

## Blake Library – Administrative Unit Outcomes

Blake Library

Strategic Abbreviated Annual Report 2014

Mission:

The mission of Blake Library staff is to offer excellent academic and technical support in research gathering, library tools, resources, instruction, and technological troubleshooting so that UMFK students, faculty, staff, and the surrounding community may achieve academic excellence and become independent learners and researchers.

Vision:

Blake Library will provide an open, friendly, and mindful environment conducive to intellectual study, as well as expand tools and resources through individual and cooperative means.

*(See descriptions of Strategic Directions (SD) at the end of this document)*

FY2014 Goals	Outcomes	Strategic Directions
Review and modify first round of the Information literacy assessment given to Freshmen and Seniors of FY2013. Administer the second round of IL assessments based on modifications.	Reviewed the IL assessment data and based on the review modified, deleted, and added some questions. The assessment has an additional ten questions for a 37 question assessment.	SD2, SD3, SD4
Finish the inventorying of the John Martin collection and prepare for cataloging	Inventory of JLM collection completed. Processing begun and will continue through FY2015.	SD2, SD3 and “...cultivates the unique assets of the local region” from the mission statement
Work with the University of Maine System Libraries Tutorials group to finalize a plan to produce and make widely available library instructional tutorials for students, faculty, and patrons in general.	<ol style="list-style-type: none"> <li>1) Created guidelines and procedures</li> <li>2) Created YouTube Channel</li> <li>3) Reconfigured creative group along with people to vet and upload videos so specific people are assigned specific tasks</li> <li>4) There are currently nine videos available on YouTube.</li> </ol>	SD2, SD4, SD5
All original cataloging to be created using RDA standards	All original cataloging transitioned to RDA standards as of spring FY14. All copy cataloging edited to comply with RDA standards.	SD4

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KPIs:

Goals:

1. Catalog and house the John Martin Collection (SD2, SD3, and mission statement)
2. Assess Information Literacy growth from freshmen to seniors (SD2, SD3, SD4)
3. Assess PDA (patron driven acquisitions) programs as a form of library acquisitions (SD2, SD3, SD7)
4. Special Collections: Identify and select videocassettes of UMFK events and activities to digitize in collaboration with Media Services. Most of these digitized videos will be made available to the public (method TBD) (SD2, SD4).
5. Provide a library Chat service that may be expanded to include campus departments and system libraries. (SD2, SD4, SD5, Mission statement excerpt: “UMFK will nurture and engage...learners...through...technologically-enhanced, and value-added education...)

See below for breakdown of these goals as AUOs:

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**Goals:** Process and catalog the John L. Martin collection and create discovery tools for easy access

**Partnership with:**

**Outcome:** Offer opportunity for academic excellence by providing the public with access to the political collection of one of Maine's most prominent politicians of the 20<sup>th</sup> and 21<sup>st</sup> centuries.

Strategies	Assessment	Summary of Data	Recommendations
<ol style="list-style-type: none"> <li>1. Process each box of the collection at the folder level, removing materials not to remain with collection and identifying materials that must be restricted. Includes refolding and reboxing materials; ordering and placing shelving for collection.</li> <li>2. Process materials not remaining with the collection (return to donor, offer to other libraries, discard).</li> <li>3. Once processed at box level, organize boxes into series and subseries and assign numbers.</li> <li>4. Create bib record for collection. May include attached bibs for series level.</li> <li>5. For each box barcode and catalog with item records.</li> <li>6. Complete "finding aid scope and contents" and "inventory portions."</li> <li>7. Create Archon/Archives space record for collection.</li> <li>8. Identify images and audio materials for digitization.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assess quarterly the number of boxes processed.</li> <li>2. Once processing complete, asses the number of processed boxes added to catalog.</li> </ol>		<ol style="list-style-type: none"> <li>1. Additional materials (archival folders) will be required to process the collection.</li> <li>2. Once collection is processed, the tech services work-study will be dedicated to the end-processing (numbering folders, printing labels) for the collection.</li> <li>3. Additional shelving will be purchased as needed the processing moves forward.</li> </ol>

**Monitor Progress:**

**Quarter 1 (July – September 2014): (Spring 2014 – 1 & 2 strategies started)**

**Quarter 2 (October – December 2014):**

**Quarter 3 (January – March 2015):**

**Quarter 4 (April – June 2015):**

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**Goals:** Identify weaknesses in information literacy instruction and modify or add to instruction to strengthen target outcomes

**Partnership with:** IR Department

**Outcome:** *Senior students will show a stronger information literacy knowledge base than when they arrived on campus as freshmen.*

Strategies	Assessment	Summary of Data	Recommendations
<ol style="list-style-type: none"> <li>1. Collect data from most recent spring assessment (seniors)</li> <li>2. Consider future steps with IR dept.</li> <li>3. Continue administering fall and spring assessments</li> </ol>	<ol style="list-style-type: none"> <li>1. Compare data to fall freshmen assessment as an exercise</li> <li>2. Share current data with faculty and staff</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> </ol>	<ol style="list-style-type: none"> <li>1. Consider using the NSSE to include info lit assessment on a broader scale</li> <li>2. Use the in-house assessment to continue to monitor student on basic knowledge base</li> <li>3. Assess students using the in-house assessment once; either spring of sophomore year or fall of junior year.</li> </ol>

