



## FAU Libraries Vision, Mission, and Strategic Plan 2003-2008

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### VISION

The FAU Libraries will be the foremost academic library system in southeast Florida.  
Our Vision includes:

- being central to academic and intellectual life
- offering innovative services for a multi-campus system
- providing a physical environment that nurtures individual and collaborative research
- enhancing the quality and accessibility of traditional and virtual collections to meet the needs of researchers
- reflecting a diverse population and its needs through our staff and services
- supporting intellectual freedom by representing many viewpoints in our collections
- extending to the community opportunities to learn how to access and evaluate information
- encouraging the professional development of Libraries' staff

(7 January 2003)

### MISSION

The Libraries at Florida Atlantic University support the University's instructional, research, and service activities through provision of access to information and materials, assistance and instruction in their use, and preservation of collections for use by future generations of students and scholars. Our secondary mission is to support scholarly endeavors and information needs in the local, regional, national, and international communities.

(rev. 21 January 2003)

### STRATEGIC PLAN 2003-2008

The FAU Libraries Strategic Plan is a five year plan from July 1, 2003 through June 30, 2008. The Strategic Plan is divided into seven sections, highlighting our goals over this five year period. These seven goal areas are Collections, Services, Instruction, Staff and Organizational Development, Facilities, Technology Advancement and Visibility.

(rev. 30 June 2006)

#### Goal I: Collections

Select, acquire, manage, preserve and provide access to collections to support the information needs of the diverse groups of the FAU community.

**I.A. Objective:** Select and acquire materials to support the curriculum, instruction, and research mission of the University.

**I.B. Objective:** Manage collection through organization and assessment.

**I.C. Objective:** Preserve materials.

**I.D. Objective:** Provide access to the collection through the Libraries' online catalog and Web site.

**I.E. Objective: Create a Digital Library.**

**Goal II: Services**

Support the information needs of our users as determined by each campus.

**II.A. Objective: Offer innovative services through new information technologies.**

**II.B. Objective: Create a more user-centered library to support research and learning.**

**Goal III: Instruction**

Plan and implement new ways to educate students and faculty on using the Library's resources.

**III.A. Objective: Develop, implement, and promote a dynamic program of information literacy and library research skills that will reach the entire FAU community.**

**Goal IV: Community**

Develop event and activities to enrich the lives of the FAU community and to foster and enhance the professional experience of the Libraries' staff.

**IV.A. Objective: Develop events and activities to enrich the lives of the FAU community at large.**

**IV.B. Objective: Enhance communication, collaboration, and cooperation within the Libraries.**

**IV.C. Objective: Encourage staff development.**

**IV.D. Objective: Recognize staff achievement.**

**IV.E. Objective: Evaluate and assess Libraries' staff salaries.**

**Goal V: Technology Advancement**

Continually seek out ways to improve the technology available to the libraries' staff, students and faculty.

**V.A. Objective: Provide access to emerging technologies.**

**V.B. Objective: Provide the most current technology to Library's staff to improve job performance.**

**V.C. Objective: Provide equipment, software and training for students to create multimedia projects.**

**Goal VI: Facilities**

Create a physical environment that promotes scholarship, learning, discovery, and the exchange of ideas.

**VI.A. Objective:** Provide a safe, clean, and comfortable environment.

**VI.B. Objective:** Provide adequate space for users and staff.

### Goal VII: Visibility

Publicize the Libraries activities and events and create programming to promote the Libraries and its resources.

**VII.A. Objective:** Market the Library.

**VII.B. Objective:** Publicize the availability of Library resources through the Library's Website, instructional sessions, and other outreach activities.

The Vision, Mission, and Strategic Plan were made possible through the efforts of the librarians and staff of the FAU Libraries, as well as the valuable contributions of our stakeholders, including FAU students, faculty, administration, staff, our consortial partners, and donors.

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#### [FAU Libraries Web Site Design Team](#)

This page is maintained by: [FAU Libraries Web Manager](#)

Created 8 April 2003; Last updated 28 July 2006 by [Jacquelyn Erdman](#)

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## STRATEGIC PLAN 2003-2008

### GOAL I: Collections

Select, acquire, manage, preserve and provide access to collections to support the information needs of the diverse groups of the FAU community.

**I.A. Objective: Select and acquire materials to support the curriculum, instruction, and research mission of the University.**

#### Strategy

**I.A-1.** Evaluate the collection development process with input from key stakeholders.

#### Outcome

**Campus**  
Boca Raton  
**Target Date**  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Collection  
Development  
Staff

**2005-2006:** Collection Development staff on the Boca Campus plan to survey key stakeholders during the next academic year in the hopes of gathering relevant information that will assist in the selection of materials. Faculty members in specific departments on the Boca Campus will also be interviewed individually and/or surveyed so that library selectors will become cognizant of the areas of the collection development process that need improvement.

**Campus**  
Davie  
**Target Date**  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** The selection process is guided by the programs/departments offered at the FAU Davie campus. To that end the Collection Development Librarian works closely with the faculty liaisons. A program of jobbers' selection slips is currently routed to the liaisons for distribution to the faculty in their area and orders are generated from those requests. We also accept requests for materials that are specific to an individual faculty member or program. The de-selection process is handled in conjunction with the liaisons as is the selection

process. We collect input on currency, outdated or incorrect information sources and weed the collection accordingly.

**Campus** Ft. Lauderdale  
**Target Date** 2005-2006, 2007-2008  
**Accountable Individual** Department Head

**2005-2006:** The Broward Campus Librarian works closely with the faculty of the three colleges based at the Downtown Campus. Material selection is based on the programs offered by the colleges, submissions by the faculty, and promotional items forwarded by the librarian to the faculty.

**Campus** Jupiter  
**Target Date** 2004-2005, 2005-2006, 2007-2008  
**Accountable Individual** Department Head

**2004-2005:** Supervised an FSU library school intern as she performed an in-depth faculty needs assessment for two campus colleges.

**2005-2006:** Order materials based upon Caribbean literature, political science, and elementary reading bibliographies.

**I.A-2.** Continue to review and revise existing Collection Development Policy for Inclusion of new programs, formats, and areas of interest to diverse groups.

**Campus** All Campuses  
**Target Date** 2005-2006  
**Accountable Individual** Collection Development Staff

**2005-2006:** The Policy was updated by a committee of librarians in 2005.

**Completed**

**Campus**  
Davie  
**Target Date**  
2005-2006  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** The University/ College Library collection development librarian reviews, each August, the policies in conjunction with existing programs/ departments at the FAU Davie Campus and revises the policies as needed. The revised policies are then submitted to the GPAC committee. Resource allocations for 2005-2006 reflect changes in Davie Campus programs.

**I.A-3.** Assess and evaluate existing acquisitions procedures to ensure continued effectiveness.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Technical  
Services  
Staff

**2003-2004:** Achieved increased efficiency by: (1) reorganizing work flow for ordering non-print media; (2) streamlining methods of distributing serials renewal information by creation of electronic tables and forms; (3) migrating annual renewal of serials from print to electronic process; (4) creating Serials Management Database to track funding and status of subscriptions for internal and public services use.

**2005-2006:** Achieved increased efficiency through use of the Serials Management Data Base to verify receipt of electronic subscriptions and to generate reports for use in collection development.

**Campus**  
Davie  
**Target Date**  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** 2005/2006 investigated online slips program with Blackwell, to begin 2006/2007.

**I.A-4.** Investigate and review performance of serials and monographic jobbers, and investigate alternative vendors.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Technical  
Services  
Staff

**2003-2004:** Compared performance of present jobber with other subscription agents in areas of service, reports, serials management tools; new approval book plan for foreign language literature material implemented; reviewed and selected new principal vendor for monographic materials for Jupiter Campus to improve service and better pricing.

**2005-2006:** Since EBSCO is the only major serials subscription agent in U.S., our emphasis has been to work with them to improve their serials management tool, EBSCONet. Participated in EBSCO focus group to evaluate EBSCONet and to BETA test new product.

**Campus Ft.**  
Lauderdale  
**Target Date**  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** The performance of the current vendor, Ambassador, was recently reviewed and found to be more than satisfactory. The Broward County Main Library has added Baker & Taylor as a supplier for items known to be in their inventory. Additionally, Broward County has established the use of a PCard for the quick acquisition of purchases under \$500.00.

**I.A-5.** Plan and implement ALEPH acquisitions, serials, and EDI (Electronic Data Interfacing) functions.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2005-2006  
**Accountable**  
**Individual**  
Technical  
Services  
Staff

**2003-2004:** Due to Statewide delay in implementation schedule of ALEPH this action item is deferred until 2005-06.

**2005-2006:** Planning and implementation is completed for Aleph acquisitions and serials functions. Live production on Aleph will begin on June 12, 2006. Implementation of EDI invoicing for FY 2006-07 is in progress.

#### **Completed**

**Campus**  
Davie  
**Target Date**  
2005-2006  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** Staff attended training May 2006 for Aleph version 17 implementation.

### **I.B. Objective: Manage collection through organization and assessment.**

#### **Strategy**

**I.B-1.** Assess and evaluate cataloging procedures, using current and forthcoming technology.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2004-2005,  
2006-2007  
**Accountable**  
**Individual**  
Technical  
Services  
Staff

#### **Outcome**

**2003-2004:** Contracted with new outsourcing vendor to catalog non-Roman alphabet material. Reorganization of workflow for cataloging non-DLC material and non-print formats.

**2004-2005:** Reviewed and established new work flow for outsourced Judaica materials and gift cataloging. Implemented new cataloging project for Jaffe Collection materials.



