

Last revised 2020-08-24.					
Goal	Objectives	Center(s) of Responsibility	Status	Outcomes/Accomplishments	
Engaged:					
E.1 Create a sustainable, comprehensive plan of succession for human resources.					
	E.1.1 Explore opportunities within the library's organizational chart for flexible staffing and increasing expertise via cross-training.	Library staff supervisors	Ongoing	Cross-training of staff and revision of workflows is ongoing.	
	E.1.2 Update and revise job descriptions for Library faculty and staff.	Library faculty, staff, and administration (all departments)	Complete	All job descriptions have been revised and were added to HR online in 2017-18. Revisions continue to be documented in HR online as changes are made.	
	E.1.3 Develop strategies for staffing models and service points that respond to changes in patterns of use and needs of the University community.	Research Services, Circulation Services, Media Services, Library Administration, Reilly Learning Commons	Ongoing	Research Services almost fully implemented a student triage model in AY 2018-2019 with full-time R&I Librarians being on call. At times when a student was not the first line of service, a full-time or part-time R&I librarian would staff the desk. Student workers were also trained to staff the local library chat and would transfer chats to the appropriate on-call R&I Librarian.	
	E.1.4 Refine staffing of Research Services points to include work study students to provide a different model for student access to information and student to student scholarly research conversations.	Research Services	Complete	Work Study students were successfully added to staffing at the Research Services Desk in 2016-17. The next phase will be to implement a more robust training program.	
	E.1.4.1 Implement a more robust training program for Research Services Student Assistants.	Research Services	Complete	In 2018-19 two open book quizzes were created that all student workers in the Research Services department are required to take. The quizzes help students to familiarize themselves with the library website and our policies as well as the tasks they regularly do in their job roles. After completing each quiz, R&I Librarians went over the quiz with them. During the review, additional explanation and training was completed with each student.	
	E.1.4.2 Expand student worker training to include Reilly Learning Commons services.	Research Services	Complete	A new training module dedicated to the Reilly Learning Commons was added to the Research Services Student workers training. Students were instructed by library faculty in small groups about the Reilly Learning Commons.	
	E.1.5 Recruit for the vacated Associate Dean position.	Library Administration, Associate Dean Search Committee	Complete	Searches were conducted in Fall 2016 and Spring 2017; both were declared failed. After a successful search in Fall 2017, Jean Lenville started in this position.	

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	E.1.6 Revise the tenure-track Library Faculty position in Research Services which will be vacated in May 2018, and successfully recruit for this position.	Research Services, Library Faculty, Library Administration	Complete	The vacated position will become Research and Instruction Librarian for Student Success, and Kelly Banyas will move into this position in January 2019.	
	E.1.7 Recruit for the vacant Assistant Dean position.	Search Committee	Complete	After a failed search in Spring 2018, Sheli Pratt-McHugh was the successful candidate in our Fall search, and started in this role in Feb. 2019.	
	E.1.8 Recruit for the vacant Research & Instruction Librarian for the Health Sciences position.	Search Committee	Complete	Ian O'Hara started in this role in Jan. 2019.	
	E.1.9 Recruit for the vacant Cataloging and Metadata Librarian position.	Search Committee	Complete	Marleen Cloutier, formerly Cataloging Assistant, was appointed Assistant Professor, Cataloging and Metadata Librarian on Jun. 22, 2019.	
	E.1.10 Plan for recruitment of a new Dean of the Library.	Search Committee	In progress	The job description was revised and submitted. A search committee was formed, but hiring for the position is currently on hold until the end of summer 2020.	
	E.1.11 Plan for recruitment of a new Collections and Resource Management Librarian.	Search Committee	Complete	Sylvia Orner has been hired, and will start in this position 11/16/20.	
	E.1.12 Re-envision Library Systems Services for the future.	Library Administration, Library Faculty and Staff, Library Systems	Ongoing	Discussions began within the department, and Library Systems became responsible for trouble shooting problems with electronic resources in preparation for Narda's departure. There was also valuable discussion about this as part of the External Review.	
E.2 Plan for the allocation of financial and infrastructure resources for support of faculty and student research needs.					
	E.2.1 Articulate the business case for sustained, long-term funding for digital preservation.	Digital Services	Complete	Secured recurring funding for DuraCloud digital preservation repository.	
	E.2.2 Explore opportunities for multiyear commitments to information providers at favorable rates of inflation.	Serials/Acquisitions, Media Resources, Library Administration	Ongoing	Multiyear deals are regularly considered if they will provide lower costs.	

