

**PLANNING/OUTCOMES DOCUMENT**

<b>Name of person(s) completing form:</b>			Nelda Reid/Dianne Lindgren	<b>Curriculum/Department:</b>	Library
<b>Purpose/Mission Statement:</b>				<b>Vision Statement: (3-5 years)</b>	
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.	
<b>Program Strengths:</b>				<b>Program Weaknesses:</b>	
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. Aging book collection.	
<b>Program Opportunities:</b>				<b>Program Threats:</b>	
Upgrade library book collection. Remove old and out-of-date books. Increased use of existing Interlibrary Loan systems.				Library book collection is becoming out-of-date due to lack of sufficient funds to purchase new materials. With increased usage of Library facilities and resources, there is not enough staff to adequately serve the students and faculty.	
Goal #	Values for Teaching	College Goals	2007-08 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-	Hire full-time Library Assistant.

				time.	
3	7	1	Maintain quality of book collection.	Withdraw out-of-date materials from library collection.	Select out-of-date materials and withdraw from collection.
4	7	1	Review and update the Library web page throughout the year.	Review links and verify that links function. Add/subtract links as appropriate. Rewrite "demonstration/how-to" instruction each summer as annual update of library handbook.	Review information on the Library page prior to first day of fall and spring classes.
5	7	1	Maintain effective bibliographic instruction program	Coordinate workshops as requested by faculty.	Schedule and create workshops as requested.
6	7	1	Provide bibliographies of library materials to faculty as requested.	Print and online bibliographies will be available for faculty.	Compile bibliographies of books and instructional videos per curriculum as needed.

<b>Budget Item Description: (Budget items requested from college funds)</b>	<b>Current Year Budget:</b>	<b>Ongoing Operational Budget:</b>	<b>Expansion Budget:</b>
Supplies-Toner cartridges for printer. NLW materials. Library operational supplies.	1050	2000	
Equipment-DVD/TV Combo 2 @ \$350=\$700 CD/Cassette Player 2 @ \$250= 500 Headphones 3 @ \$22=66	4300	1266	
Travel-	0	500	

Program Accreditation-	N/A	N/A	
Other-Magazines and newspapers, library books/Av materials, microfilm, maintenance contracts, online services, membership dues, personnel	60700	94800	
TOTALS	66050	98566	

Criteria Results for 2007-08 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

**Mid-point Review**

Progress Notes:
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