**I.B-2.** Plan and implement ALEPH cataloging functions.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2004-2005,  
2005-2006,  
2006-2007  
**Accountable**  
**Individual**  
Technical  
Services  
Staff

**2003-2004:** State-wide delay of ALEPH implementation until 2005-2006.

**2004-2005:** ALEPH implementation and migration is currently in the planning stages for FAU, with a production target of 2006.

**2005-2006:** Planning and implementation is completed for Aleph cataloging functions. Live production on Aleph will begin on June 12, 2006.

**Completed**

**I.B-3.** Conduct periodic assessments of the collections, using relevant evaluation methods to ensure support of the information needs of the diverse groups of the Florida Atlantic University community.

**Campus**  
Boca Raton  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Collection  
Development  
Staff

**2005-2006:** The Collection Development staff used WorldCat Collection Analysis to review the holdings in their respective subject areas. The FAU Libraries reviewed its holdings in criminal justice as part of a pilot project with the council of State University Libraries' (CSUL) Collection Planning Committee.

**Campus**  
Davie  
**Target Date**  
2005-2006,  
2006-2007  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** The relevant portions of the collection were reviewed with the faculty library liaison for that area. The most recent area reviewed, weeded, and selected was for the College of Nursing. Doody's was used as one of the selection tools as well as using Introduction to Reference Sources in the Health Sciences and Best Books for Academic Libraries. Technical Services staff updating database for Davie Campus Periodicals Committee recommendations.

**Campus** Ft. Lauderdale  
**Target Date**  
2005-2006,  
2006-2007  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** Periodic assessments have been done, especially during the preparation for accreditation reviews.

**Campus**  
Jupiter  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Collection  
Development  
Staff

**2005-2006:** Reviewed the current Reference holdings for the purpose of weeding and updating collection. Wrote orders where appropriate.

## I.C. Objective: Preserve materials.

### Strategy

I.C-1. Preserve materials through digitization, binding, or repair.

### Outcome

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Technical  
Services  
Staff,  
Special  
Collections  
Staff

**2003-2004:** 7,875 volumes bound and 1,650 volumes repaired; 320 volumes salvaged from water leaks in March, April, and August; response to recurrent water leaks in Sept./Oct.

**2005-2006:** 965 damaged books repaired by Technical Services staff; an additional 2603 volumes received preservation treatment through binding in Technical Services.

**I.C-2.** Evaluate current methods of binding printed serials, in preparation for implementation of ALEPH serials binding function.

**Campus**  
Boca Raton  
**Target Date**  
2004-2005,  
2005-2006  
**Accountable**  
**Individual**  
Technical  
Services  
Staff

**2004-2005:** Reviewed and established new procedures for claiming missing issues, binding of incomplete volumes, and annotating OPAC.

**2005-2006:** Continued review of new claiming procedures for missing issues and binding of incomplete volumes provided positive results and more efficient work flow. Planning and implementation of binding functions for Aleph are complete and Aleph will have live data as of June 12, 2006.

**Completed**

**I.C-3.** Preserve materials using archival supplies.

**Campus**

Boca Raton

**Target Date**

2003-2004,

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Technical

Services

Staff,

Special

Collections

Staff

**2003-2004:** Supplier prices compared to determine lowest cost for archival supplies prior to ordering. Bindery OPS contracts terminated in December 2003; remaining volunteers indicated commitment to adhere to archival quality practices, working under supervision of John Cutrone. Jaffe purchase received with damage to t.p. repaired according to instructions of conservationist Bob Muens.

**2005-2006:** Bryan Arkin, SpC&A LTA has taken on responsibility for construction of properly sized book enclosures, and works under the supervision of John Cutrone in their construction. John Cutrone and Seth Thompson were sent to this year's Paper and Book Intensive in Indiana, where they learned new techniques for knife-making, paper-making, manuscript illumination, and most importantly, jig construction for rapid production of enclosures and of hard binding. In addition, Bob Muens was brought in for half-day evaluation of books and papers in disrepair, including early receipts of Weiner material, in preparation for establishing conservation routines for rare books. Muens will provide intensive training during the summer of 2006.

**I.C-4.** Preserve materials through preventive action, instructional awareness, and salvage and recovery, during renovations, disasters, or poor environmental conditions.

**Campus**

Boca Raton

**Target Date**

2003-2004,

2004-2005,

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Technical

Services

Staff, Access

Services

Staff,

Special

Collections

Staff

**2003-2004:** Salvage operations performed March, April, and August; 320 volumes salvaged; current procedures for tagging and ongoing monitoring of potentially weak building areas is in process of implementation.

**2004-2005:** Evaluated materials damaged from moisture infiltration issues resulting from hurricanes in August and September. Reported areas with moisture issues to Library Administration for referral to University Facilities Department.

**2005-2006:** Placed plastic sheeting over vulnerable areas of general collection during hurricanes of Fall 2005; removed all materials from 4th floor study rooms due to problems with moisture and mold; conducted daily inspections for moisture, mold, and leaks; 965 damaged books were referred to Technical Services for evaluation for preservation; an additional 2603 volumes received preservation treatment in Technical Services.

**Campus**

Jupiter

**Target Date**

2004-2005,

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

All Staff

**2004-2005:** Placed plastic sheeting over general collection during hurricanes of Fall 2004 per campus Hurricane Emergency Plan. Removed a small number of water-damaged volumes from the shelves and de-accessioned from collection.

**2005-2006:** Protected most vulnerable areas of the general collection with plastic sheeting per Hurricane Emergency Plan.

**I.D. Objective: Provide access to the collection through the Libraries' online catalog and Web site.**

**Strategy**

**Outcome**

**I.D-1.** Plan for and implement bibliographic data migration to ALEPH.

**Campus** Boca

Raton

**Target Date**

2003-2004,

2004-2005,

2005-2006

**Accountable**

**Individual**

Technical

Services Staff

**2003-2004:** Statewide delay in ALEPH implementation until 2005-06. In progress: identification and linking of unlinked items (30,045 volumes to date); staff training at all campuses.

**2004-2005:** ALEPH implementation and migration is currently in the planning stages for FAU, with a production target of 2006.

**2005-2006:** In support of Aleph implementation, a total of 39 tutorials were created in the areas of Acquisitions, Serials, Cataloging, Bindery, Notes, Administration, OPAC and Triggers, and were posted on the library website. Bibliographic data was made ready for migration through cleanup projects and data analysis by the Technical Services staff. The planning and implementation is completed for Aleph bibliographic data migration, and the data will become live on June 12, 2006.

**Completed**

**I.D-2.** Plan for and implement ALEPH as the Libraries' online catalog.

**Campus** Boca  
Raton  
**Target Date**  
2003-2004,  
2004-2005,  
2005-2006,  
2006-2007  
**Accountable**  
**Individual**  
Technical  
Services Staff

**2003-2004:** Statewide delay of ALEPH implementation until 2005-06.

**2004-2005:** ALEPH implementation and migration is currently in the planning stages for FAU, with a production target of 2006.

**2005-2006:** Planning and implementation for Aleph as the Libraries' online catalog is completed. Data migration for the catalog is complete. The Aleph OPAC will become the online catalog on June 12, 2006.

### Completed

**I.D-3.** Maintain the Libraries' web site, exploring and implementing current and new technologies and web design concepts, to ensure accessibility for the diverse groups of the Florida Atlantic University Community.

**Campus** Boca  
Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Library Web  
Design Team,  
Systems Staff,  
Director of  
Communications  
and Cultural  
Affairs

**2003-2004:** Purchased and implemented a new web server after the crash of the old server. Web Design Team members created, organized and maintained Web pages. Changes to website design will be delayed until the University completes its new "branding" process.

**2005-2006:** Web Design Team members created, organized and maintained Web pages. The branding process has been completed by the University. The FAU Libraries is working with the University Creative Services department on the development of the new FAU Libraries home page template and templates for the second level pages. Once the final templates are completed, the FAU Libraries will begin the transition process from the current FAU Libraries Web site to the new Content Management System (CMS).

**I.D-4.** Plan for and implement SFX and Metalib for linking and multi-database searching.

**Campus** Boca Raton

**Target Date**

2003-2004,  
2005-2006,  
2006-2007

**Accountable**

**Individual**

Systems Staff,  
Electronic Resources Staff, Technical Services Staff

**2003-2004:** SFX:

Implemented November 2003.

Metalib: Training for implementation completed in February 2004 and the preliminary steps leading to implementation are in process, including activation and localization of resources.

**2005-2006:** Activation and

localization of resources completed. Training and upgrade to version 3 completed. All resources reviewed and edited as needed after upgrade. Metalib advisory committee formed. Access (soft launch) granted to select group of library staff. Trouble shooting of problems with configuration codes, database connections and inconsistent search results has been ongoing. Recommendation made not to launch Metalib at this time.

Currently, investigating alternatives to Metalib for providing multi-database searching for the Florida Atlantic University Community.

**I.E. Objective: Develop a Digital Library.**

**Strategy**

**Outcome**

**I.E-1.** Develop and Promote the Libraries Audio and Textual Digital Collections.



**Campus**

Boca Raton

**Target Date**

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Digital

Library (DL),

Judaica

Sound

Archives

(JSA),

Technical

Services

**2005-2006:** Digital Library

Team was started and established a new centralized Digital Library unit in July 2005, [http://www.library.fau.edu/depts/digital\\_library/main.htm](http://www.library.fau.edu/depts/digital_library/main.htm). A full time Manager of Digital Library was hired to develop and maintain the digital collections of the Library, and to build collaborations with the FAU Community for new digital collections. A Florida Heritage Project sound collection was initiated in collaboration with JSA and FCLA. A music searchable JSA website was developed. The website offers music clippings that can be played online. DL collaborated with academic departments to digitize students' and scholars' research and partnered with FCLA to migrate and preserve electronic formats of digital assets within the DL.