**Monitor Progress:**

**Quarter 1 (July – September 2014):** (May – June 2014 review assessment data) Prepare and administer assessment to freshmen

**Quarter 2 (October – December 2014):** Collect data

**Quarter 3 (January – March 2015):** Prepare assessment to administer to seniors

**Quarter 4 (April – June 2015):** administer and collect data from senior assessment (June – July work with IR to review data and determine course of action, if any, other than continuing assessments)

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**Goals:** Assess PDA (patron driven acquisitions) programs as a form of library acquisitions

**Partnership with:**

**Outcome:** Provide an up to date pertinent collection through patron driven need that will have more use than those items purchased through traditional means.

Strategies	Assessment	Summary of Data	Recommendations
<ol style="list-style-type: none"> <li>1. Collect company information that provide pda options</li> <li>2. Determine ebook vs. print need for ongoing purchases (necessary to determine pda options)</li> <li>3. Develop an in house pda program for print purchases using multiple library departments</li> <li>4. Monitor number of purchases based on pda versus traditional means</li> <li>5. Add to item records note regarding pda purchase if done so.</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor number of times pda purchased material has circulated</li> <li>2. Compare pda purchased items to those items purchased through traditional means using comparative purchase dates</li> </ol>		

**Monitor Progress:**

**Quarter 1 (July – September 2014):** Identify and select videos for digitization. Begin digitization.

**Quarter 2 (October – December 2014):** Complete digitization.

**Quarter 3 (January – March 2015):** Process and catalog digital videos for public discovery.

**Quarter 4 (April – June 2015):** Ensure and assess efficacy of discovery tools through usage statistics.

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**Goals:** Convert videocassettes of UMFK events and activities to digital versions that will be available for viewing by the public.

**Partnership with:** Media Services

**Outcome:** *To preserve and provide access to UMFK's past and recent history, providing research materials and insight on the University of Maine at Fort Kent, as part of Special Collections' mission.*

Strategies	Assessment	Summary of Data	Recommendations
<ol style="list-style-type: none"> <li>1. Identify those videos desired for digitization.</li> <li>2. Media Services will convert videos to digital (mp4). Once converted, original videocassette will be discarded.</li> <li>3. Digitized video will be hosted online (possibly UMFK YouTube Channel).</li> <li>4. Digital files will be kept, either with Media Services, or on an external hard drive.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assess number of videos to convert.</li> <li>2. Once made available to public, monitor usage statistics.</li> </ol>		<ol style="list-style-type: none"> <li>1. Purchase external hard drive for storage of UMFK Blake Library Special Collections digital images, audio, and video.</li> <li>3. 2. Investigate and determine best discovery tool for multimedia.</li> </ol>
<ol style="list-style-type: none"> <li>1. 4. Videos will be added to a discovery tool for public access and will be made available through the Special Collections webpage (method TBD).</li> </ol>			

**Monitor Progress:**

**Quarter 1 (July – September 2014):**

**Quarter 2 (October – December 2014):**

**Quarter 3 (January – March 2015):**

**Quarter 4 (April – June 2015):**

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**Goals:** Provide a library Chat service that may be expanded to include campus departments and system libraries.

**Partnership with:** Information Technology department, Concierge, UM System Libraries

**Outcome:**

<b>Strategies</b>	<b>Assessment</b>	<b>Summary of Data</b>	<b>Recommendations</b>
1. Sample and evaluate various chat services 2. Consider chat services for library only and shared with campus departments 3. Consider the option of having both; especially if needing to work with other libraries in the system	1. Use a spreadsheet to gather data on each service evaluated		

**Monitor Progress:**

Quarter 1 (July – September 2014):

Quarter 2 (October – December 2014):

Quarter 3 (January – March 2015):

Quarter 4 (April – June 2015):

## Blake Library – Administrative Unit Outcomes

### UMFK Vision 2020 Strategic Plan

Vision Statement: UMFK shall emerge as New England’s rural university of choice; transforming lives and creating bold pathways to life and professional success.

Mission Statement: UMFK will nurture and engage a diversity of learners and successful professionals in Maine’s rural communities and beyond; through affordable, technologically-enhanced, and value-added education that fosters economic vitality and cultivates the unique assets of the local region.

#### Strategic Directions:

- SD 1: Increase and diversify enrollments and revenues
- SD 2: Underscore the importance of student success and retention
- SD 3: Emphasize academic excellence
- SD 4: Expand and enhance the use of technology and emerging pedagogies
- SD 5: Promote a culture of collaboration and customer service
- SD 6: Provide leadership in professional education and career pathways initiatives
- SD 7: Align and integrate planning and assessment to the budget process