

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing form:	Nelda Reid/Dianne Lindgren	Curriculum/Department:	Library
Purpose/Mission Statement:		Vision Statement: (3-5 years)	
<p>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.</p>		<p>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 the coming year renovations will be started on the existing facility.</p>	
Program Strengths:		Program Weaknesses:	
<p>Service and assistance provided by library staff. Atmosphere of the Library is conducive to study. Access to the resources provided by the Library.</p>		<p>Lack of staff coverage. Aging book collection. Out-of-date computers.</p>	
Program Opportunities:		Program Threats:	
<p>Training of new librarian will support the goal of providing efficient library services.</p>		<p>With increased usage of Library facilities and resources, there is not enough staff to adequately serve the students and faculty. Library book collection is becoming out-of-date due to lack of sufficient funds to purchase new materials.</p>	

Goal #	Values for Teaching	College Goals	2008-09 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, non-print, and online resources.	Add 700 new books, 50 DVD/Videos.	Purchase new materials requested by faculty.
2	7	1	Maintain quality of current library services.	Up-grade part-time Library Assistant position to full-time.	Hire full-time Library assistant.
3	7	1	Maintain effective bibliographic instruction program.	Coordinate workshops as requested by faculty.	Schedule and created workshops as requested.
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 web page prior to first day of fall and spring classes.
5	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 audiovisual media per curriculum as needed.
6	7	1	Contribute to planning for renovations recommended in Space Needs Assessment.	Outline of renovation plan will be completed.	Develop timeline for completion of renovation objectives.
7	7	1	Training new staff librarian to provide efficient library services.	New librarian has been trained to provide library services as required.	Train newly hired librarian in ILL, bibliographic instruction, and other assigned functions.

Criteria Results for 2008-09 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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