During the next fiscal year the DL will migrate FAU's digital collections to DigiTool, work with FCLA to migrate FAU's digital collections to DarkArchives for long term preservation, <http://www.fcla.edu/digitalArchive/>, expand collaboration with FAU's academic departments and local historical societies and libraries, and work with FCLA to make FAU Libraries audio collections available online.

**I.E-2.** Develop and promote FAU Libraries Informational Repository (IR).

**Campus**  
Boca Raton  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Digital  
Library,  
Electronic  
Resources,  
Systems

**2005-2006:** An Institutional repository, DigitalCommons @ FAU Libraries was started as a two year pilot project. Faculty and Student ETDs were added to the repository along with faculty and students research to highlight FAU's scholarship.

During the next fiscal years the DL will develop and test procedures to migrate the current DigitalCommons repository to a new and robust Digitool IR, implement the migration of the DigitalCommons IR to the Digitool IR, and continue to work with FAU's academic depts. to develop the content for the FAU Libraries IR.

The Vision, Mission, and Strategic Plan were made possible through the efforts of the librarians and staff of the FAU Libraries, as well as the valuable contributions of our stakeholders, including FAU students, faculty, administration, staff, our consortial partners, and donors.

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## STRATEGIC PLAN 2003-2008

### GOAL II: Services

Support the information needs of our users as determined by each campus.

#### II.A. Objective: Offer innovative services through new information technologies.

Strategy	Outcome
<p><b>II.A-1.</b> Investigate and test new storage device which will allow the user to manipulate research data.</p> <p><b>Campus</b> Boca Raton <b>Target Date</b> 2003-2004, 2005-2006 <b>Accountable Individual</b> Systems Staff</p>	<p><b>2003-2004:</b> Purchased memory keys for staff which allow for 16 or 64 meg of removable data storage. Provided patrons with USB ports and CD-RW drives on the new PCs in CPM and Reference, enabling them to download data to memory keys and CDs.</p> <p><b>2005-2006:</b> Provided patrons with USB ports and DVD-RW drives on the new PCs in Reference, enabling them to download data to memory keys and CDs.</p>
<p><b>II.A-2.</b> Explore upgrading of existing PCs and purchasing of new PCs.</p> <p><b>Campus</b> Boca Raton <b>Target Date</b> 2003-2004, 2005-2006, 2007-2008 <b>Accountable Individual</b> Systems Staff</p>	<p><b>2003-2004:</b> Installed 50 new PCs and 10 laptops for patron checkout at the Boca Campus Library. Ordered 6 PCs for Reference, 32 laptops for bibliographic instruction.</p> <p><b>2005-2006:</b> Purchased 14 DELL OptiPlex GX280 PCs for student use in the Media Center. Upgraded the public printers for patrons in CPM and Reference. Installed a new color laser printer in</p>

Reference allowing patrons to print in color. Purchased and installed 35 PC's for the new electronic classroom.

**Campus**  
Davie  
**Target Date**  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** Use of print recovery card on photocopiers. Expanded FAU network and completed wireless network in the building.

**Campus** Ft.  
Lauderdale  
**Target Date**  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** Within the Broward County Main Library is a room for the FAU faculty and students to use reserve materials for their research needs. Two up-to-date computers, a scanner, a design jet printer, a light table, and a tv/vcr/dvd combo were installed in the room. Additionally, there were at least three areas in the library with wireless capability.

**Campus**  
Jupiter  
**Target Date**  
2003-2004,  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Systems  
Staff

**2003-2004:** Installed 20 PCs at the Jupiter Campus Library. In Process: Ordered 20 new PCs for the Bibliographic Instruction/Open Lab in the new Library.

**2005-2006:** Purchased three additional laptop computers to accommodate growing student need. Added two flat screen monitors.

**II.A-3.** Develop procedures that will create the interface which will access ALEPH.

**Campus** Boca  
Raton  
**Target Date**  
2004-2005,  
2005-2006  
**Accountable**  
**Individual**  
Systems Staff

**2003-2004:** Due to statewide delay in the implementation of ALEPH this action item is deferred until 2005-06.

**2005-2006:** Installed various versions of the ALEPH software on Staff PCs as needed for testing the system prior to the implementation of ALEPH in June 2006.

### Completed

**II.A-4.** Implement forthcoming computer technology and other advances related to library information systems.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Systems  
Staff,  
Technical  
Services  
Staff, Public  
Services  
Staff

**2003-2004:** In Process: Purchased Wacom Intuos Tablets for Special Collections staff.

**2005-2006:** A total of 50 computers were either replaced or added in the Reference Department area. All the computers have Microsoft Office software and are connected to a new color printer. The staff is currently reviewing the possibility of adding log in software for security and access reasons to better serve the FAU campus. The library now has access to wireless printing from lap tops. Installed Microsoft .Net software on the Web Server to support a project in Technical Services. Installed OCLC's new Client Connexion for staff in Technical Services to replace OCLC's CatMe and web-based Connexion programs.

**Campus**  
Jupiter  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Systems  
Staff

**2005-2006:** Six laptop computers configured to print to Jupiter Public Printer.

**II.A-5.** Explore new methods for online ordering.

**Campus** Boca Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2006-2007  
**Accountable**  
**Individual**  
Technical Services Staff, Collection Development Staff, Systems Staff

**2003-2004:** In process: transition to approval selection via email for College of Science. Discussions with vendors and faculty; full-scale implementation projected after 2005-06 due to ALEPH delay.

**2005-2006:** Discussions with book and serial vendors (1/04; 6/04; 10/04; 1/05). We currently order materials online from 3 vendors. The implementation of Aleph Acquisitions functions on June 19, 2006 will result in new order routines with vendors that will include online ordering and will improve efficiency of ordering from large book vendors.

**Campus**  
Davie  
**Target Date**  
2005-2006,  
2006-2007  
**Accountable**  
**Individual**  
Relevant Departments

**2005-2006:** EDI to implement with ALEPH July 2006.

**Campus** Ft.  
Lauderdale  
**Target Date**  
2005-2006,  
2006-2007  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** The Broward County Main Library has been using the Baker & Taylor online ordering for at least three years.

## **II.B. Objective: Create a more user-centered library to support research and learning.**

### **Strategy**

**II.B-1.** Investigate ways to allow books to circulate more effectively.

**Campus** Boca  
Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Access Services  
Staff

### **Outcome**

**2003-2004:** Department staff are increasing shelving productivity by using a new shelving log to determine which areas aren't being shelved quickly or frequently enough. Also, staff is continuing to do late afternoon pick-ups in addition to morning and night pick-ups. Both actions have resulted in more efficient circulation by reducing the amount of time materials are off the shelves and by making materials easier to find.

**2005-2006:** Actions adopted in 2003/04 continued to be implemented in 2005/06. In addition, staff are regularly emptying library book drops. New signage was added to stacks in order to inform patrons that some parts of the general collection are in temporary storage on the 5th floor. Access Services has adopted the policy of immediately paging 5th floor books for patrons, while they wait. A request form has been created for the rare instances in which 5th floor books cannot be paged immediately.

**II.B-2.** Improve and expand Interlibrary Loan services to support the advancement of research.

**Campus** Boca Raton

**Target Date**

2003-2004,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable**

**Individual**

Interlibrary Loan, Systems Staff

**2003-2004:** Implemented electronic delivery of articles through the Odyssey function of ILLiad. Created custom queues for faculty, distance education, and intra requests to provide more expedient service. In process: Purchase additional PC with Ariel software license and scanner to improve efficiency in ILL work flow.

**2005-2006:** Worked with Image Access to install and configure the Bookeye Interlibrary Loan in order to improve electronic delivery of articles to faculty and staff. Implemented 'Faculty Express' a document delivery service to FAU Faculty of the Boca Raton campus. Delivery includes FAU resources, print and electronic delivery of articles and books to faculty.

**Campus** Ft. Lauderdale

**Target Date**

2005-2006,  
2006-2007,  
2007-2008

**Accountable**

**Individual**

Relevant Departments

**2005-2006:** The Broward County Main library has hired an additional person to assist in the fulfillment of interlibrary loan requests.



**Campus** Jupiter  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Interlibrary  
Loan

**2005-2006:** Worked with ILL department at Wimberly to establish a separate Jupiter queue. Improved ILL delivery time between Jupiter and Boca by using campus mail courier service three days per week. Made audiovisual materials available for loan outside FAU. Hired additional staff at Jupiter to enable 7-day/week processing of ILL materials.

**II.B-3.** Increase efforts to publicize access to Government Documents on the web.

**Campus** Boca  
Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Government  
Documents  
Staff,  
Information  
Literacy and  
Instructional  
Services,  
Reference

**2003-2004:** Efforts to publicize access to Government Documents includes articles placed in FAU Libraries Newsletter, outreach and visits to Faculty, and recommending outreach activities through the SEFLIN Government Documents Committee.

**2005-2006:** The Government Documents web site is in the process of being redesigned to create a more user-friendly interface and to allow easier access to electronic resources. The site will feature web pages which publicize new electronic documents, new government web sites, and the latest "headline" information releases. The Library's Instruction Program continually includes information about government documents in instruction sessions and the Government Documents Librarian has given presentations to several classes about using government resources. The Librarian has worked with other documents librarians in SEFLIN on finding ways to increase awareness of government resources and attended the annual FDLP Conference in Washington to keep abreast of changes in how government information is disseminated

and share ideas on how access to this information can be enhanced.

