

Mildred F. Sawyer Library
Long-Range Plan: Strategic Directions
July 1, 2005 - June 30, 2010

Mission Statement: The Mildred F. Sawyer Library contributes to the overall mission of Suffolk University by making available, and providing access to, informational resources and qualified staff to support the teaching, learning and research needs of the students, faculty and staff in The College and The Business School. It participates in the University's effort to teach students the skills they need to find and evaluate information, and to use it ethically; to learn rather than amass information; and to turn information into knowledge. The Sawyer Library also provides a place for students and faculty to read and study, to gather and deliberate, and to question, challenge and support one another. It is a goal that all members of the University community become independent, self-sufficient, self-directed and ethical information users and lifelong learners.

Goal: The Mildred F. Sawyer Library will provide excellent academic support services through its infrastructure to effectively support the institution's educational mission.

STRATEGIC DIRECTIONS, OBJECTIVES AND ACTIVITIES

Focus on Library Users

As an academic support organization, we provide and enhance library and information services to our users through the library's infrastructure: the collections, staff, facility and technologies.

Objective 1.1: continually assess the library needs of students, faculty, staff, and administration

- Activity 1.1.1: assess the library-related research needs of the faculty and graduate students, and estimate the cost to meet those needs
- Activity 1.1.2: review the effectiveness of the Web-based "library user survey form" and "suggestion box"

Objective 1.2: evaluate, select, organize, and facilitate the availability/accessibility and retrieval of information in a multiplicity of formats to meet undergraduate, graduate and faculty needs

- Activity 1.2.1: increase the total of accessible e-monographs including reserves from 28,000 in 2005 to 100,000 volumes by 2010
- Activity 1.2.2: increase the availability of e-reference sources
- Activity 1.2.3: increase the availability of e-reserves through the online catalog
- Activity 1.2.4: increase the availability of Web-based help guides
- Activity 1.2.5: evaluate the feasibility of merging the "free selected web sites" guides into the "help and research guides" eliminating the former as a genre of guides

- Activity 1.2.6: increase the availability of media-based information news throughout the library
- Activity 1.2.7: review the collection title by title and weed as necessary to improve collection quality
- Activity 1.2.8: use the compiled collection report to analyze collection status
- Activity 1.2.9: promote a commitment by the University to the growth of the Library's collections in terms of reaching a normative percentage of the general operations budget in annual expenditures

Objective 1.3: recruit, select, develop, appraise and retain a qualified staff to perform the activities necessary to meet the library needs of the library's users

- Activity 1.3.1: improve the effectiveness of the internally-applied professional librarian annual appraisal system

Objective 1.4: improve the library's space to provide an appropriate browsing, study, peer collaboration and working environment for collections, users, staff, and services

- Activity 1.4.1: increase the integration of technology into physical space

Objective 1.5: employ technologies and methodologies that support and increase user productivity and self-sufficiency

- Activity 1.5.1: improve the means to access and retrieve library-provided information sources and resources via the Web, (e.g., metasearching subscription-based databases)
- Activity 1.5.2: ensure wireless access from every seat in the library to the Internet and the library's networked printers
- Activity 1.5.3: help students to obtain licenses to install curriculum-related software applications onto their personal laptops

Objective 1.6: manage technology as an investment

- Activity 1.6.1: enhance the integrated library system as an access mechanism (e.g., a portal) to as many library resources and services as possible
- Activity 1.6.2: find a means to transfer online and in real-time the necessary information from student records in the Registrar's database to the patron database on the integrated library system
- Activity 1.6.3: explore the means to reduce the current level of labor maintenance of the wireless network
- Activity 1.6.4: improve the efficiency and effectiveness of the Sawyer Library's University-based Web site (e.g., navigation, appearance, and content)

Focus on Student Learning

As we increasingly access information not selected in the conventional manner of collection development, the need to provide the University community with the skills to effectively assess, retrieve and evaluate information sources often remote to the Library

also increases. Additionally, we understand and appreciate that learning happens anytime and anywhere, and, more importantly, all of the time. Therefore, we want to provide a multiplicity of learning opportunities including individual and group synchronous instruction and asynchronous instruction by supporting faculty in the classroom and via the library's Web-based information instruction services.

As an education advocate, the Sawyer Library wants to have a positive and lasting affect by instilling in each student the value of lifelong learning. Student outcomes would be demonstrated by an increase in their confidence and competence when using the physical library, using the electronic library, in self-productivity (ability to search and retrieve), in the critical evaluation of information in all formats and from all sources, and in using information ethically.