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	E.2.3 Collaborate with University administration to commit funds for journal inflation.	Serials/Acquisitions, Library Administration, Finance Division	Complete	In response to Faculty Senate support, the University Administration committed to funding journal subscription inflation in a new way. A new fund code was created to handle funding for journal subscriptions managed previously through the University's Library budget. Journals will be now broken out into a separate fund going forward and the Library will be asked annually each fall to project the expected inflation rate. Thus far for the 2017-2018 budget, the University has committed to a three per cent increase for general books and publications and a six percent increase for journal subscriptions.	
Integrated:					
I.1 Embrace librarians' roles as teaching partners who actively participate in student learning and development.					
	I.1.1 Serve on professional library committees and/or attend workshops and webinars to provide input into revision of the ACRL Information Literacy Competency Standards for Higher Education.	Research Services	Complete	Prof. Donna Witek served on the ACRL Information Literacy Standards Committee, the ACRL Framework for Information Literacy Advisory Board, and the ACRL Student Learning and Information Literacy Committee. The Framework for Information Literacy for Higher Education was formally adopted by ACRL in January 2016.	
	I.1.2 Leverage the Framework for Information Literacy for Higher Education programmatically in order to develop a sustainable model for information literacy instruction and assessment.	Research Services, Library Faculty	Ongoing	Research & Instruction Librarians continue to frame instruction activities in relation to the Information Literacy Program Student Learning Outcomes, which map to the Framework for Information Literacy for Higher Education.	
	I.1.2.1 Redesign Information Literacy web pages.	Research Services, Library Systems	Complete	The Information Literacy web pages were redesigned into the new Research and Instructional Services website (http://www.scranton.edu/academics/wml/infolit/index.shtml), which launched in summer 2019.	

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	I.1.3 Develop Library student learning outcomes (SLO) that align with Institutional Learning Outcomes (ILOs); identify specific courses that incorporate these SLOs; and develop a collection of methods through which these SLOs can be assessed.	Research Services, Library Faculty	Ongoing	The Library identified five programmatic student learning outcomes (SLOs) aligned with the University's Institutional Learning Outcomes (ILOs). The SLOs were later revised, including the addition of a sixth SLO. Some or all of these SLOs were incorporated into 24 courses across the curriculum from 2013-2017. SLOs have been mapped to the ACRL Framework for Information Literacy for Higher Education.	
	I.1.4 Integrate information literacy into the First Year Writing Program.	Research Services, English and Theatre Department	Ongoing	In Spring 2015 the First-Year Writing Program piloted a new set of programmatic student learning outcomes (SLOs) that were developed collaboratively by three groups of stakeholders: English & Theatre faculty, First-Year Writing instructors, and the First-Year Writing Committee, on which two librarians serve. The piloted outcomes were adopted in Fall 2015. These outcomes include several that the Library directly supports with information literacy instruction. Librarians presented at the First-Year Writing Instructors Workshop in August 2017 and distributed an outreach handout about the Information Literacy Program. In AY17-18, faculty Librarians taught 41 classes in courses with the First-Year Writing (FYW) designation.	
	I.1.5 Collaborate with faculty on community-based, service-related, and experiential learning projects.	Special Collections, Digital Services, Library Faculty, University Faculty	Ongoing	The Library collaborated with the History Department, Lackawanna Historical Society, and Scranton Public Library on the Scranton Family Papers Scanathon (October 2016). The Library hosted an Art+ Feminism Wikipedia Editathon (March 2016). Special Collections collaborated with LHS and the University's History Department on a World War I Exhibit for the PA Historical Association Conference (October 2017). Special Collections also collaborated with Marywood faculty on graphic art projects related to the Zaner-Bloser Penmanship Collection. Before her retirement, Prof. Bonnie Oldham served on the University's Community based Learning Committee. Assistant Dean Sheli Pratt-McHugh began serving on this Committee in Fall 2017.	