**II.B-4.** Create web-based virtual tour of libraries.

**Campus** Boca Raton

**Target Date** 2003-2004

**Accountable Individual** Web Team, Information Literacy and Instructional Services

**2003-2004:** The virtual tour will be completed and loaded to the website in April 2004.

**Completed**

**II.B-5.** Evaluate user satisfaction with LibQUAL+ and other means of assessment.

**Campus** All Campuses

**Target Date** 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008

**Accountable Individual** Library Administration, Related Departments

**2003-2004:** Self-studies of library services as mandated by the university of all administrative support areas continue. Preparation for the implementation of LibQUAL+ took place and the survey opened on March 15, 2004 and will continue until April 9, 2004. Results will be received in June, and during the following fiscal year, data will be analyzed and changes implemented and marketed. During the 2005-2006 year, the FAU Libraries will reassess its services using LibQUAL+.

**2004-2005:** Results were received from the 2003-2004 LibQUAL+ study in June, 2004. A report was written and submitted to the Director. The coordinator of the survey gave presentations at each of the library campuses to inform faculty, staff, and the student body about the progress of the library.

**2005-2006:** The Coordinator

of Assessment and Planning will train at the ALA annual conference in June 2006. The second FAU LibQUAL+ survey study will be implemented in the spring of 2007. After this second survey is implemented, the result sets from the 2004 and 2007 survey's will be compared to see what information emerges to better improve the library.

**II.B-6.** Assess student preferences for hours of operation.

**Campus**

Jupiter

**Target Date**

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual** All

Staff

**2005-2006:** Distributed a survey to students at end of the Spring term.

The Vision, Mission, and Strategic Plan were made possible through the efforts of the librarians and staff of the FAU Libraries, as well as the valuable contributions of our stakeholders, including FAU students, faculty, administration, staff, our consortial partners, and donors.

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## STRATEGIC PLAN 2003-2008

### GOAL III: Instruction

Plan and implement new ways to educate students and faculty on how to use the Library's resources.

**III.A. Objective: Develop, implement, and promote a dynamic program of information literacy and library research skills that will reach the entire FAU community.**

#### Strategy

**III.A-1.** Offer a variety of tours, sessions, and workshops, including introductory library research sessions, course-related instruction, web-based tutorials, and individual research consultations.

**Campus** Boca Raton

#### Target Date

2003-2004,

2005-2006,

2006-2007,

2007-2008

#### Accountable

#### Individual

Information

Literacy and

Instructional

Services

#### Outcome

**2003-2004:** The Library provided individual reference consultations, library tours, course-related instruction and information literacy workshops to students, staff and faculty. A library research tutorial was developed and class web pages designed and added to the library's website.

**2005-2006:** The Library staff created 15 Class Web Pages to compliment the instructional sessions. Just over 5,400 students attended instructional sessions and scheduled individual consultation between July 2005-April 2006. Session topics included freshmen orientation, 'Beyond Google,' and other specialty workshops. Web tutorials were created to help use databases, such as RefWorks. The Library faculty also gave individual consultations, planned workshops, and marketed courses to the stakeholders.

Services the Library will develop further are adding

regular Microsoft PowerPoint workshops, allow for more on-spot consultations, expand regular instructional classes and work with the instructors.

**Campus** Davie  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** The Library provided individual reference consultations, library tours, course-related instruction and information literacy workshops to students, staff and faculty.

**Campus** Ft.  
Lauderdale  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** In conjunction with the Broward County Main Library professional staff, individual instruction sessions have been provided in the library and the office of the Broward Campus Librarian. Class instruction has been given to architecture, criminal justice, public administration, international business, urban planning, and MBA students. For the past three years, a Graduate Research & Writing workshop has been offered to new and interested graduate students. This has been in partnership with the Downtown Campus Student Affairs Office. As part of our partnership with the Broward County Main Library, the professional staff has provided training on the FAU databases. The Library hosted 20 formal group instruction sessions and many impromptu individual sessions.

**Campus**

Jupiter

**Target Date**

2003-2004,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable**

**Individual**

Instructional  
Librarians

**2003-2004:** The Library provided individual reference consultations, library tours, and course-related instruction. There was attendance at 21 workshops.

**2004-2005:** The Library continued the same type of instructional sessions and also created a program of brief topical sessions. There was attendance at 39 of these planned sessions/workshops. Collaboration began with Honors SLS 1501 faculty to address specific instructional needs.

**2005-2006:** Collaboration with SLS 1501 faculty continued, resulting in improved instructional design. The number of instructional sessions increased to 67. Topical sessions were dropped due to lack of attendance.

**III.A-2.** Investigate and develop other forums for delivery of instruction and expansion of target populations.

**Campus** Boca  
Raton

**Target Date**

2003-2004,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable**

**Individual**

Information  
Literacy and  
Instructional  
Services

**2003-2004:** A video-streaming tutorial was developed and added to the library's website.

**2005-2006:** The Library created a "Roving Reference" service where a librarian goes out into the student population to help with reference questions. This pilot project took place at the Breezeway and the Business building. This service will need to be further developed for the upcoming year. The University upgraded blackboard which allowed the Library to implement automatic library content to all blackboard user's course pages. The Library is in the process of creating

a partnership with the FAU Athletics department to train their staff, whom monitor the student athletes study sessions. This partnership may grow into future instructional sessions and reference sessions.

**Campus** Davie  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** Web tutorials were developed for the new University/College Library's website.

**III.A-3.** Communicate with colleges, departments, and faculty to develop ideas for integrating information literacy into the curriculum, and foster support for the program.

**Campus** Boca  
Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Information  
Literacy and  
Instructional  
Services

**2003-2004:** Library faculty gave presentations on the Information Literacy program at the new faculty orientation, a college assembly, department meetings, workshops and informal meetings. Newsletters and other promotional materials were also distributed.

**2005-2006:** New courses were developed concerning library usage and research strategies. The first is a 1 credit course open to anyone who wishes to learn more about using the library and research strategies. The second is a 2 credit course within the Education FLC (Freshman Learning Community) which combines SLS 1503 Learning Strategies & Human Development with LIS 1001 Just a Click Away.

In the upcoming year, the Library intends to conduct more outreach to the FAU faculty to encourage their classes to attend library workshops.

**Campus** Davie  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** Library faculty gave presentations on the Information Literacy program at the new faculty orientation, a college assembly, department meetings, workshops and informal meetings. Library faculty contributed articles to various campus newsletters. Promotional materials were distributed in both print and electronic formats.

**Campus** Ft.  
Lauderdale  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** The Broward Campus Librarian and members of the Broward County Main Library participated at the new faculty orientations. The Broward Campus Librarian has given presentations at the faculty department meetings to promote the many services available. Newsletters and e-mails are distributed with announcements of programs, new acquisitions, and service offerings.

**III.A-4.** Provide appropriate resources, as budget permits, to support the Information Literacy Program.



**Campus** Boca  
Raton

**Target Date**  
2003-2004,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable**  
**Individual**

Library  
Administration,  
Information  
Literacy and  
Instructional  
Services

**2003-2004:** A faculty position was added to the Department of Information Literacy and Instructional Services. The department was assigned office space in the area formerly occupied by the Office for Students with Disabilities.

**2005-2006:** Faculty go to training sessions and workshops to continue their own education concerning instructional classes. One faculty member attended the "Immersion Training" which trains librarians for information literacy.

**Campus** Davie

**Target Date**  
2005-2006,  
2006-2007,  
2007-2008

**Accountable**  
**Individual**

Relevant  
Departments

**2005-2006:** Library faculty reviewed forms and learning outcomes for basic instructional sessions. New software was also evaluated for future use in creating tutorials. All available vendor-provided database tutorials were reviewed for linking to the new University/ College Library's website.

The Vision, Mission, and Strategic Plan were made possible through the efforts of the librarians and staff of the FAU Libraries, as well as the valuable contributions of our stakeholders, including FAU students, faculty, administration, staff, our consortial partners, and donors.

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## STRATEGIC PLAN 2003-2008

### GOAL IV: Community

**Develop events and activities to enrich the lives of the FAU community and to foster and enhance the professional experience of the Libraries' staff.**

#### IV.A. Objective: Develop events and activities to enrich the lives of the FAU community at large.

##### Strategy

**IV.A-1.** Develop a series of events, lectures workshops, and/or exhibitions to promote the Jaffe Collection.

**Campus** Boca

Raton

**Target Date**

2004-2005, 2005-2006, 2006-2007, 2007-2008

**Accountable**

**Individual** Jaffe Collection Book Arts Coordinator and Book Arts Specialist and Director of Communications and Cultural Affairs

##### Outcome

**2004-2005:** The Jaffe Collection: Books as Aesthetic Objects has developed a growing program that sponsors lectures, workshops, exhibitions and "Book Arts 101". Usually, anywhere from one to ten workshops are held each semester. Lectures and "Meet the Artist" events average two or three per academic year. Approximately 1,100 patrons participated in Jaffe events and programs 04-05.

**2005-2006:** Highlights include: FAU Libraries' "Millionth Book" celebration and exhibition with the unveiling of a new, limited edition Book Arts title, *A Field of Owls: The Burrowing Owl Observed*, published by FAU Libraries' fine arts press, "Minerva: the Press at Wimberly." Additional exhibits on display included "Stand and Deliver," "Letterpress 101," and "Construct."

"BocaRatoons" exhibition was shown at FAU MacArthur Campus Library and a Jaffe Collection exhibition was loaned to Lafayette College, Pennsylvania.

