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**ADMINISTRATIVE / INFRASTRUCTURE / ORGANIZATIONAL EFFICIENCY**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Strengthen methods of library data management NMSU Library 5-Year Plan Be Proactive in an Environment of Continuous Change	1.1 Codify data management procedures 1.2 Roll out Library Dashboard 1.2a Continue to develop dashboard data 1.2b Promote new feature to user community	Lib Administration Department Heads	1.1 In Progress 1.2 completed
2. Have an NMSU Library Communication Plan NMSU Library 5-Year Plan Strive for an exceptional work environment NMSU Vision 2020: Engagement Outreach and Community Partnerships	2.1 Develop plan 2.2 Approve and implement	Lib Administration Task Force	2.1-2.2 Deferred until 2014-2015 reconstituting Task Force
3. Have an organizational structure that is effective and efficient External Library Review: Organizational Style	3.1 Investigate options for improving the organizational structure of the library 3.2 Make recommendations  3.3 Approve and implement options	Lib Administration Department Heads Task Force	3.1 Task Force Report received 3.2 Task Force recommendations presented to staff 3.3 In Progress
4. Transition to the next generation of ILS/Discovery Services NMSU Vision 2020: Research & Creativity, Objective 5	4.1 Develop report regarding needs and desired outcomes 4.2 Make recommendations 4.3 Implement	Department Heads; LibSys5 Admin; Task Force	4.1-4.2 In Progress
5. Create dynamic learning and research environment NMSU Library 5-Year Plan Create Dynamic Library and Research Environments NMSU Vision 2020: Resources Stewardship, Objective 4	5.1 Investigate electronic scheduling options for group study rooms 5.2 Purchase and implement	Access Services Department Head Lib Administration	5.1 Investigating options and doing cost analysis
6. Link NMSU Library's Strategic 5-Year Plan and Targets to NMSU's Vision 2020 document	6.1 Using campus template, integrate Library's 5-Year plan into NMSU's Vision 2020 goals. 6.2 Link Vision 2020 document to Library's Strategic Plan.	Lib Administration	6.1-6.2 Completed

**ASSESSMENT**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Improve understanding of users' experiences <i>External Library Review: Understanding User Needs</i> <i>NMSU Library 5-Year Plan</i> <i>Be Proactive in an Environment of Continuous Change</i>	1.1 Develop satisfaction survey 1.2 Submit IRB proposal 1.3 Implement survey 1.4 Analyze results 1.5 Analyze turnaround time data from Illiad and Rapid 1.6 Present findings	Access Services Department Head Associate Dean ILL staff	1.1 Completed 1.2 – 1.6 In progress
2. Improve and codify NMSU Library's data gathering and assessment process and procedures <i>NMSU Library 5-Year Plan</i> <i>Be Proactive in an Environment of Continuous Change</i>	2.1 Advise and make recommendations to the Dean on: 2.1a What data should be collected and reported 2.1b Provide guidance on best way to measure user feedback from various user groups 2.1c Recommendations on a library assessment plan	Data Management and Assessment Work Group	2.1 2.1c In Progress

**COLLECTION MANAGEMENT / COLLECTION DEVELOPMENT**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Have a written library-wide Collection Management Plan  <a href="#">External Library Review: Collection Management Issues</a>  <a href="#">NMSU Library 5-Year Plan</a>  <a href="#">Employ Collection Management Models</a>  <a href="#">NMSU Vision 2020: Resource Stewardship, Objective 4</a></p>	<p>1.1 Develop plan                      1.2 Approve action to be taken                      1.3 Implement</p>	<p>Lib Administration; Collection Management Workgroup</p>	<p>1.1-1.3 Completed</p>
<p>2. Resolve access issues associated with e-books  <a href="#">External Library Review: E-Resource Collections</a>  <a href="#">NMSU Library 5-Year Plan</a>  <a href="#">Employ Collection Management Models</a></p>	<p>2.1 Implement EBSCO's e-Book Academic Collection for all NMSU campuses                      2.2 Complete documentation on e-book management (checklist for ebook packages, workflow steps) and share with staff</p>	<p>E-books Work Group</p>	<p>2.1 Completed                      2.2 In Progress</p>
<p>3. Learn more about Demand Driven Acquisitions  <a href="#">NMSU Vision 2020: Research Creative Activity, Objective 5</a></p>	<p>3.1 Pilot demand-driven acquisitions plans in 2-3 subject areas                      3.1a Work with subject specialists to set up plans                      3.1b Evaluate and share experiences with other subject specialists                      3.2 Make recommendations on further actions</p>	<p>Acquisitions Librarian; Subject Specialists; Collection Development Librarian; Technical Services Department Head</p>	<p>3.1 Completed                      3.1a Completed                      3.1b In Progress                      3.2 In Progress</p>
<p>4. Revise Gifts-in-Kind policy</p>	<p>4.1 Review best practices for handling Gifts in-Kind                      4.2 Review information needed by NMSU on Library Gifts-in-Kind.                      4.2 Revise current practices where appropriate                      4.3 Provide training to key staff on handling Gifts-in-Kind</p>	<p>Archives &amp; Special Colls Department Head; Library Major Gifts Officer, Senior; Library Specialist, Gifts; Reference &amp; Research Services Department Head; Lib Administration; Subject Specialists</p>	<p>4.1 Completed                      4.2 – 4.3 In Progress</p>
<p>5. Deselect print monographs and journals according to criteria  <a href="#">External Library Review: Collection Management Issues</a>  <a href="#">NMSU Library 5-Year Plan</a>  <a href="#">Employ Collection Management Models</a></p>	<p>5.1 Develop review process and deselection criteria for large sets, West print journals, SCS Monographs                      5.2 Review large sets and West print journals for possible de-selection                      5.3 Initiate de-selection of collections</p>	<p>Subject Specialists; Access Services Department Head; Cataloging Librarian</p>	<p>5.1–5.3 Completed for large sets- E-journals archival files?                      5.1-5.3 In Progress for West and SCS</p>