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	I.1.6 Partner with course instructors as they implement the <i>Eloquentia Perfecta</i> pedagogical goal by integrating information literacy related learning outcomes and activities into their courses and programs.	Research Services, Library Faculty, University Faculty	Ongoing	Prof. Donna Witek participated in an <i>Eloquentia Perfecta</i> discussion group in Summer 2017. In AY17-18, faculty Librarians taught 147 classes in courses with <i>Eloquentia Perfecta</i> (EP) designations. Work on this objective will be ongoing. Sheli Pratt-McHugh worked with faculty on EP Digital requests in 2018-19.	
	I.1.7 Consider alternatives to the plagiarism detection platform TurnItIn for both cost savings and consideration of students' privacy and intellectual property rights.	Research Services, CTLE	Complete	Reviewed alternative options in Summer 2017 and decided to stay with TurnItIn.	
	I.1.8 Explore ways to incorporate hybrid modes of information literacy instruction that combine in-person and online learning opportunities to meet the Information Literacy Program's student learning outcomes.	Research Services	Ongoing	The library participated in a trial of Credo InfoLit Modules in Fall 2017, but the program did not fill our needs. In summer 2018, the Research and Instruction Librarians redesigned the Information Literacy Module embedded in INTD 112: <i>Eloquentia Perfecta</i> Foundations to move much of the content into interactive online modules hosted in the campus-wide learning management system. In Fall 2018 and Spring 2019, librarians delivered in-class instruction in multiple sections of this course and employed the "flipped" classroom model using the new online content, enabling us to reach more sections of the course and improve assessment of student learning. In Fall 2018, an online resource was created in lieu of an in-person meeting to provide an introduction to library resources to students in the Doctor of Nursing Practice program, who have infrequent on-campus meetings.	
	I.1.8.1 Explore utilization of Research Guides for instruction.	Research Services	Ongoing	In 2018-19 a Research Guides Task Force was created which facilitated an inventory of all current guides, looking for outdated content. Next steps are to develop best practices for the use of Research Guides both in the classroom and as a perpetual resource.	

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	I.1.9 Ensure that the Library has representation in curriculum planning and program review.	Library Administration, Research Services, Library Faculty, University Faculty	Ongoing	Dean Charles Kratz was invited to participate in implementation of the <i>Eloquentia Perfecta</i> component of the revised General Education curriculum. Before her retirement, Prof. Bonnie Oldham served on the University's Assessment Advisory Council. Prof. Donna Witek serves on this council as of Fall 2017. Michael Knies served on Faculty Senate Curriculum Committee (FSCC) for Fall 2018-19, and Colleen Farry served for 2019-20. Associate Dean Bonnie Strohl and Associate Dean Jean Lenville both served on the CCC. Assistant Dean Sheli Pratt-McHugh began serving on this committee in Spring 2019. Dean Charles Kratz and Assistant Dean Sheli Pratt-McHugh participated in the Strategic Enrollment Working Groups in 2018-19. In 2019-20 Michael Knies served on the Faculty Senate New Program Curriculum Sub-Committee.	
	I.1.10 Create and launch an online Information Literacy Instruction request form.	Research Services, Library Faculty, Library Administration	Complete	To streamline planning, scheduling, and assessment of information literacy instructional services, Research Services created an online Information Literacy Instruction request form and informational web page, which launched in Fall 2018. Outreach took place to department chairs, the Library Advisory Committee, and instructors who had requested information literacy instruction in the past three years. Related links: Requesting Information Literacy Instruction information page: www.scranton.edu/library/instruction ; Direct link to the form: https://form.jotform.com/80915808109157 ; Royal News / Library Newsletter announcement: https://news.scranton.edu/articles/2018/10/gen-information-literacy.shtml	

