

**OHIO WESLEYAN UNIVERSITY LIBRARIES**

Objective Implementation Worksheet

2004/2005

1/18/05

Department: Public Services

<b>Dept</b>	<b>Goals and Objectives</b>	<b>Strategies to Complete</b>	<b>Responsibility</b>	<b>Complt Date</b>	<b>Notes</b>
AV 1	Maintain AV Circulation Desk services 64 hrs a wk	Hire & train student assistants	Chuck	On-going	
AV 2	Audiovisual support for the NC lecture series		Chuck	11/9/04	Completed
AV 3	Co-teach Visual Anthro SOAN 300.5	With Mary Howard	Chuck	Fall semester	Completed
AV 4	Support Arabic 111-02 & other remote collaboration initiatives	Technical support	Chuck	AY	
AV 5	Repackage & merge the CD-ROM collection with the DVD & VHS collection		Chuck	1/10/05	Completed
AV 6	Sort/repair/discard broken equipment		Chuck	On-going	
CIRC 1	Maintain access services 104 hrs week, including book circ, reserves, CONSORT and OhioLINK loans	Hire and train student assistants	Bernard, Jessica, Jennifer	On-going	
CIRC 2	Maintain stack maintenance	Shelving returned material, regular shelf reading, shifts as needed	Jessica	On-going	

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CIRC 3	Assess shelf space needs for the book collection in Beeghly		Jessica	In process	
CIRC 4	Improve customer service at the Beeghly Circulation Desk	Emphasis in training, monitor performance	Bernard, Jessica, Jennifer, Tom	On-going	
CIRC 5	Implement circulation of wireless computers	Establish policies & procedures	Bernard, Tom	Fall semester	Completed
CIRC 6	Obtain copyright permissions for library reserves & help faculty members compile course packs		Marsha	On-going	
CIRC 7	Collect and bind syllabi	Experiment with e-mail to notify faculty	Jennifer	On-going	
CIRC 8	Orientation & training of Jennifer Spillman		Bernard	Fall semester	Completed
CD 1	Book ordering using liaison funds, YBP, & for departmental spending	One-half of endowed funds available immediately	Liaisons	4/1/05	
CD 2	Handle reordering, withdrawal etc. of missing materials, acceptance of gift books		Liaisons	As assigned	
CD 3	Review 900 Dewey books	As identified by Xudong	Liaisons	As assigned	
GPO 1	Maintain the depository operation	Monitor changes & trends	Joy, Martha	On-going	
GPO 2	Zero based item survey		Joy, Martha	On-going	

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IL 1	Maintain English 105 & course-related instruction		Liaison librarians	On-going	
IL 2	Initiate information literacy initiatives with faculty not previously engaged	3 grants	To be determined	Spring semester	Not possible with this year's budget
IL 3	Maintain outreach program to area high schools	Programs for Big Walnut, Delaware Hayes, & Marysville	Danielle coordinates	On-going	
ILL 1	Provide ILL borrowing for OWU students, faculty, and staff	Process requests -- 24 hrs	Marsha	On-going	
ILL 2	Provide ILL lending to other libraries		Marsha	On-going	
ILL 3	Implement ILLiad	3 components: lending, borrowing, Odyssey	Marsha	2/1/05	Completed
MUS 1	Maintain services 69 hrs wk	Hire & train student assistants	Peter	On-going	
MUS 2	Provide Reference services		Peter	On-going	
MUS 3	Copy cataloging for LPs		Peter	AY04-05	Not possible with this year's budget
O 1	Maintain library home page	Update all pages with the new LIS format	Joy	On-going	
O 2	Develop Home page usability testing	Form a team and focus on one or two specific areas	Joy	AY04-05	

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O 3	Maintain library intranet	Get LIS format and change look	Tom	On-going	
O 4	Write Computer Use Policy	Team members of the Task Force	Tom, Marsha	Fall Semester	Completed
OH5	Attend committee meetings as assigned	Paul Ref & Instruction; Bernard, Chuck & Marsha Access; Joy Gov Docs & CONSORT Catalog; Tom Coll Dev & Mgmt; Carol Emergency Preparedness (ends Sept)		On-going	
Ohio-LINK	Attend committee meetings as assigned	Paul: Lead Implementors, USC (ends Dec), Digital Resource Commons of Ohio, OhioLINK's Web Enhancement Subcommittee		AY; USC term ends 12/04	
OWU	Attend committee meetings as elected, appointed, or assigned	Danielle Sexual Assault Hearing Panel; Tom Executive Committee; Joy Committee on the Status of Women (FS); Carol chair of OWU Disaster Team		On-going	Complete draft of revised OWU Disaster Plan by 2/28/05
PSO 1	Maintain support for public service functions		Marsha	On-going	
PSO 2	Coordinate library room reservations		Marsha	On-going	