245 Individuals in Organized Class Visits (Both FAU and Other Institutions)  
419 Individuals in Organized Community Groups  
223 Individual Patrons/  
Researchers

86 Workshop Participants  
150 patrons participated 2  
major special events

**IV.A-2.** Develop a series of events, lectures workshops, and/or exhibitions to promote the Jewish culture.

**Campus** Boca  
Raton

**Target Date**  
2004-2005,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable**

**Individual**  
KULTUR  
Coordinator and  
Director of  
Communications  
and Cultural  
Affairs

**2004-2005:** The KULTUR Series explores the dynamic world of Yiddish Culture through a variety of presentations and cultural events presented by both local and national scholars and performers. 7 events were presented in 04-05 to a total audience of approximately 1,000 patrons made up of FAU community and general public.

**2005-2006:** 7 events were presented in 05-06 to a total audience of approximately 1,000 patrons made of FAU community and general public.

**IV.A-3.** Develop a series of concerts, events, lectures, workshops, and outreach events that promote the Libraries' Music Collections.

**Campus** Boca  
Raton

**Target Date**  
2004-2005,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable**

**Individual**  
Director of  
Music  
Collections and  
Director of  
Communications  
and Cultural  
Affairs

**2004-2005:** The Klezmer Company Orchestra, FAU Libraries' professional ensemble-in-residence, performs yearly concerts and educational outreach programs to the FAU community and public that highlight compositions and rare music from the more than 20,000 pieces of music in the Libraries' Music Collections. The consequence is that the collection is transported from shelve to the concert stage. The Judaica Choral Society, a non-denominational community ensemble was created to perform music from the Jewish Music Archives.

15 performances/events were presented in 2004-2005 to a total audience of approximately 10,000 patrons made of FAU community and

the general public, including the sell-out annual benefit concerts titled “Jewish Broadway” at FAU Auditorium and “Klezmer does the Blues” at Eissey Campus Theatre.

**2005-2006:** As a result of these outreach programs and educational performances, the Bess Myerson Music Education and Performance fund was established. In 05-06 - two K-12 educational outreach programs were presented to middle school and high school students in Palm Beach and Broward counties. Plans for 06-07 are to double these public school performances.

15 performances/events were presented in 2005-2006 to a total audience of approximately 12,000 patrons made of FAU community, public school children and the general public, including the sell-out annual benefit concerts titled “Salsa, Strings & Swing” at FAU Auditorium and “Jewish Broadway” at Eissey Campus Theatre.

**IV.A-4.** Promote the Weiner Collection. Develop a series of events, lectures workshops, and/or exhibitions.

**Campus** Boca Raton

**Target Date**  
2004-2005,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable Individual**  
Director of Communications and Cultural Affairs

**2005-2006:** Created Weiner: Spirit of America Collection “branded logo,” Collection brochure, press announcements and kits, President’s Press announcement event, “Spirit of America: The Concert,” logo, direct mail piece and concert program and insert.

**IV.B. Objective: Enhance communication, collaboration, and cooperation within the Libraries.**

**Strategy**

**Outcome**

#### **IV.B-1.** Create a Staff and Organizational Development Committee.

**Campus** Boca  
Raton  
**Target Date**  
2003-2004  
**Accountable**  
**Individual**  
Library  
Administration

**2003-2004:** Call for volunteers led to the creation of the first Staff and Organizational Development Committee, which handled the assigned actions below and other issues.

**Completed**

#### **IV.B-2.** Research and implement both formal and informal opportunities for Libraries' staff interaction and exchange of information.

**Campus** Boca  
Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Staff and  
Organizational  
Development  
Committee

**2003-2004:** In October 2003, the Staff & Organizational Development Committee (SODC) surveyed all FAU Libraries staff for input on both formal and informal opportunities for Libraries' staff interaction and exchange of information. Based on the survey responses, the SODC prioritized their Strategic Plan objective/actions for the year 2003-2004 and the following task forces were created: Orientation/ Welcoming Program; Staff Achievements; and Staff Newsletter. Two of the task forces evolved into subcommittees: Orientation/ Welcoming Subcommittee and the Staff Achievements Subcommittee. The newsletter guidelines were approved by the FAU Libraries Director and a member of the SODC was designated Library staff newsletter liaison.

**2005-2006:** SODC has continued the Orientation/ Welcoming Program with 22 new employee participants during this past fiscal year. SODC also continued the Staff Achievements

recognition and added:  
 "Bring your Child to Work"  
 day, a webpage of award  
 winners, and a website with  
 the committee's minutes.

**IV.B-3.** Investigate potential  
 of comprehensive  
 orientation program for new  
 Libraries' staff.

**Campus** Boca  
 Raton  
**Target Date**  
 2003-2004  
**Accountable**  
**Individual**  
 Staff and  
 Organizational  
 Development  
 Committee

**2003-2004:** The Orientation/  
 Welcoming Subcommittee  
 investigated the potential of  
 a comprehensive  
 orientation program for new  
 Libraries' staff. The  
 proposed welcoming/  
 orientation program was  
 presented to the FAU  
 Libraries Directors/  
 Department Heads for their  
 input and approval. The  
 welcoming/orientation  
 program will be  
 implemented July 2004.

**Completed**

**IV.B-4.** Investigate potential  
 of Libraries staff exchange  
 program.

**Campus**  
 Boca Raton  
**Target Date**  
 2003-2004,  
 2005-2006,  
 2006-2007,  
 2007-2008  
**Accountable**  
**Individual**  
 Staff and  
 Organizational  
 Development  
 Committee

**2003-2004:** Based on the  
 SODC Strategic Plan  
 priorities determined by the  
 FAU Libraries staff survey  
 responses, this action was  
 tabled and will be  
 reexamined in the next  
 fiscal year.

**2005-2006:** This idea has  
 been tabled until a future date.

**IV.C. Objective: Encourage staff development.**

**Strategy**

**Outcome**

**IV.C-1.** Investigate and implement annual staff development retreat.

**Campus** Boca Raton  
**Target Date** 2003-2004, 2005-2006, 2006-2007, 2007-2008  
**Accountable Individual** Staff and Organizational Development Committee

**2003-2004:** Based on the SODC Strategic Plan priorities determined by the FAU Libraries staff survey responses, this action was tabled and will be reexamined in the next fiscal year.

**2005-2006:** This idea has been tabled until the next fiscal year.

**IV.C-2.** Support Libraries staff attendance at work related lectures and training, such as SEFLIN continuing education, including ElementK and workshops offered by the University.

**Campus** Boca Raton  
**Target Date** 2004-2005, 2005-2006, 2006-2007, 2007-2008  
**Accountable Individual** Library Administration, Department Heads, Supervisors

**2004-2005:** During 2003-2004, 24 staff members accessed a total of 395 ElementK courses: 174 Office Productivity, 154 Computer Professional, and 67 Business Professional. Note: Some courses fall into more than one category. 15 staff members attended 15 CompUSA workshops through the SEFLIN continuing education voucher program.

**2005-2006:** During the time period from Jan. 2005-Mar. 2006, 14 staff members accessed a total of 202 ElementK courses: 195 Computer Professional and 7 Office Productivity. Staff members also attended various SEFLIN workshops.

**Campus** Jupiter  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual** All  
Staff

**2005-2006:** All 8 Jupiter staff members participated in various SEFLIN continuing education opportunities.

#### IV.D. Objective: Recognize staff achievement.

##### Strategy

**IV.D-1.** Research, develop, and implement methods for recognizing staff accomplishments.

**Campus** Boca  
Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Staff and  
Organizational  
Development  
Committee

##### Outcome

**2003-2004:** The Staff Achievements Subcommittee researched and developed methods for recognizing staff accomplishments. The proposed staff achievements program which included award categories and a formal awards policy was presented to the FAU Libraries Directors/ Department Heads for their input and approval. The staff achievements program will be implemented July 2004.

**2005-2006:** The Staff Achievements Subcommittee continued giving out staff awards at the two annual events in the spring and fall semesters. SODC also gave out three MLS tuition awards.

**IV.D-2.** Publicize Staff accomplishments.



**Campus** Boca  
Raton

**Target Date**  
2004-2005,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable**  
**Individual**  
Staff and  
Organizational  
Development  
Committee

**2005-2006:** The three winners of the MLS tuition awards were photographed and included in a Library press release. SODC also has implemented a new webpage that lists the winners of all Staff Awards as well as had plaques engraved and hung in the Staff Lounge.

#### IV.E. Objective: Evaluate and assess Libraries' staff salaries.

##### Strategy

**IV.E-1.** Study position descriptions and titles within the Libraries, and consult with Personnel Services to ensure USPS and A&P positions accurately reflect responsibilities.

**Campus** Boca  
Raton

**Target Date**  
2003-2004,  
2005-2006,  
2007-2008

**Accountable**  
**Individual**  
Library  
Administration,  
Department  
Heads,  
Supervisors

##### Outcome

**2003-2004:** Certain positions have been analyzed and rewritten as needed. This will continue into the next fiscal year.

**2005-2006:** All staff received a 1,000 dollar raise at the beginning of the 2005-2006 fiscal year. The amount of the raise was based on comparing salaries of other University staff with comparable responsibilities.

**IV.E-2.** Study and evaluate current salary equity.

**Campus** Boca  
Raton

**Target Date**  
2003-2004,  
2005-2006,  
2007-2008

**Accountable  
Individual**

Library  
Administration,  
Department  
Heads,  
Supervisors

**2003-2004:** Finished  
implementing third year-year  
project to upgrade librarians'  
salaries.

**2005-2006:** No further updates  
at this time.

The Vision, Mission, and Strategic Plan were made possible through the efforts of the librarians and staff of the FAU Libraries, as well as the valuable contributions of our stakeholders, including FAU students, faculty, administration, staff, our consortial partners, and donors.