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	I.1.10.1 Integrate requests to teach Reilly Learning Commons technology into the Information Literacy Instruction request form.	Research Services	Complete	The IL Request form was adapted to include RLC technology instruction requests. A plan was developed for how the instruction requests would be distributed among librarian-instructors. The integration was tested by the requesting and teaching in a few different classes across both semesters.	
	I.1.11 Participate in campus-wide discussions about reexamining the General Education (GE) Program.	Library Faculty	In Progress	Through engagement with General Education (GE) related processes facilitated by the Faculty Senate, the Library secured a permanent, elected seat on the new GE Review Committee; the initial review of the GE Program will begin in Fall 2020.	
	I.1.12 Explore new means of assessment for information literacy instruction sessions.	Research Services	Ongoing	A feedback survey was developed for course faculty who request a faculty librarian to teach information literacy instruction in their courses. It was administered in Fall 2019 and it will be distributed each semester to all faculty who requested instructional services; data collected will be used to sustain and improve the quality of our instructional services.	
I.2 Implement flexible, adaptable preservation and access to resources.					
	I.2.1 Improve efficiency of digital collections processing and description via automation.	Digital Services, Library Systems	Complete	The purchase of a Ripstation automated CD/DVD ripper facilitated greatly the processing of a donated collection of nearly 1,300 CDs of born digital photographs.	
	I.2.2 Protect and preserve born-digital University records and resources designated as archival.	Digital Services, Library Systems, Archives/Special Collections, Information Technology, Public Relations	Ongoing	Currently collaborating with PR to capture and preserve born digital University documents (such as publications, event programs, and invitations) on a semesterly basis. Implemented regular crawls of the University website using Archive-It.	
	I.2.2.1 Develop a policy for accessioning born-digital University records.	Digital Services	In progress	In 2018-19 began research on best practices for accessioning and processing.	

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	I.2.3 Implement a robust rights management system for documenting transfer of rights and provisioning appropriate user access to digital resources.	Digital Services, Archives/Special Collections, Information Technology, OCLC Support	Complete	Completed implementation of rightsstatements.org (international standard vocabulary for rights) in digital collections. Completed implementation of standardized access rights in digital collections. In collaboration with Information Technology, completed implementation of new NAT policies to support IP range-based access to materials that are restricted to University/on-campus use.	
	I.2.4 Investigate new platforms for digital asset management.	Digital Services	Complete	Several platforms were explored in 2018-19, but the decision was made to stay with CONTENTdm.	
	I.2.4.1 Plan for migration to the responsive version of CONTENTdm for improved digital asset management.	Digital Services	Complete	A great deal of work went into the planning and preparation for this migration. The switch-over took place August 7, 2020.	
	I.2.5 Work with IT on migration to new local and cloud storage platforms for library files. This includes personal and shared departmental files/folders for both faculty and staff.	Library Administration Library Systems	Complete	Because of the size and amount of library files migration was done in three phases, and was completed May 6, 2019.	
	I.2.5.1 Explore options for SharePoint and OneDrive training	Library Systems, IT	Complete	IT provided a session in the library on 8/28/19.	
I.3 Establish and/or adapt library services to meet the changing demands of scholarly communication.					
	I.3.1 Begin exploration and cost assessments for an institutional repository.	Digital Services, Archives/Special Collections, Research Services, Library Administration, Information Technology, Faculty Senate, CTLE, Office of Research and Sponsored Programs	Postponed	Postponed due to lack of financial resources and low interest from University faculty.	