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PSO 3	Hold New Faculty Orientation		Danielle	8/18/04	Completed
PSO 4	Provide New Student Orientation program		Danielle, Marsha	8/20/04	Completed
PSO 5	Report statistics at ACM/GLCA, State Library of Ohio, etc		Tom	As requested	Completed
PSO 6	Serve as National Colloquium library liaison		Danielle	11/9/04	Completed
PSO 7	Student workshops	Wireless; 2004 elections; citations & other important points for term projects	Tom; Paul; Danielle	Fall semester	Completed
PSO 7.1	Student workshops	Wireless; ARTstor; Research paper fundamentals; large format printing	Tom, Jason; Jennifer; Danielle; Chuck, Patty	Spring semester	
PSO 8	Faculty workshops	e-mail; ERes; Web site; plagiarism; video conferencing	Patty; Bernard; Patty; Paul; Chuck	Fall semester	Completed
PSO 8.1	Faculty workshops	ILLiad; ARTstor; Listservs; PowerPoint; Open Access; Image files; Prevent plagiarism	Marsha; Jennifer; Patty; Ray English; Danielle, Joy	Spring semester	
PSO 9	Hire a part-time Public Services Librarian		Tom, Paul, Vickie	Fall semester	Completed
PSO 10	Develop a marketing plan for OWU Libraries	Work with Theresa and committee	Danielle, Tom, Deb	On-going	

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PSO 11	In-service training events	ARTstor (Jennifer); Career Services; disaster planning	Tom	Semester break	Completed
PSO 12	LIS retreat planning	Working with an LIS team	Paul	Aug 05	
PSO 13	LibQUAL+ survey		Deb	Spring 05	
REF 1	Maintain Beeghly Reference Desk service by roving Beeghly first floor, lab, & periodicals	Paul schedules librarians	Reference librarians	On-going	
REF 2	Reorganize the Reference indexes	Complete summer project	Paul, Danielle, Vickie	Fall semester	Completed
REF 3	Promote personal librarian as a research partner (consultation model)		Liaisons	On-going	
REF 4	Initiate library liaison to University administrators	Co-ordinate with Theresa	Paul	On-going	Decided not to initiate this year
REF 5	Participate in OhioLINK's Chat Reference service	2-hour shift Tuesday a.m.	Paul	On-going	
REF 6	Discussion leader at the OhioLINK's Reference Summit	On balancing print & electronic reference resources	Paul	10/22/04	Completed
REF 7	Participate in ALA 2005 Annual Conference panel discussion	RUSA proposal on use of online primary sources in historical research	Paul	Decision 10/15/04	Not accepted

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SCI 1	Maintain services 59 hrs wk	Hire & train student assistants	Deb	On-going	
SCI 2	Provide Reference services		Deb	On-going	
SCI 3	Liaison to OWU Women in Science		Deb	On-going	
SC 1 AOUM	Answer AOUM telephone, e-mail, snail mail reference questions		Carol	On-going	
SC 2 AOUM	Train two new work study students to do research in AOUM		Carol	Fall semester	Completed
SC 3 AOUM	Arrange, describe, catalog sermons of Dwight E. Loder		Carol	11/30/04	Completed
SC 4 AOUM	Arrange, describe, catalog manuscript collection from <i>Tapestry of Faith</i>		Carol	11/30/04	Completed
SC 5 AOUM	Continue “de-duping” East OH collection		Carol	On-going	
SC 6 AOUM	Process MH Retrocon books for East & West OH collections	With Xudong & Judy	Carol	On-going	
SC 7 AOUM	Host UMHSO, West OH Commission on A&H, East OH Commission on A&H, & Joint Archives Committee mtgs on campus		Carol	On-going	
SC 8 AOUM	Transfer local church history files to a filing system based on county (rather than district)		Carol	On-going	

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SC 9 OWU	Answer OWU Archives telephone, e-mail, snail mail reference questions		Kay	On-going	
SC 10 OWU	Train one new work study student to assist with OWU		Kay	Fall semester	
SC 11 OWU	Create files by graduation date & class	From Alumni Relations information	Kay	AY	
SC 12 OWU	Shift & reorganize departmental & organizational files	Need acid free boxes	Kay	2 yr project	Some boxes added
SC 13 RARE	Answer OWU Rare Books telephone, e-mail, snail mail reference questions		Hilda	On-going	
SC 14 RARE	Process & organize Dewey reclassification books		Hilda	On-going	
SC 15 RARE	Review pre-1800 books		Hilda	AY	
SC 16 RARE	Continue work on projects related to the Antiphonal	Digital photographs of each leaf; work identifying text	Hilda	On-going	
SC 17 RARE	Add new shelving unit and reconfigure area		Hilda, Bernard	AY	Shelving added
SC 18 RARE	Supply photographs from the Whitman collection as requested		Hilda	On-going	
SC 19 RARE	Prepare a descriptive bibliography of our Bible collection		Hilda	On-going	

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SC 20 RARE	Research the monetary (selling price) of various books in our collection		Hilda	On-going	
SC 21 RARE	Record information about OWU art work		Hilda	On-going	
SC 22 RARE	Supervise Fine Art Dept. student intern	As recommended by Carol Neuman de Vegvar	Hilda	AY	
SC 23 RARE	Prepare displays for class sessions as requested	To support OWU courses &/or other requests	Hilda	On-going	