development of library users.				The Library will continue to provide computer workstations, adequate up-to-date resource collections in formats consistent with prevailing technologies, access to the collections of other libraries, instruction in the use of resources and will promote life-long learning opportunities. Within 3 - 5 years plans will be developed and construction will take place on a new library facility.			
Program Strengths:				Program Weaknesses:			
Service and assistance provided by library staff. Atmosphere of the Library is conducive to study. Access to the resources provided by the Library.				Lack of staff coverage.			
Program Opportunities:				Program Threats:			
Upgrade computer workstations in open lab in response to 2005 Library Survey results.				Library collection is becoming out-of-date due to lack of sufficient funds to purchase new materials.			
Goal #	Values for Teaching	College Goals	2005-2006 Department Outcomes/Goals	Success Criteria (e.g. outcomes, enrollment increases)	Plan of Action (including resources needed)		
1	7	1	Increase book, periodical, non-print and online resources.	Add 1000 new books, 5 new periodical titles, and 1 new online resource.	Purchase new materials requested by faculty.		
2	7	1	Review and update the Library web page twice a year.	Review links and verify that links function. Add/subtract links as appropriate. Rewrite "demonstration/how-to" instruction each summer, along with annual update of Library handbook.	Review information on Library page prior to first day of fall and spring classes.		

3	7	1	Coordinate Library Advisory Council meetings	Hold meetings to discuss library funding needs, promotion strategies, new services and additional ways library staff can assist faculty and students with resources for classes.	Schedule at least one meeting per semester.
4	7	1	Maintain quality of current library.	Upgrade part-time Library Assistant position to full-time.	Hire full-time Library Assistant.
5	7	1	Increase effectiveness of bibliographic instruction.	Participate in cooperative workshops with LAC emphasizing library instruction and research.	Schedule workshops.
6	7	1	Provide bibliographic service to faculty as requested.	Print and online bibliographies will be available for faculty.	Compile bibliographies of books and instructional videos per curriculum.

Criteria Results Be sure to utilize most current data available	End of Year Analysis (Goals achieved, impact of equipment purchased, improvements to your program, contingencies, etc.) Describe how you used the results to improve your program
1. 858 new books were added to the library collection.	1. New and updated materials were made available to students and faculty. Faculty participated in the selection of resources.
2. Library web page was updated, existing links were reviewed and new links were added. See www.southwesterncc.edu/library .	2. The latest information regarding the Library was made available to students and faculty. Information for research was made more accessible.
3. The Library Advisory Council met once during the past year.	3. The Council discussed ways that library staff could assist faculty and students with resources for classes.
4. The part-time Library Assistant position was not upgraded to full time. 5. A workshop was held in cooperation with the LAC emphasizing library instruction and research. 6. Bibliographies were compiled upon request from faculty.	4. There is still a need for the additional staff. 5. The cooperative workshop increased the effectiveness of bibliographic instruction. 6. Bibliographic services were provided to faculty.

Goal #	Values for Teaching	College Goals	2006-2007 Department Outcomes/Goals	Success Criteria (Method for measuring extent to which outcomes are achieved)	Plan of Action (including resources needed)
1	7	1	Increase book, periodical, non-print and online resources.	Add 1000 new books, 5 new periodical titles, and 10 books-on-tape titles.	Purchase new materials requested by faculty.
2	7	1	Maintain quality of current library.	Upgrade part-time Library Assistant position to full-time.	Hire full-time Library Assistant.
3	7	1	Maintain quality of book collection.	Weed out old out-of-date books.	Withdraw out-of-date books from the library collection.
4	7	1	Coordinate Library Advisory Council meetings.	Hold meetings to discuss library funding needs, promotion strategies, new services and additional ways library staff can assist faculty and students with resources for classes.	Schedule at least one meeting per semester.
5	7	1	Review and update the Library web page twice a year.	Review links and verify that links function. Add/subtract links as appropriate. Rewrite "demonstration/how-to" instruction each summer along with annual update of library handbook.	Review information on Library page prior to first day of fall and spring classes.
6	7	1	Maintain effective bibliographic instruction program.	Coordinate workshops as requested by faculty.	Schedule and create workshops as needed.
7	7	1	Provide bibliographic service to faculty as requested.	Print and online bibliographies will be available for faculty.	Compile bibliographies of books and instructional videos per curriculum as needed.

Budget Item Description: (Budget items requested from college funds)	Current Year Budget:	Ongoing Operational Budget:	Expansion Budget:
Supplies-Toner cartridges for printer. NLW materials. Library operational supplies	1385	3500	
Equipment-	1032	4300	4300
Travel-Attend LRA meeting. Attend regional meetings and NCLIVE training.	0	500	
Program Accreditation-	N/A	N/A	
Other-Magazines and newspapers, library books/AV materials, microfilm, maintenance contracts, online services, membership dues, personnel	54211	73500	
TOTALS	56598	81800	