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	I.3.2 Preserve and provide access to new forms of faculty/student scholarship, such as digital posters, data sets, video, and other dynamic media.	Digital Services, Library Systems, University Faculty	Ongoing	Digital Services has accessioned masters and honors theses that include video and software code. These materials are preserved and accessible upon request. Digital Services partnered with the Nursing Department to implement the DNP Scholarly Projects Collection (including papers and posters) in June 2017. Prepared to accession Physics Honors Projects in Spring 2018. Also prepared to accession DPT & DBA projects in 2019.	
	I.3.3 Assess and support emerging faculty and student needs related to digital scholarship and digital humanities, such as access to specialized hardware and software.	Reilly Learning Commons, Research Services, Digital Services, Library Systems, CTLE, Information Technology	Ongoing	Reilly Learning Commons supports faculty/student projects upon request. Upgraded PCs in the Writing Center/Group Study rooms to be more accommodating for peer revisions. Adding RStudio software in Summer 2019 for new Data Science and Integrated Data Analysis concentration and Applied Computing Major. Adding Kenovea software for students in Communications and Kinesiology. Also, updated the video recording room and created the Audio/Podcasting room (more details in I.3.3.1). Installing 3D model software in Summer 2019. (more details in I.4.1).	
	I.3.3.1 Update Lecture Capture Room to new technology.	Reilly Learning Commons	Complete	In Jan 2019 The Lecture Capture room was divided into two smaller rooms. The video room, formerly using Panopto, was upgraded to the One Button Studio model. The second room is outfitted for Audio/Podcasting work.	
	I.3.4 Evaluate the reference collection to determine if additional volumes can be withdrawn.	Research Services, Technical Services	Ongoing	Throughout 2017-19 librarians reviewed the reference collection and volumes superseded, outdated, and/or available online were removed and recycled. A large portion of the collection was also moved to basement storage. Some volumes were sent to offsite storage in Summer 2019. Additional progress was made in Fall 2019, but the process had to be suspended in Spring 2020 because of the pandemic.	

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	I.3.5 Focus on evaluating the print journal collection. Considering downsizing by relocating materials and by providing more electronic access.	Research Services, Technical Services	Ongoing	The Library purchased the SAGE Deep Journal Backfile in AY2019-20 through its consortia PALCI. This purchase provides perpetual access to all content from 1998-back, for roughly 610 journal titles. Journals held in print that were covered online by this collection have been removed. The Library continues to recommend to departments to transition print journal subscriptions to online only and remove the associated print volumes whenever feasible.	
	I.3.5 Offer on-demand assistance to help faculty critically evaluate whether particular journals may be considered predatory.	Research Services, Library Faculty	Ongoing	Piloted access to Cabell's Blacklist. Library faculty participated in a Provost' Brown Bag on Predatory Publishing in Fall 2017. Charles is working on some language with the Faculty Handbook Committee.	
	I.3.6 Support open access publishing as an alternative to traditional subscription based journals and offer on-demand assistance to faculty members who have questions about open access publishing or need advice evaluating particular open access titles.	Research Services, Library Faculty	Ongoing	We have been consulting with faculty as requested.	
	I.3.7 Investigate Open Education Resources and share our research with the University Community.	Research Services, Technical Services	Ongoing	The Library's OER Committee held three events during the 19-20 academic year to introduce faculty to Open Educational Resources: two informal Q&A sessions and a half-day workshop. The workshop was funded through a University Strategic Initiatives grant. In collaboration with the OER Committee, cataloging is working to identify Open Access and DRM-Free Resources in our collection and improve the faculty, staff, and students' ability to locate these resources within the catalog through the use of notes and tags that can be searched within the catalog.	
	I.3.7.1 Implement a stipend program for faculty who propose adopting OER in their courses.	Library Administration, Research Services, Technical Services	Ongoing	In 2019-20 the library received a University Strategic Initiatives Grant which funded 4 stipends, and two additional stipends were awarded from the library budget. Two stipends were awarded for Spring 2020 classes, and four were awarded for Fall 2020 classes.	
I.4 Provide technology and software that enables students and faculty to discover, create and use diverse forms of information.					