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## STRATEGIC PLAN 2003-2008

### **GOAL V: Technology Advancement**

**Continually seek out ways to improve the technology available to the Libraries' staff, students and faculty.**

#### **V.A. Objective: Provide access to emerging technologies.**

##### **Strategy**

**V.A-1.** Conduct regular studies of emerging technologies to determine appropriateness for Libraries.

**Campus**

Boca Raton

**Target Date**

2003-2004,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable**

**Individual**

Library

Administration,  
Systems Staff

##### **Outcome**

**2003-2004:** Worked with Image Access, Inc to setup a demo KIC flatbed scanner for patron use and testing by Interlibrary Loan and Special Collections staff. Hired a network consultant to assist with purchase, configuration and implementation of the new web and data servers.

**2005-2006:** Worked with ILIS to determine the best configuration for the Electronic Classroom in terms of furniture, hardware and instructors station.

**V.A-2.** Plan installation of additional ports for laptop computers in Libraries.

**Campus**

Boca Raton

**Target Date**

2003-2004,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable**

**Individual**

Systems Staff,  
Reference,  
Information  
Literacy and  
Instructional  
Services

**2003-2004:** Implemented additional wireless access points to widen the wireless range in the Boca Campus Library.

**2005-2006:** Future plans to create a new computer study area where the current microfilm is currently located, is planned. This area will include new computers and laptop ports. Implemented additional wireless access points to widen the wireless range in the Boca Campus

Library.

**Campus**  
Davie  
**Target Date**  
2005-2006  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** Wireless upgraded and completed.

**Completed**

**V.A-3.** Weigh alternatives to current copying/printing service provider for Libraries.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Library  
Administration,  
Public  
Services,  
Systems Staff

**2003-2004:** The Libraries switched copying/printing service providers to the university's system, with satisfactory results to date.

**2005-2006:** Wireless printing was added for lap tops.

**Campus**  
Davie  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** Computer printing card implemented on photocopiers.

**Campus**  
Jupiter  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Systems Staff

**2005-2006:** Wireless printing was added for lap tops.

**V.A-4.** Determine whether current inventory of assistive technology requires upgrading.

**Campus**  
Boca Raton,  
Other  
Campuses

**Target Date**  
2003-2004,  
2005-2006,  
2006-2007,  
2007-2008

**Accountable Individual**  
Reference,  
Information  
Literacy and  
Instructional  
Services,  
Systems Staff

**2003-2004:** Upgraded software versions of JAWs and MAGIC Openbook added to the assistive technology workstations. Additional software added includes Microsoft Office, Scifinder Scholar and Adobe Acrobat. Reviewing some hardware upgrades for 2005-2006.

**2005-2006:** Purchase four new Assistive Technology PCs and configured them with Jaws Magic for students with disabilities at the Boca and Treasure Coast Campus Libraries. Installed Open Book on the PCs at Boca.

**Campus**  
Davie  
**Target Date**  
2005-2006,  
2006-2007

**Accountable Individual**  
Relevant  
Departments

**2005-2006:** A new film fiche digital reader printer was purchased.

**Campus**  
Jupiter  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008

**Accountable Individual**  
Department  
Head,  
Systems Staff

**2005-2006:** Installed Kurzweil 1000 software to assistive work station PC and purchased four new Assistive Technology PCs and configured them with Jaws Magic for students with disabilities..

**V.A-5.** Explore new scanning technologies in order to improve accessibility of microform and digitized collections.

**Campus**

Boca Raton

**Target Date**

2003-2004,

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Systems Staff,

Relevant

Departments

**2003-2004:** Purchased and installed 7 new scanners in Special Collections. In Process: Ordered new scanner and Ariel software for Interlibrary Loan use in Circulation Department. Plan to relocate existing scanners to Documents and Technical Services.

**2005-2006:** Purchased and installed new PCs, 20" CRT monitors, and scanners for the new Digital Library.

**V.B. Objective: Provide the most current technology to Libraries' staff to improve job performance.**

**Strategy**

**V.B-1.** Provide and enhance technology.

**Campus**

Boca Raton

**Target Date**

2003-2004,

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Assistant

Director for

Library

Systems,

Systems

Staff,

Relevant

Departments

**Outcome**

**2003-2004:** Adobe Creative Suite on Apple laptops. In Process: Ordered upgrades to WordPerfect v.11. Eudora E-mail v. 6 for staff.

**2005-2006:** Purchased and installed a Dell PowerVault 220S,3U,14 HDD, SCSI Storage Enclosure (220-4476), 14 X 146GB 10K U320 SCSI Hard Drive (340-9325) on the Library server to provide staff with an additional 1.2 terabytes of data storage. Upgraded staff software to WordPerfect v. X3, Eudora E-mail v. 6.2. Upgraded Library PCs and laptops with Microsoft Office Pro 2003 and Windows XP service pack 2.

**Campus**

Davie

**Target Date**

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Relevant

Departments

**2005-2006:** Staff received new computers in May 2006. Also various software programs, new handheld scanners for circulation, and scanning pens for reference were purchased.

**V.B-2.** Investigate new technologies to enable staff to do their jobs more effectively.

**Campus**

Boca Raton

**Target Date**

2003-2004,

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Assistant  
Director for  
Library

Systems,

Systems

Staff,

Relevant

Departments

**2003-2004:** Purchased and installed Track-II v. 6 software which will enable users and technicians to better track the reporting and resolution of Systems Requests via the Web. In Process: the next steps are to configure the software and train staff in its use.

**2005-2006:** Setup the VPN client software for staff working from home, enabling them to connect remotely to their campus PC.

**Campus**

Jupiter

**Target Date**

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Relevant

Departments

**2005-2006:** Purchase Tandberg 2000 video conferencing unit with Natural Presenter package compliant with the University's video conferencing network, allowing staff to attend distant meetings and economize on travel time and expense.

**V.B-3.** Plan and implement staff training for ALEPH.

**Campus**  
Boca Raton  
**Target Date**  
2005-2006  
**Accountable**  
**Individual**  
Relevant  
Departments

**2005-2006:** Volunteers from the library faculty and staff agreed to conduct training sessions for each library department. The training was conducted in Summer 2006 and both an online tutorial and a bookmark were created to help with the transition.

**Completed**

## **V.C. Objective: Provide equipment, software and training for students to create multimedia projects.**

### **Strategy**

**V.C-1.** Move the Media Center to a more accessible part of the Wimberly Library.

**Campus**  
Boca Raton  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Administration,  
Media Center  
Staff,  
Relevant  
Departments

### **Outcome**

**2005-2006:** A floor plan has been drawn showing the new first floor space for the Media Center. The Center is awaiting the final cost calculations and funding for this project.

**V.C-2.** Continue to train staff on current and new software.

**Campus**  
Boca Raton  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Media Center  
Staff

**2005-2006:** The Department Head provides individual instruction for the Center staff on new software. The staff also attend IRM training.

**V.C-3.** Keep abreast of emerging trends in multimedia creation.



**Campus**  
Boca Raton  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Media Center  
Staff

**2005-2006:** Information is collected on multimedia trends through reviewing trade publications and by subscribing to appropriate discussion lists.

**V.C-4.** Implement new technologies that are appropriate for the Media Center users.

**Campus**  
Boca Raton  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Media Center  
Staff

**2005-2006:** Once the new media center is established, the staff will provide individual teaching sessions for students to learn how to use the equipment and software. The Media Center would also like to provide video and still cameras, in addition for lap tops, for students to check out.

**Campus**  
Jupiter  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Department  
Head

**2005-2006:** Purchase Bose Wave system for music listening requirements. Purchase complements music collection gift from the Chastain Family Foundation.

The Vision, Mission, and Strategic Plan were made possible through the efforts of the librarians and staff of the FAU Libraries, as well as the valuable contributions of our stakeholders, including FAU students, faculty, administration, staff, our consortial partners, and donors.

**[FAU Libraries Web Site Design Team](#)**

This page is maintained by: [FAU Libraries Web Manager](#)

Created 8 April 2003; Last updated 30 June 2006 by [Jacquelyn Erdman](#)

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## STRATEGIC PLAN 2003-2008

### GOAL VI: Facilities

**Create a physical environment that promotes scholarship, learning, discovery, and the exchange of ideas.**

**VI.A. Objective: Provide a safe, clean, and comfortable environment.**

#### Strategy

**VI.A-1.** Create a Facilities Committee for the Boca Raton campus.

**Campus** Boca Raton

**Target Date** 2003-2004

**Accountable Individual** Library Administration

#### Outcome

**2003-2004:** Call for volunteers led to the creation of the first Facilities Committee. Committee formed three task forces (Space Utilization, Environment/Aesthetics, and Disaster/Emergency) to handle assigned actions below.

#### Completed

**VI.A-2.** Implement regularly scheduled inspections Libraries' facilities, furnishings, and equipment, as well as timely reporting of problems to Library Administration.

**Campus** Boca Raton

**Target Date** 2003-2004, 2005-2006, 2006-2007, 2007-2008

**Accountable Individual** Facilities Committee

**2003-2004:** It was determined that Access Services conducts regular inspections of the Library and problems are reported to Administration. Some results of these inspections were: 7,875 volumes bound and 1,650 volumes repaired; 320 volumes salvaged from water leaks in March, April, and August; response to recurrent water leaks in Sept./Oct.; current procedures for tagging and ongoing monitoring of potentially weak building areas is in process of implementation.

