

**OHIO WESLEYAN UNIVERSITY LIBRARIES**

Objective Implementation Worksheet

2005/2006

Revised 2/27/06

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	Provide audiovisual support for the NC lecture series	Coordinate with Akbar Mahdi	Chuck	11/15/05	Completed
AV 3	Co-teach Visual Anthro SOAN 300.5	With Mary Howard	Chuck	Fall semester	Completed
AV 4	Add new materials to support the curriculum and co-curricular interests	Work with faculty	Chuck	On-going	
AV 5	Support OWU TV	Student organization is reforming	Chuck	AY	
AV 6	Connect2 OWU streaming video	Provide service; develop student cadre	Chuck	Spring Semester	
AV 7	Francophone DVD project	Work w Margaret Fete & team on final revisions	Chuck	5/1/06	
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	Jessica	On-going	

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		as needed			
CIRC 3	Collect and bind syllabi	Experiment with e-mail to notify faculty	Jennifer	On-going	
CIRC 4	Maintain a high level of customer service at the Beeghly Circulation Desk	Emphasis in training, monitor performance	Bernard, Jessica, Jennifer, Tom	On-going	
CIRC 5	Examine the condition of microfilm readers	Remove out-dated, inoperable readers	Bernard	Summer 06	
CIRC 6	Review Beeghly long-term shelf space needs	Will need to purchase new shelving	Bernard	Summer 06	
CIRC 7	Obtain copyright permissions for library reserves & help faculty members compile course packs	Faculty requests & coordination with print and electronic reserves	Marsha	On-going	
CIRC 8	Finalize copyright policy for the campus	Take to the Committee on Teaching, Learning & Cross Cultural Programming	Marsha, Theresa & Copyright Cartel	Spring semester	
CD 1	Handle reordering, withdrawal etc. of missing materials, acceptance of gift books		Liaisons	On-going	
CD 2	Dewey reclassification review	Work with liaison departments	Paul, Joy, and others	4-28-06	
GPO 1	Maintain the depository operation	Monitor changes & trends	Joy, Martha	On-going	

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GPO 2	Host GODORT meeting and celebrate 160 years as a depository		Joy, Martha	10/28/05	Completed
IL 1	Maintain English 105 & course-related instruction		Liaison librarians	On-going	
IL 2	Initiate information literacy initiatives with faculty not previously engaged	2 grants	To be determined	Spring semester	
IL 3	Maintain outreach program to area high schools	Programs for Big Walnut, Delaware Hayes, & Marysville	Danielle coordinates	On-going	
IL 4	Participate in 1 <sup>st</sup> -Year Info Lit in the Liberal Arts Assessment	MITC grant	Danielle is project administrator	AY	Completed
IL 5	Econ Dept sponsored China trip	John Boos and other faculty co-teach	Joy is a resource person	Summer 06	
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	
MUS 1	Maintain services 67 hrs wk	Hire & train student assistants	Peter	On-going	
MUS 2	Provide Reference services		Peter	On-going	
MUS 3	Copy cataloging for LPs		Peter	On-going	

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MUS 4	Bind scores with parts	Experiment on 10-20 items	Peter	AY	
O 1	Maintain LIS home page		Joy	On-going	
O 2	Continue home page usability testing		Joy chairs team	AY	
O 3	Maintain LIS intranet		Tom	On-going	
OH5	Attend committee meetings as assigned	Paul Ref & Instruction; Bernard, Chuck & Marsha Access; Joy Gov Docs & CONSORT Catalog; Tom Coll Dev & Mgmt		On-going	
Ohio- LINK	Attend committee meetings as assigned	Paul: Lead Implementors, Digital Resource Commons steering committee, Web Design Subcommittee		On-going	
ALAO	Attend meetings as assigned	Government Relations team	Paul	On-going	
OWU	Attend committee meetings as elected, appointed, or assigned	Danielle Sexual Assault Hearing Panel; Tom Executive Committee, University Appeals Bd		On-going	
PSO 1	Maintain support for public service functions		Marsha	On-going	

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PSO 2	Coordinate library room reservations		Marsha	On-going	
PSO 3	Coordinate New Faculty Orientation	Meetings w liaisons & Patty	Danielle	FS	Completed
PSO 4	Provide New Student Orientation program		Danielle, Jennifer	8/26/05	Completed
PSO 5	Initiate efforts to reach 1 <sup>st</sup> yr students	FYS brochure; map & highlighter giveaway	Danielle, Jason, Tom; Danielle, Lisa	FS	Completed
PSO 6	Report statistics at ACM/GLCA, State Library of Ohio, etc		Tom	As requested	Completed
PSO 7	Serve as National Colloquium library liaison	Work with Akbar Mahdi; Jessica does displays	Paul	FS	Completed
PSO 8	Student workshops	Wireless; Intro to Excel; Databases Demystified; Large Format Printing	Tom; Patty; Paul, Danielle; Patty, Chuck	Fall semester	Completed
PSO 8.1	Student workshops	Special Collections; Web Pages; Lg Format Printing	Carol, Hilda, Kay; Patty, Chuck	Spring semester	
PSO 9	Faculty workshops	ERes (Bernard); Moodle speaker (Patty coordinates); MITC workshop; Teaching in a Computer Classroom (Patty); Scanning Basics (Chuck); Specter of Plagiarism (Paul,	Tom coordinates	Fall semester	Completed