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	I.4.1 Provide equipment and software to support 3D scanning, modeling, and printing.	Reilly Learning Commons, Library Systems, Library Administration, Information Technology	Complete	A 3D printer was installed in the Reilly Learning Commons. A handheld 3D scanner has been purchased. Phase 2: Install software for students to create 3D designs.	
	I.4.2 Investigate tools for better tracking and communications of Library Systems work.	Library Systems	Ongoing	Library Systems resumed having monthly open meetings to address any communication concerns. We did not discover any outside tools which would improve on our Google Doc, but we are anxious to explore several of the tools available in Office 365, once IT permits their use.	
I.5 Design and furnish learning spaces to meet learning styles and to house collections.					
	I.5.1 Study patterns of use and develop a plan to accommodate diverse seating and study needs.	Reilly Learning Commons, Research Services, Circulation Services, Library Administration, Technical Services	Ongoing	We regularly review the Library's physical space needs to accommodate changes in student learning styles, and continue to add new tools and furnishings in response to student input. In Jan.2016 the Friends of the Library funded the purchase of 12 Brody Chairs, which are a more modern design of study carrel. Due to wide popularity, the Friends funded purchase of six additional Brody Chairs in Spring 2017, and six more in Spring 2019. In 2018-19 the library began working with the original architects of the building on a remodeling plan for the second floor. Focus groups were conducted with students in early April 2019, and results were shared with the architects. Remodel of the second floor is Priority 1 on our Library Fundraising list, and we are anticipating needing \$750,00 to fund this. Although fundraising for the remodeling project was put on hold, Friends funding will allow some work to be started on the 2nd floor once the pandemic allows.	

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	I.5.2 Renovate Library classrooms.	Research Services, Library Faculty, Library Administration	In progress	Renovation of Room 202, the former ILL office, was completed in spring 2020. Furniture for Rm. 306 has been ordered, and is due to arrive in summer 2020 when we are allowed back on campus. We are collaborating with IT to purchase 10 Chromebooks and a laptop charging cart for use in Room 306 so that the thin clients can be removed.	
	I.5.3 Plan for the future direction of Research & Scholarly Services and the physical infrastructure needed to ensure the successful long term provision of Research Assistance to the University Community.	Research Services, Library Administration	In progress	The R&I Librarians met a few times to discuss how we envision conducting our work over the long term. Some of the future directions have already been implemented, such as the student triage model and training students to staff the local chat service. These insights informed our meetings regarding 2nd floor renovations, which were shared with the architects. The long term provision of research services is reflected in the floor plan proposals. Decisions were informed by student focus groups, discussions with student government representation, as well as input from the Friends of the Library and the Library Advisory Committee. Some plans were put in motion and others were suspended due to the pandemic. We hope to pick up where we left off once operations begin returning to normal.	
	I.5.4 Reconfigure seating in the Pro Deo Room in conjunction with the Java City Café remodeling.	Library Administration	Postponed	Java City remodeling scheduled for Dec.2018 was postponed.	
I.6 Participate in remote storage and shared resources projects to extend ownership/access to materials.					
	I.6.1 Develop a protocol for selection of materials that may be stored in nearby facilities from which they would be retrievable within a 24-hour period.	Library Faculty, Academic Departments, Library Administration	Complete	In summer 2016 the Library successfully relocated over 10,000 titles from the Library's stacks to an off-site Iron Mountain location. The items are retrievable within one business day. See the Library's case study at: http://www.ironmountain.com/Knowledge-Center/Reference-Library/View-by-Documents-Type/Case-Studies/T/The-University-of-Scranton.aspx	
	I.6.2 Pursue remote storage for University Archives and Special Collections acquisitions.	Archives/Special Collections	Postponed	Model for storage and pricing has been researched. Library is ready to move in this direction when needed.	