**2005-2006:** Access Services Department conducted daily inspections of the facility and made approximately 200 reports to Library Administration and followed-up on completion of requested actions such as maintenance and janitorial concerns. Books were moved from several fourth floor study rooms due to moisture and mold. Approximately twelve cartloads of books were moved from 3 East in response to a leak in the Jaffe Room. Books were returned to 3 East after the leak was repaired.

**VI.A-3.** Consider alternatives to current janitorial/maintenance service.

**Campus** Boca Raton

**Target Date** 2003-2004, 2005-2006, 2006-2007

**Accountable Individual** Library Administration

**2003-2004:** The university switched to a new janitorial/maintenance service company; to date this change has proven to be successful and no other action is required on our part.

**2005-2006:** The Director intends to hire an outside janitorial service for the new Library addition and Special Collections area. He will also hire a part-time evening monitor.

**VI.A-4.** Investigate possibility of improving lighting in Libraries where needed.

**Campus** Boca Raton

**Target Date** 2003-2004, 2005-2006, 2006-2007

**Accountable Individual** Library Administration

**2003-2004:** The university implemented an extensive relighting project throughout the Wimberly Library, thus improving lighting in the main library.

**2005-2006:** The University will replace the lighting system in the library during the 2006-2007 fiscal year.

**VI.A-5.** Update disaster/emergency readiness plan.

**Campus** Boca Raton

**Target Date** 2003-2004, 2005-2006, 2006-2007, 2007-2008

**Accountable Individual** Facilities Committee, Library Administration

**2003-2004:** Prepared Continuity of Operations Plan (COOP) for Libraries plan to be used in the event of a disaster. Submitted plan to Environmental Health and Safety Division, November 2003.

**2005-2006:** COOP plan was reviewed, and it was determined that there was no need to update during FY04/05. The plan will be reviewed each fiscal year and updated as needed.

**Campus** Jupiter

**Target Date** 2003-2004, 2005-2006, 2006-2007, 2007-2008

**Accountable Individual** Building Supervisor, Alternate Building Supervisor, All Staff

**2003-2004:** Update Hurricane Emergency Plan and attend campus meetings called by Director of Campus Planning and Administration.

**2004-2005:** Continue to update Hurricane Emergency Plan and attend campus meetings called by Director of Campus Planning and Administration.

**2005-2006:** Continue to review Hurricane Emergency Plan and attend campus meetings called by Director of Campus Planning and Administration.

**VI.A-6.** Study the possibility of improving climate control systems in order to better preserve library materials and equipment and to create a more comfortable environment for patrons and staff.

**Campus** Boca Raton

**Target Date** 2003-2004, 2005-2006, 2006-2007

**Accountable Individual** Facilities Committee, Library Administration

**2003-2004:** Individual areas currently inform supervisors of problems with climate control and the information is relayed to Administration.

**2005-2006:** Environmental monitors have been fixed and upgraded in the new electronic classroom.

**VI.A-7.** Create plan to upgrade signage in Libraries as needed.

**Campus** Boca Raton

**Target Date** 2003-2004, 2005-2006, 2006-2007, 2007-2008

**Accountable Individual** Facilities Committee, Director of Communications and Cultural Affairs

**2003-2004:** Access Services updated all general signage throughout Wimberly Library. Proposed is a large banner, possibly displaying the Library's Vision/Mission statement, which would be hung from the bridge connecting 2E and 2W at the Wimberly Library.

**2005-2006:** Banner idea has been tabled. Signage will be upgraded upon completion of new library addition.

**VI.A-8.** Consider options for replacing front doors of Wimberly Library.

**Campus** Boca Raton

**Target Date** 2003-2004

**Accountable Individual** Library Administration

**2003-2004:** After considering new door types, it was declared unfeasible due to traffic flow problems to use anything but doors similar to those already in place. New doors were installed and have been successful in their functionality.

**Completed**

**VI.A-9.** Investigate possible replacement of elevators in Wimberly Library.

**Campus** Boca Raton

**Target Date** 2003-2004, 2005-2006, 2006-2007, 2007-2008

**Accountable Individual** Library Administration

**2003-2004:** Investigated the possibility of replacing elevators and determined that at a price of approximately \$250,000 per elevator, we would have to seek funds from other sources to replace the elevators.

**2005-2006:** Due to funding, one elevator will be replaced each year starting in March during the 2006-2007 fiscal year.

**VI.A-10.** Investigate possible addition of a drive up book drop for the Wimberly Library.

**Campus** Boca Raton

**Target Date** 2005-2006, 2006-2007

**Accountable Individual** Library Administration

**2005-2006:** A new drive up book drop will be added to the parking lot in front of the library sometime in the 2006-2007 academic year.

**Campus** Jupiter

**Target Date** 2004-2005

**Accountable Individual** Department Head

**2004-2005:** Purchase an outdoor book drop to be placed at a location convenient to students.

**Completed**

**VI.A-11.** Take steps to improve and maintain ambience in Wimberly Library by installing greenery and additional artwork.

**Campus** Boca Raton

**Target Date** 2003-2004, 2005-2006, 2006-2007, 2007-2008

**Accountable Individual** Facilities Committee,  
Relevant Departments

**2003-2004:** Committee members are investigating two different areas: greenery and art. Artificial greenery is being considered. Further research needs to be done regarding prices, types and locations as well as cleaning and maintenance of the plants. Donated artwork was reviewed and selected to be framed and located in various areas of the Library. The Prison Art Project, Healing Thru Art: Featuring the works of inmates in the Broward Women's Correctional Facility, was exhibited from March - June 2004.

**2005-2006:** Plans for greenery have been tabled due to concerns about cost and maintenance. The Facilities Committee is working on policy for the redistribution/disposal of surplus artwork. Several surplus artworks were donated to the Office of Multicultural Affairs.

**VI.A-12.** Consider alternatives to carpet for use as floor covering, in order to improve cleanliness of Libraries.

**Campus** Boca Raton

**Target Date** 2003-2004

**Accountable Individual** Library Administration,  
Relevant Departments

**2003-2004:** Carpets throughout the Wimberly Library have been kept cleaner due to the efforts of the new janitorial/maintenance company. No other action needed at this time.

**Completed**

**VI.A-13.** Evaluate and assess current security measures for patrons and staff.

**Campus** Boca Raton

**Target Date** 2003-2004, 2005-2006, 2006-2007, 2007-2008

**Accountable Individual** Facilities Committee,  
Library Administration

**2003-2004:** At present, Access Services is responsible for current security measures and reports to Library Administration.

**2004-2005:** Campus Safety Officers also were hired to assist with security during late hours in the Fall of 2003, but were discontinued thereafter because of lack of funding.

**2005-2006:** As of June 2006, the Wimberly Library will host a temporary police substation. Once the addition is completed, the police substation will be relocated into a new space near the Library. The Facilities Committee has worked with the FAU Police Department and Library Administration on plans for a new video security system and a police substation located within the Library. Placement of the camera's are currently being considered due to traffic flow and incidents reports. The police will monitor these new cameras from their substation. The Facilities committee also reported to the University the need for better lighting around the loading dock of the Library and at the parking lot. The possibility of installing logons for public computers is being investigated.

**VI.B. Objective: Provide adequate space for users and staff.**

**Strategy**

**Outcome**

**VI.B-1.** Evaluate space needs of all public areas, staff work areas, and building additions: plan additional group study rooms and quiet study areas: redesign space as needed.

**Campus**

Boca Raton

**Target Date**

2003-2004,

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Facilities

Committee,

Library

Administration

**2003-2004:** For FY 2003-04, the Facilities Space Utilization taskforce conducted its first survey regarding space needs in the library. The purpose of the survey was to determine anticipated space needs for the different departments for both the near-term (2004) and the long-term (2009). Recommendations were given to Director of Libraries which include: a) creation of electronic classroom for ILIS Dept., to accommodate up to 50 students and be constructed on 1E in Government Documents Collection area; b) creation of Library Conference room, available to all Library staff, in Room 347; and c) shifting of newspapers from Current Periodicals to Reference Compact Shelving area. Office space was established for ILIS Dept. in the area vacated by the Office for Students with Disabilities. With the addition of more floors in the Library expansion project, the committee will review and address space issues raised as a result of our survey for possible solutions. Per the Director's request, a proposal also was drafted for a possible Science Library situated on the Boca Raton campus.

**2005-2006:** In compliance with the results found through surveying students, the third floor east and 4th floor have been designated as quiet study area's. These floors are periodically supervised in an effort to enforce the quiet study policy. Study areas have been added to the second floor atrium areas because

of the removal of stacks due to mold damage. Construction of Electronic Classroom was completed and space vacated by the Office for Students with Disabilities was renovated for use as a Conference room. Until the Commons is established, temporary student study area's were formed until the completion of the Information Commons. Architectural plans were drawn for an Information Commons on the first floor. The majority of the print current periodicals were interfiled with the general collection; high-use current periodicals and government maps were moved to the Reference area.

**Campus**  
Jupiter  
**Target Date**  
2004-2005  
**Accountable**  
**Individual**  
Department  
Head and  
Staff

**2004-2005:** Convert unused faculty office and printing room spaces into student study rooms. Create art/exhibit gallery space from an area used to keep miscellaneous equipment and documentary AV materials.

Purchase shelving to consolidate AV documentary and feature film collections and integrate into an area of circulating materials.

**Completed**

**VI.B-2.** Explore possibility of constructing bibliographic instruction lab/dedicated classroom in Wimberly Library able to accommodate large undergraduate class.



**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2005-2006  
**Accountable**  
**Individual**  
Library  
Administration,  
Information  
Literacy and  
Instructional  
Services,  
Systems Staff

**2003-2004:** Possible locations for an electronic classroom were reviewed and recommendations were made to renovate a section on the first floor currently occupied by Government Documents. Actions on these recommendations have been postponed until the library addition is completed.