Objective 2.1: guide the University community to acquire, improve and appreciate the skills to effectively access, retrieve and evaluate information, and to use it ethically

Activity 2.1.1: develop and schedule classes for instruction to improve information access, retrieval and evaluation skills, and to use information ethically

Activity 2.1.2: develop means to teach and reinforce information skills regardless of the location of the student

Objective 2.2: create a self-paced Web-based orientation / tour / guide / tutorial

Activity 2.2.1: design, deploy and evaluate the orientation

Activity 2.2.2: test the effectiveness of "active and mobile" by designing this module to use wireless Tablet PCs

Objective 2.3: integrate information skills and technology

Activity 2.3.1: encourage or otherwise facilitate the application of information competencies across the curriculum

Objective 2.4: assess student learning outcomes

Activity 2.4.1: apply the library's assessment plan to information skills instruction

Objective 2.5: create an information skills instructional plan of measurable learning objectives and outcomes to support the "First Year Experience"

Activity 2.5.1: introduce the "First Semester Library Experience" by teaching and reinforcing the information skills identified in the core curriculum in the First Year Experience and Seminar for Freshmen focusing on:

- orientation to library resources and services
- search and retrieval skills including Boolean logic
- ethical use of information

The library will be able to demonstrate to the student that they learned something; the students can prove to themselves that they have learned something.

Activity 2.5.2: introduce the "Second Semester Library Experience" that:

- builds on the first semester with different learning objectives and outcomes
- supports information skills related to core curriculum
- reinforces and expands search and retrieval skills
- critically evaluates information resources

The library will be able to demonstrate to the student that they learned something; the students can prove to themselves that they have learned something.

Objective 2.6: create an information skills instructional plan of measurable learning objectives and outcomes to support the “Library Experience in the Selected Discipline”

Activity 2.6.1: introduce the skills and reinforce the learning students need to read the literature and work within their discipline and declared major

Focus on Collaboration

The Sawyer Library can only meet its goal by collaborating with other organizations within our institution, with other libraries at other institutions, with education consortia, with educational associations and organizations, and with non-profit institutions, foundations, and for-profit companies which provide services supporting our educational mission.

Objective 3.1: increase our collaborative efforts to expand information services and resource sharing

Activity 3.1.1: pursue consortia agreements with other library and information providers to leverage additional information resource offerings with cost savings

Objective 3.2: assert the Library’s role in the University community through active participation and by advocating the library’s agenda

Activity 3.2.1: seek to establish and maintain teaching, research and service partnerships with University Centers, committees, working groups, departments, programs and offices

Activity 3.2.2: support the Center for Teaching Excellence to meet its identified educational objectives, including its virtual efforts

Activity 3.2.3: determine the need of establishing a digital repository management system (institutional repository) for faculty publications, presentations and other documents, and if need is identified, then create and manage through the integrated library system

Activity 3.2.4: increase awareness of Library services and resources through a public information program

Objective 3.3: collaborate with the Afriterrra Foundation to facilitate access to its resources

Activity 3.3.1: provide technical assistance and other support as possible to digitize the map collection and make it publicly available through the World Wide Web

Activity 3.3.2: create a plan to physically relocate the Afriterra Foundation's resources to the Sawyer Library by the end of 2011.

Objective 3.4: seek external funding needed for the Library to pursue excellence in accordance with the mission of the Library and the University

Activity 3.4.1: seek external funding for pilot and entrepreneurial projects

Objective 3.5: adhere to international standards to facilitate global collaboration (e.g., metadata)

Activity 3.5.1: determine and apply standards concerning document and image scanning so as to enable appropriate presentation of resources on the Library's Web site

Focus on Supporting the Institutional Infrastructure

The Sawyer Library is one of the many internal academic organizations supporting the institution and its mission.

Objective 4.1: support institutional accountability efforts

Activity 4.1.1: identify, plan, evaluate and report the value of the library's contributions to support the institution's mission

Activity 4.1.2: ensure that the library has the appropriate management and decision-making structures in place to demonstrate accountability

Activity 4.1.3: support institutional and program accreditation efforts through the library's infrastructure

Activity 4.1.4: increase retention by participating in the efforts such as the institution's "First Year Experience"

Objective 4.2: preserve the University's history through its Archives

Activity 4.2.1: provide assistance to the University's Archives program to preserve Suffolk University resources determined to be of historical value and irreplaceable, unique or essential because of content, authorship, or format

Activity 4.2.2: link to information about cataloged materials in the Archives through the library's online catalog if possible