

PANITZA LIBRARY

Annual Action Plan academic year 2010/2011

1. Develop and maintain a collection of information resources, which best meets the educational and research needs of AUBG community

Initiatives

Improve the communication with faculty and involve them in the selection process of new acquisitions. Prepare and send via email to faculty members a monthly Panitza Library Book Selections, which includes selected lists of newly published books by academic publishers.
Library staff members participate more actively in the collection development process through specializing themselves as subject librarians.
Apply new ways to improve the management of the collection growth.
Identify gaps in the collection and fill them through new acquisitions.
Provide materials not held at AUBG Library through interlibrary loan service using WorldCat Resource Sharing. Continue the project RESPOND for free resource sharing among AMICAL institutions.
Expand the Interlibrary Loan service by making it available to all students, faculty and staff members.
Evaluate the collection and weed the library materials not relevant to the curriculum.
Create bibliographic records for all library materials in the online catalog.
Maintain good order and convenient arrangement of collections and documentations.

Indicator of achievement

Increase in monograph resources.
Continue the fixing of all bibliographic records in OPAC.
Continue updating bib records in AMICALCat and NALIS union catalog

Timeline

June 2011

Principal responsible

Acquisition & Collection Development Librarian, Head of Cataloging

2. Selectively migrate from paper to electronic formats to better manage space, resources, and access to information.

Initiatives

Review new technologies to see if paper-based methods can be improved and switched to electronic formats.
Arrange presentations and free trials for new electronic databases and e-books.

Analyze and decide which print periodicals could be replaced by their online versions.

Work on promoting the available electronic databases usage through existing methods (bookmarks, e-mails, signs, links, staff training, etc).

Determine the usefulness of library's subscription to Ebrary's collection of electronic books.

Indicators of achievement Increase in the use of electronic resources.

Timeline June 2011

Principal Responsible Serials and ILL Librarian

3. Develop greater visibility for the Library and its resources through training, integrated into the academic programs and coordinated with faculty.

Initiatives Conduct hands-on, interactive training in a classroom environment on using informational resources of the Library.

Collaborate actively with faculty for the dissemination of library information and for the provision of discipline-related instruction design.

Create interactive instructional tutorials and post them on the website.

Develop a plan to assess students' learning outcomes of the information literacy instruction program.

Indicators of achievement Increase the efficiency of library instruction classroom sessions.

Increase in the number of students that had been trained.

The exercises and tests conducted to assess the learning outcomes show that the library resources are used effectively and efficiently by the majority of students.

Timeline June 2011

Principal Responsible Information Literacy Librarian

4. Offer more intentional training for all faculty and students in accessing, evaluating, and presenting information, with a special emphasis on intellectual property standards for print, visual, and sound materials under copyright.

Initiatives Develop subject guides using the tool LibGuides for the major academic disciplines.

Provide instruction on citation styles and standards.

Educate library users on "fair use" of copyrighted materials.

Assist students with specialized research needs, such as senior students and students working on special projects.

Pay special attention to senior students by creating and disseminating lists of suggested readings on specific topics.

Indicators of achievement Students are able to use advanced searching techniques; to understand the information structure of the subject area; to

recognize and use discipline-specific databases; to evaluate literature critically.

Students use the information efficiently and ethically.

Faculty and students respect the legal and moral issues of using information.

Timeline

June 2011

Principal Responsible Librarian

Head of Access Services, Information Literacy

5. Strengthen the role of the Library as a social space through programs, exhibitions, trainings, poetry readings, and more

Initiatives

Collaborate with Library committee in organization of a series of presentations of faculty newly published books, poetry readings, etc.

Work with the students' government and literary club to organize readings of their literary works.

Publish promotional materials – a library brochure, bookmarks, etc.

Organize exhibitions in the library foyer.

Participate in and support reading initiatives across the campus.

Provide readers advisory services - recommendation bibliographies, list of resources, book exhibitions to celebrate important dates and events, etc.

Indicators of achievement

Position Panitza Library as a centre for learning, reading and research as well as a cultural centre.

Increase the visibility of the Library and make it more distinguishable.

Timeline

June 2011

Principal Responsible

Library Director, Special Events Coordinator

6. Explore new opportunities and improve technology services including wireless, remote access, e-books, and reference support.

Initiatives

Develop the Library's web-site to serve as the major online interface to the library resources. Improve the design and navigation of the web-site to make it more attractive and user-friendly. Update the information posted on the web-site

Work with OCC staff to provide remote access to electronic databases and e-books.

Increase the Library presence in course management system dot.LRN as additional gateway to Library's resources and services.

Develop library presence in Facebook as another efficient tool for communication with library users.

Collect and analyze reference statistics for providing user-focused quality service that supports the information needs of the university community.

Promote and increase the use of technological innovations like reference virtual service.

Organize new trainings for the enhancements of VIRTUA integrated library system.

Indicators of achievement Increase in number of students using reference service.

Achieve more productive and efficient communication with library patrons.

Apply the latest information technologies in the library services.

Provide more convenient access to electronic resources.

Timeline

June 1011

Principal responsible

Library Computing Supervisor, Reference Librarians,
Library Director

7. Provide ongoing training for all library staff to keep up with the latest developments and opportunities through consortia such as AMICAL, NALIS, the Bulgarian Library Association and the Bulgarian Information Consortium

Initiatives

Foster and maintain consortia relationships at the local, regional, and national level

Keep memberships in ALA, BIC, BLIA and AMICAL and improve our partnership with the participating institutions so that current and new resources are acquired at highly discounted prices.

Further develop our partnership with AMICAL institutions for providing free exchange of resources using WorldCat Resource Sharing.

Participate actively in NALIS (National Academic Library Information System) Project and in NALIS training program.

Organize and host “Technology Day” to acquaint the library professionals with the latest developments in library technology.

Support librarians in pursuing a continuing education, professional involvement, as well as scholarship and creative work.

Support librarians applying for participation in professional development activities funded by AMICAL.

Indicators of achievement Library staff complete advanced degree and engage in professional development

Develop and maintain a quality staff to provide the best library services to users

Enhance the reputation of the library on a national scene

Timeline June 2011
Principal Responsible Library Director

8. Continue to develop initiatives to bring external support through gifts, grants, and the “Friends of the Library” program.

Initiatives Organize “Friends of the Library” initiative to collect contributions by offering not needed donations and discarded library books.
Work with potential donors to increase the number of donated books.
Contribute to AMICAL efforts for receiving grants from Mellon foundation.

Indicators of achievement Increase the number of donations.

Timeline June 2011
Principal Responsible Library Director

9. Develop an archive for faculty and student research and historical documents of AUBG in formats that will be stable overtime and searchable.

Initiatives Create faculty bibliography and dedicate it to the AUBG’s 20th Anniversary.

Indicators of achievement Start planning the digitization and creation of a database of students’ senior thesis.

Timeline June 2011
Principal Responsible Library Computing Supervisor, Library Director, Head of Cataloging