**2005-2006:** The instruction lab construction was completed and opened in November 2005.

**Completed**

**VI.B-3.** Determine feasibility of installing more compact shelving units at all Libraries.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2005-2006,  
2007-2008  
**Accountable**  
**Individual**  
Library  
Administration,  
Relevant  
Departments

**2003-2004:** New compact shelving will be installed in the new Jupiter library building, and compact shelving is planned for the fourth floor Wimberly Library building expansion. It is still being considered for purchase at the Port St. Lucie library.

**2005-2006:** Installation of compact shelving in Government Documents area was completed.

**Completed**

**Campus**  
Jupiter  
**Target Date**  
2005-2006,  
2007-2008  
**Accountable**  
**Individual** All  
Staff

**2005-2006:** Conduct a self-study to determine rate at which current shelving will fill to capacity. Order a five-range unit of moveable shelving.

**VI.B-4.** Purchase furniture that is appropriate for a research library.

**Campus**

Boca Raton

**Target Date**

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Facilities,

Relevant

Departments

**2005-2006:** New furniture is being considered to improve and encourage group study and collaboration. This new furniture will be added to compliment the new first floor information commons.

The Vision, Mission, and Strategic Plan were made possible through the efforts of the librarians and staff of the FAU Libraries, as well as the valuable contributions of our stakeholders, including FAU students, faculty, administration, staff, our consortial partners, and donors.

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## STRATEGIC PLAN 2003-2008

### GOAL VII: Visibility

**Publicize the Libraries activities and events and create programming to promote the Libraries and its resources.**

#### VII.A. Objective: Market the Library.

##### Strategy

**VII.A-1.** Create a PR and marketing plan for the Libraries and to coordinate with the communications and marketing division of the university. To raise university, national and public awareness of the libraries' services, collections and community outreach efforts, and to elevate the Libraries' profile for development purposes. To oversee the libraries' publications while maintaining the standards and guidelines provided by the communications and marketing division of the university.

**Campus** Boca  
Raton

##### Target Date

2004-2005,  
2005-2006,  
2006-2007,  
2007-2008

##### Accountable

**Individual**  
Director of  
Communications  
and Cultural  
Affairs

##### Outcome

**2004-2005:** Created In-House PR and Marketing Department' resulting in timely distribution of direct mail pieces and related press materials to local, national and electronic media as well as to our public audiences. Increased presence of Libraries' programs and initiatives resulted in over 317 "hits" of media coverage in 2004-05. [2003-2004 Libraries coverage, approximately 10 hits].

Additional results were increased attendance and revenue for related programs and events including the following: "I. B. Singer exhibition" and programs attracted diverse audiences of over 1,500, Annual "Klezmer Company Benefit concerts" - over 3,200 patrons attended 2 sold-out performances. Created direct mail pieces and newspaper ads.

"KULTUR: A Celebration of Yiddish" - over 1,000 people

attended events in 2004-05.  
Wimbish Wing groundbreaking ceremony. Created new and consolidated department mailing lists as ongoing project.

**2005-2006:** Highlights include: newly designed and “branded” libraries’ promotional pieces for multiple departments: Resources & Services brochure, Instructional Services brochure, Digital Commons brochure, JSA brochure and insert, Special Collections- Music brochure, E-Z Proxy brochure, MacArthur campus Library 12 page Exhibitions brochure, General Library’s info and Circulation bookmarks. Additional student and faculty flyers with new Libraries “branded” look. FAU Libraries’ “Millionth Book” celebration/reception for *A Field of Owls: The Burrowing Owl Observed*, -- created illustrations for book and VIP invitation.

“KULTUR: A Celebration of Yiddish” - over 1,000 people attended events in 2005-06. Annual “Klezmer Company Orchestra Benefit concerts” - over 3,200 patrons attended 2 sold-out performances. Created direct mail pieces and newspaper ads. Served on Universities Strategic Planning committee for Goal # 4 and Outreach sub-committee. Designed narrative form used university wide, for collection of outreach data and worked with appropriate Libraries’ departments to gather narrative material and data. Formatted and submitted 20-page report on Libraries outreach activities. Increased web presence, MY FAU, FAU Events calendar. Increased media coverage of Libraries’ on local and national level.

## **VII.B. Objective: Publicize the availability of Library resources and create programming for the FAU community.**

### **Strategy**

### **Outcome**

**VII.B-1.** Form an Outreach Committee.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2005-2006  
**Accountable**  
**Individual**  
Library  
Administration

**2003-2004:** Call for volunteers led to the creation of the first Outreach Committee, which handled the assigned actions below and other issues.

**Completed**

**2005-2006:** The Outreach Committee and the Exhibits Committee merged to form the Outreach and Exhibitions Committee. The new committee created a new mission statement and created a calendar of both events and exhibitions for the up-coming 2006-2007 fiscal year.

**VII.B-2.** Develop a speaker series for faculty, as well as a students' symposium.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2004-2005,  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Outreach and  
Exhibitions  
Committee

**2003-2004:** Two subcommittees were formed – one for the faculty speaker series and another for the students' symposium. Both are currently responsible for stating specific goals and objectives, ideas, costs, timelines, etc. for student and faculty events at the library. Outreach Committee plans to host both events, or combine them into one event, during the 2004-2005 year.

**2005-2006:** Lecture by environmental educator Susan Hargreaves on Monday, March 28, 2005 <http://www.library.fau.edu/news/030405.htm>, and a lecture by Assistant Professor of Africana Studies (USF), Dr. Edward Kissi on Thursday, April 20, 2006 <http://www.library.fau.edu/news/032406.htm>.

**VII.B-3.** Provide information kiosk detailing departmental functions and other library services.

**Campus**  
Boca Raton  
**Target Date**  
2003-2004,  
2004-2005  
**Accountable**  
**Individual**  
Outreach and  
Exhibitions  
Committee,  
Related  
Departments

**2003-2004:** Information Kiosk subcommittee is currently researching the kiosk market, communicating with other libraries that have kiosks, and planning what to include in the kiosk. Outreach Committee will continue to work on this into the 2004-2005 year.

**2004-2005:** This idea has been found to not be feasible at this time.

### Completed

**VII.B-4.** Establish and maintain relationships with student groups to develop events and exhibitions.

**Campus**  
Boca Raton  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Outreach and  
Exhibitions  
Committee

**2005-2006:** Lecture by Susan Hargreaves was held in collaboration with the FAU Chapter of the Women's International League for Peace & Freedom, as was a Poetry Jam held in 2005, and a film viewing of "A Quiet Revolution" in collaboration with both WILPF and the student chapter for Soka Garrai <http://wise.fau.edu/president/communications/pressreleases/October05/3.html>

**VII.B-5.** Establish and maintain relationships with the faculty to develop events and exhibitions.

**Campus**  
Boca Raton  
**Target Date**  
2005-2006,  
2006-2007,  
2007-2008  
**Accountable**  
**Individual**  
Outreach and  
Exhibitions  
Committee

**2005-2006:** Darfur event with Lecture by Dr. Kissi (4/20/06) was held in collaboration with Rosanna Gatens, of the FAU Education Department. Efforts had been made to collaborate in 2005 with Robin Fiore (Philosophy), and Jane Caputi (Women's Studies); those collaborations could not be pursued at that time, but may be reconsidered at a later date.

**VII.B-6.** Create events and exhibitions that compliment other events at the Library.

**Campus**

Boca Raton

**Target Date**

2006-2007,

2007-2008

**Accountable**

**Individual**

Outreach and

Exhibitions

Committee

**VII.B-7.** Promote the Libraries' intrinsic value to attract state and private funding.

**Campus**

Boca Raton

**Target Date**

2003-2004,

2004-2005,

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Library

Director,

Public Affairs

**2003-2004:** A half-time Community Affairs Coordinator will be hired during the 2004-2005 fiscal year. This person will help with these community-related goals.

**2004-2005:** A full time Director of Communications and Cultural affairs was hired to promote the Library to it's stakeholders, create visual materials for promotion, and to plan and implement events. This position developed from the half-time position.

**2005-2006:** To be added.

**VII.B-8.** Develop a public venue for providing information about library resources and services.

**Campus**

Jupiter

**Target Date**

2005-2006

**Accountable**

**Individual**

Webmaster

**2005-2006:** Created a "What's New" blog with RSS to communicate information about new resources and enhancements to the Jupiter Campus library.

**Completed**

**VII.B-9.** Develop a program of cultural events and exhibits.

**Campus**

Jupiter

**Target Date**

2005-2006,

2006-2007,

2007-2008

**Accountable**

**Individual**

Exhibits

Committee

**2005-2006:** Form an

exhibits committee.

Reconfigure existing space to create a gallery.

Purchase hanging system.

Develop a schedule of art installations. Where

possible, mesh exhibit

themes with curriculum.

**VII.B-10.** Plan and publicize events sponsored by the Libraries.

**Campus Ft.**

Lauderdale

**Target Date**

2005-2006,

2006-2007

**Accountable**

**Individual**

Relevant

Departments

**2005-2006:** Participation in

over 50 student and faculty

orientations. Presentations

to various faculty

departmental meetings

based at the Downtown

Campus and to the Board

of Directors of the Friends

of the Ft. Lauderdale

Library. "Welcome to the

Library" socials have been

held annually.

The Vision, Mission, and Strategic Plan were made possible through the efforts of the librarians and staff of the FAU Libraries, as well as the valuable contributions of our stakeholders, including FAU students, faculty, administration, staff, our consortial partners, and donors.

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