PSICC Objectives for FY 2003

1. Priority Strategic Initiative Coordinating Committees

PSICC #1/2 (Program Effectiveness/User Needs)
Lora Lennertz and Luti Salisbury (Co-Chairs), Melissa Gatlin, Cheryl Conway, Usha Gupta, Lynaire Hartsell, Norma Johnson, Robin Roggio, Anne Prichard, Ashley Ragsdale.

Administrative Liaison: Alberta S. Bailey

*Analyze needs of users and develop the services and technical infrastructure to ensure that needs are being met and evaluate effectiveness of existing library programs.*

Objectives

1. Continue the task inventory begun last year and provide a summary of the data by department that shows the levels of duplication that occurs in the library tasks performed.

2. Identify the existing library services or programs that are of concern to users based on the review of responses that were received in various user surveys.

3. Prepare a statement that describes the results of the LibQual Survey that can be distributed to library user groups. Use available data from ARL to show how we compare with other participating academic libraries and with our peer libraries.

4. Work with the Public Services Division Director to create a Student Advisory Committee and identify objectives that will assist in gaining input from students regarding services and the development of a survey instrument for undergraduates.

PSICC #14/15 - Web Development Group
Beth Juhl (chair), Don Batson, Anne Marie Candido, Ben Crozier, Todd Cantrell, Distance Ed librarian, Sarah Santos, Cheri Pearce/Ethel Simpson, Mary White

Administrative liaison: Judy Ganson

*Document and post all major operational policies and procedures, create departmental Web pages, manage graphic design, establish Web protocols (such as search engines), design templates, organize content, provide staff development opportunities to ensure all personnel involved in Web management are well trained.*

Objectives

**Short-Term Projects**

a. Design and develop content of Web pages of the branch libraries (Fine Arts, Chemistry, and Physics)

b. Refine/update the content of the main home page.

c. Design and develop content for GIS Web site

d. Implement site map and site search engine
**Broader Goals**

1. Site Management
   - complete and publicize the Web Site Guidelines (draft posted at: http://libinfo.uark.edu/webdev/)
   - develop a team of representative Web liaisons from each department
   - plan for future hardware, software, and storage space needs

2. Site Design
   - plan for a total redesign of the library web site for increased functionality and ease of use
   - build more database-driven interfaces so that departments and units can maintain their own information online (hours, news, personnel, etc.)
   - review the Web site for compliance with accessibility guidelines

3. Staff Development & Publicity
   - investigate XML (extensible markup language) and EAD (Encoded Archival Description) formats for use in Special Collections web pages
   - train additional library staff in the use of scanning and image editing software

4. Ongoing Projects
   - continue efforts on public & StaffWeb pages

**PSICC #16/18 (Employee Development Group)**

Deb Kulczak and Sherryl Robinson (Co-Chairs), Andrea Cantrell, Elaine Contant, Karen Myers, Necia Parker-Gibson, Janell Prater, Kathy Riggle, Kareen Turner

Administrative Liaison: Janet Parsch

*Create a staff development and in-house training program for library faculty and staff; support scholarly efforts of library faculty.*

**Objectives**

1. Complete work on the new employee orientation process, including the online orientation manual. The manual should reflect those items that are of common interest to existing as well as new employees.

2. With input from supervisors, develop a training program for new and existing supervisors.

3. Consolidate training initiatives into a comprehensive library employee training program, including, but not limited to, OPAC and other library web training, student worker training, and information technology competencies.

**Note**

This group will have two working sub-groups: one that deals with student training and one that deals with implementing the staff training program.
II. Ongoing Strategic Initiative Groups/Committees

(PSICC #19 is being replaced by the ongoing Systems Advisory Group and the InfoLinks Review Committee)

**Systems Advisory Group**

Head of Systems (Team Leader), Elaine Contant, Trent Garner, Todd Cantrell, Kristine Shrauger, Debra Hobbs

Administrative Liaison: Judy Ganson

(Maintains links to the Web Group, public services departments, and the InfoLinks Review Group. Meetings and agendas will be publicized in advance, and other interested library personnel are invited to attend the meetings.)

*Develop and review recommendations to the assistant director for Collection Management and Systems regarding policy, budget, equipment needs, staffing needs, and priorities for existing and proposed automation initiatives.*

**Objectives**

To make and/or review recommendations on:

a. computer hardware and software purchases
b. the library's Technology Plan
c. requests for new software for installation and support issues
d. budget requests
e. new hardware and software for new initiatives
f. training requirements for new software, hardware, or programs, and
  g. policies for hardware and software support.

**InfoLinks Review Committee**

Head of Systems (Team Leader), Ann Waligorski (Acquisitions Module), Ellen Williams (Binding), Cheryl Conway (Cataloging Module), Lora Lennertz (Circulation Module), Marilyn Rogers (Serials Module), Beth Juhl (Web OPAC), Judy Ganson (temporary, Administrative functions and Systems), tba (Law)

Administrative Liaison: Judy Ganson

(Maintains links to the Web Group and the Systems Advisory Group. Meeting time/place and agendas of this Group will be announced, and other interested library personnel are invited to attend the meetings.)

*Advise assistant director for Collection Management Services and Systems on issues relating to management of the Innovative system.*

**Objectives**

a. review annual upgrades to the Innovative system
b. assess enhancements requested by University Libraries users
c. review enhancements proposed the national Innovative Users Group
d. recommend actions related to implementation and scheduling of new software or upgrades
e. assess hardware needs in the library departments and for the Innovative server

**Data Collection Group**
Carolyn Allen (Team Leader), Juana Young, Judy Ganson

*Develop, document, and implement a comprehensive plan for data collection and analysis.*

Objectives forthcoming

**Policies and Procedures Committee**
Anne Marie Candido (Team Leader), Janet Parsch, Martha Guirl

*Document all major operational policies and procedures and place them on the Web as appropriate.*

Objectives forthcoming

**Collection management** and **development of a flexible and more comprehensible budget** process also continue as part of the library’s regular ongoing strategic activities.

**Evaluating space and facilities requirements** may also be incorporated as a priority strategic initiative this year.