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		Danielle); Copyright Issues (Marsha); Cool Tools (Patty)			
PSO 9.1	Faculty workshops	Course mgmt (OLN); computer customizing (PAtty); PowerPt (Patty); DRC (OhioLINK); Digital Video (Chuck); Filmaking Tech (Chuck); Videography & Image editing (NITLE)	Patty, Chuck, and outside speakers	Spring semester	
PSO 10	Develop attractive displays	Coordinate with faculty and student groups	Jessica	On-going	
PSO 11	Develop marketing ideas for OWU LIS	Work with Theresa and committee	Danielle, Tom, Deb	On-going	
PSO 12	In-service training events	Fire safety; 13-digit ISBN & Millennium (Xudong); Binge bk discussion (Danielle)	Tom	Semester break	Completed
PSO 13	Disaster team	Carol, Bernard, Tom on the team	Carol chairs	On-going	
PSO 14	Vision/mission team	Joy, Tom on the team	Carol chairs	On-going	
PSO 15	PS Librarian (part-time) search	Martha Powers, Rosalind Scott on search committee	Tom chairs, Paul serves	Spring Semester	Failed; reopen summer 06

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PSO 16	Create a blog for public services staff		Joy, Paul		
REF 1	Maintain Beeghly Reference Desk service by roving Beeghly first floor, lab, & periodicals	Paul schedules librarians	Reference librarians	On-going	
REF 2	Participate in OhioLINK's Chat Reference service	2-hour shift Tuesday a.m.	Paul	On-going	
REF 3	Promote personal librarian as a research partner (consultation model)		Liaisons	On-going	
SCI 1	Maintain services 67 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	
SCI 4	Rearrange & reassess journal holdings following cancellation		Deb	5/06	
SCI 5	Coordinate & review Kuivinen gift materials		Deb	12/06	
SCI 6	Implement science oversize location		Deb	5/06	
SCI 7	Supervise & write up keyboard hygiene study		Deb	5/06	

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SCI 8					
SC 1 AOUM	Answer AOUM telephone, e-mail, snail mail reference questions		Carol	On-going	
SC 2 AOUM	Train new work study student		Carol	FS	Completed
SC 3 AOUM	Arrange, describe, & box material from realigned East OH districts		Carol	On-going	
SC 4 AOUM	Continue “de-duping” East OH collection		Carol	On-going	
SC 5 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 6 AOUM	Transfer local church history files to a filing system based on county (rather than district)		Carol	On-going	
SC 7 AOUM	Improve AOUM A&H Commission web presence on West & East OH web sites		Carol	FS	
SC 8 AOUM	Update Dead Ministers File to include East OH ministers & spouses		Carol	On-going	
SC 9 AOUM	Arrange, describe & box newly arrived collections		Carol	On-going	
SC 10 AOUM	Add an AOUM Reading Room	Work with B&G, Chaplain’s Office, & Jt Archives Committee	Carol et al	On-going	

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SC 11 AOUM	Independent Study project on the history of Lexington Conference churches in East OH	Student project: Matt Laferty	Carol, Tom	Summer 2006	
SC 12 AOUM	Write & publish two issues per yr of <i>Historian's Newsletter</i> for UM Historical Society of OH		Carol	On-going	
SC 13 OWU	Answer OWU Archives telephone, e-mail, snail mail reference questions	Research & correspond about OWU buildings, events, & people/alumni	Kay	On-going	About 300 inquiries a yr
SC 14 OWU	Maintain files	Buildings, subjects, & people (faculty, staff, alumni)	Kay	On-going	
SC 15 OWU	Add current publications to the collection	LeBijou, Transcript, OWU Magazine, catalogs, telephone directories, publications of OWU faculty, staff, alumni	Kay	On-going	
SC 16 OWU	Sort & organize historic documents	Use acid free boxes	Kay	On-going	
SC 17 OWU	Maintain good working relationships with OWU Public Relations & Alumni Relations		Kay	On-going	
SC 18 RARE	Answer OWU Rare Books telephone, e-mail, snail mail reference questions		Hilda	On-going	
SC 19 RARE	Process Dewey reclassification books in the Archives' LC collection	As received from cataloging	Hilda		Completed
SC 20 RARE	Photograph artifacts & some of our rarest books		Hilda	On-going	

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SC 21 RARE	Learn to use the new scanner	Help from Chuck	Hilda	AY	
SC 22 RARE	Emptying the “compo” stacks & replacing them w regular two-faced shelves	Help from Bernard	Hilda	AY	Completed
SC 23 RARE	Lecturing, on request, on the history of writing & printing including explanations & examples of cuneiform, papyrus, parchment	English & Medieval history classes; display bks & artifacts	Hilda	On-going	
SC 24 RARE	Lecture on Walt Whitman	Poetry classes	Hilda	On-going	
SC 25 RARE	Research the monetary (selling price) of various books in our collection		Hilda	On-going	
SC 26 RARE	Reshelve the Deweys to make room for the LCs		Hilda	On-going	
SC 27 RARE	Purchase recently published Whitman books that are not in our collection		Hilda	On-going	
SC 28 RARE	Re-examine oriental carpets & cleaning of some by Menendian	Update provenance, source, design	Hilda	On-going	
SC 29 RARE	Packaging and sending 2 rare volumes to Etherington for restoration	Ethiopian Bible; 2 <sup>nd</sup> item to be determined	Hilda	AY	
SC 30 RARE	Writing an article on illuminated manuscripts	For a new publication	Hilda	AY	