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	I.6.3 Explore sending an additional shipment of books to Iron Mountain.	Academic Departments, Library Faculty & Administration, Technical Services	Complete	The Library Advisory Committee supported our recommendation to do this, and a list of 15,500 monographs published in one volume between the years of 1951-1965 which have not circulated since our catalog came online in 2003 has been reviewed by all faculty. 14,603 books were moved offsite in Summer 2019.	
Global:					
G.1 Participate in local, national and international digital initiatives.					
	G.1.1 Seek collaborative, inter-institutional solutions for digital preservation and digital collections management.	Digital Services	Complete	We became a PA Digital founding member in 2015, leveraging a statewide network and the national Digital Public Library of America platform to improve access to our digital collections.	
	G.1.2 Explore opportunities for collaboration with other AJCU libraries.	Serials/Acquisitions, Media Resources, Digital Services, Library Systems, Library Administration	Ongoing	Discussing potential collaboration among AJCU libraries that are Innovative users.	
	G.1.3 Work with Passionist representative and adjunct history professor Fr. Rob Carbonneau on creation of an advisory board to help support the Passionist Collection.	Special Collections, Library Administration	In Progress	Passionist leadership approved the creation of the advisory board and a few members were identified. However, the pandemic put further planning on hold.	
G.2 Enrich the value of Library cataloging and metadata.					
	G.2.1 Participate with Innovative Interfaces Inc. on future development of their products.	Library Systems, Cataloging, Digital Services	Complete	In Spring/Summer 2017, a Library task force reviewed Innovative's new Linked Data service and decided not to move forward with it at this time. Library Systems and Digital Services worked with Innovative to improve the Encore Harvester service for several years, but were not able to sustain use of the product after migrating to OCLC hosted CONTENTdm access. In Summer 2018 we completed development on the Iron Mountain interface with Sierra.	
	G.2.2 Finalize and implement participation in Digital Public Library of America to improve discoverability of digital collections.	Digital Services	Complete	As of April 2016, over 13,500 items from the Library's digital collections are now discoverable in the Digital Public Library of America (DPLA) via the Pennsylvania Digital (PA-Digital) state service hub.	

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	G.2.3 Enhance findability and simplify access to the Library's collections by improving Library catalog records.	Cataloging, Library Systems	Ongoing	In 2017-18 the Cataloging department did an assessment and full inventory of the Oversized and Folio collections (2174 bibliographic records). 1414 bibliographic records were updated, including updating to RDA, adding 33X fields, adding enhanced formatted contents note in the 505 field, and adding summary notes in the 520 fields. This served as a pilot project for additional collection assessment/inventory. In 2018-19 work was completed on an assessment and inventory of the nursing collection within the RT-RZ call number range, including 2102 bibliographic records. This included confirming the update to RDA, ensuring subject heading access and identifying where enhanced formatted contents note in the 505 field, and summary notes in the 520 fields are needed. In January 2020 the Enhance Project focused on inventorying the B-BZ section of the collection. This work will be ongoing. To address the work-at-home period that started in Spring 2020, Cataloging developed a project list and has been working to improve online records through several remote work projects with the assistance of staff from other departments in the Library. In May 2020, Cataloging also started an OCLC Data Sync Reclamation project. The project will improve the accuracy and the accessibility of our record holdings in WorldCat and our catalog.	
	G.2.4 Investigate new ILS/discovery platforms to enhance functionality of the library's online catalog.	Library Systems, Research Services, Technical Services, Digital Services	Ongoing	Research has begun on products available, and investigation continues. The Alma platform was very appealing, as it integrates digital materials into the library catalog.	
	G.2.5 Investigate new sources for authority control.	Technical Services, Library Systems	Complete	The Library switched from LTI to Backstage Library Works for authority control processing in Fall 2018. This migration also included upgrading all bibliographic records from AACR2 (or older) to RDA.	
G.3 Implement policies and procedures to preserve the privacy of user interactions with library services					

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	G.3.1 Minimize collection of sensitive, personal information from Library users.	Library Faculty, Library Administration, Information Technology	Postponed	Drafted but did not finalize Library privacy policy.	
Institutional Planning Principles:					
IPP.1 Continue the development and implementation of Library-wide assessment.					
	IPP.1.1 Document the Library's contributions to supporting the University's achievement of Middle States standards; identify a librarian to join Middle States Assessment Committee.	Library Administration, Library Faculty, Office of Planning and Institutional Effectiveness	Complete	The Middle States Self-Study Steering Committee was formed in Spring 2017. Associate Dean Jean Lenville co-chaired the working group for Standard 3: Design and Delivery of the Student Learning Experience. Prof. Narda Tafuri also served on the working group for Standard 6: Planning, Resources & Institutional Improvement. The Middle States visit took place in March 2019.	
	IPP.1.2 Participate in the administration of MISO assessment tool.	Library Administration, Information Technology, Library Faculty	Complete	The Library again partnered with IT to conduct the national Measuring Information Service Outcomes (MISO) survey in Spring 2018. Results have been received, and will be shared with the community in Fall 2019. The library will use feedback for future planning.	
	IPP.1.2.1 Investigate a MISO alternative for use in the future	Committee			
	IPP.1.3 Prepare and submit an Information Literacy Assessment Report from the Dean of the Library to the OEA in Fall 2018.	Research Services, Library Administration	Complete	The report was submitted 11/19/18.	
	IPP.1.4 Prepare and submit an Information Literacy Assessment Report from the Dean of the Library to the OEA in Spring of 2020.	Research Services, Library Administration	Complete	This 18-month report was submitted to the OEA in July 2020 using a new template for college assessment reports the OEA has asked the Library to pilot.	
	IPP.1.5 Improve accessibility of Library spaces by ensuring clear pathways throughout the building.		Ongoing	Minor adjustments were made to furniture on the first and second floor to improve accessibility and pathways. Further work needs to be done throughout the building to improve accessibility and safety.	
	IPP 1.6 Form Committee to review and update Library Disaster Plan	Committee	Postponed	Two people volunteered to work on this, but work has been postponed.	

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	IPP 1.6.1 Create a document outlining Library Systems response for unexpected loss of access to Library Services (such as printing)	Library Systems	Complete	Library Systems created a document outlining how to keep faculty and staff connected to their work right before the campus closed in Spring 2020, and continues to work with faculty and staff as issues arise.	
IPP.2 Pursue opportunities for fundraising.					
	IPP.2.1 Raise funds to fully endow the Bonnie W. Oldham Library Research Prize.	Library Administration, Library Faculty	Complete	The Library participated in the University's Day of Giving on 5.06 (May 6, 2018). With Advancement's help we created a Mobile Cause website (https://app.mobilecause.com/vf/506Weekend/team/library) through which we can continue to fundraise to directly support the fund. With additional support from the Friends of the Library, the goal of \$50,000 was reached. We also held a fundraiser at Coopers on 11/30/18.	
	IPP.2.2 Participate in fundraising for the 2nd floor remodel	Library Administration, Library Faculty	Postponed	This was scheduled for the Day of Giving in May, but was put on hold due to the pandemic.	
Long Range Goals and Objectives:					
LR.1	Integrate CTLE services (including Writing Center and Tutoring) into an addition to the Library building.				
LR.2	Conduct a full collection assessment and deaccession materials that are no longer needed.				
LR.3	Evaluate the Information Literacy Program through an Ignatian and social justice lens.				
LR.4	Update the Library's heating, ventilation, and air conditioning (HVAC) system.	Facilities, Library Administration	In progress	5th floor completed Summer 2018, 4th floor completed Summer 2019. Plan is to continue moving down one floor each summer until 2022. No work was done on this in Summer 2020 due to the pandemic.	