**DIGITAL INITIATIVES**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Make NMSU Library’s unique collections digitally accessible in the e-environment  <a href="#">External Library Review: E-Resource Collections</a>  <a href="#">NMSU Library 5-Year Plan</a>  <a href="#">Employ Strategic Collection Management Models</a></p>	<p>1.1 Complete at least two digitization projects            1.1a NMSU Cooperative Extension Publications            1.1b NMSU Undergraduate Catalogs            1.1c Round-up 2000 to date digital files            1.2 Prioritize Digitization Project Proposals            1.2a Initiate highest priority projects</p>	<p>Associate Dean            Digital Projects Librarian            Digital Projects Teams</p>	<p>1.1a-1.1c Completed             1.2-1.2a Completed</p>
<p>2. Understand the magnitude of Born Digital Content issues for NMSU Library  <a href="#">External Library Review: E-Resource Collections</a>  <a href="#">NMSU Library 5-Year Plan</a>  <a href="#">Employ Strategic Collection Management Models</a></p>	<p>2.1 Identify data curation issues            2.2 Do an inventory of library’s Born Digital Content            2.3 Make recommendations for future actions</p>	<p>Archives &amp; Special Coll.            Department Head            Associate Dean            Digital Projects Librarian            Systems Department Head</p>	<p>2.1-2.2 In Progress</p>
<p>3. Provide support systems to move NMSU to E-Dissertations &amp; Thesis environment  <a href="#">External Library Review: E-Resource Collections</a>  <a href="#">NMSU Library 5-Year Plan</a>  <a href="#">Employ Strategic Collection Management Models</a>  <a href="#">NMSU Vision 2020: Teaching, Learning &amp; Programs, Objective 2</a></p>	<p>3.1 Pilot ProQuest E-Dissertations            3.2 Develop full implementation plan and timetable            3.3 Implement campus-wide</p>	<p>Lib Administration            Library E-Dissertation Team            Graduate School Dean</p>	<p>3.1 Completed            3.2-3.3 In Progress</p>

**FACILITIES / SPACE**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Redesign Branson second floor East (Archives &amp; Special Collections)  <a href="#">External Library Review: Collection Space</a>  <a href="#">NMSU Library 5-Year Plan</a>  <a href="#">Create Dynamic Learning and Research Environments</a>  <a href="#">NMSU Vision 2020:</a>  <a href="#">Resource Stewardship 5B.3</a></p>	<p>1.1 Follow IPP project schedule                      1.2 Reoccupy redesigned space</p>	<p>Access Service Department Head                      Lib Administration                      Archives &amp; Special Coll.                      Department Head                      NMSU IPP Project Team</p>	<p>1.1-1.2 Completed</p>
<p>2. Have a Library Master Space Plan  <a href="#">External Library Review: Collection Space/Public Space</a>  <a href="#">NMSU Vision 2020:</a>  <a href="#">Resource Stewardship 5B.3</a></p>	<p>2.1 Work with Provost, Facilities &amp; Services and consultants on Library Space Planning                      2.1a Work with consultant on Library Master Space Plan                      2.1b Review recommendations                      2.1c Take next steps based on recommendations</p>	<p>Lib. Administration                      Greg Walke, NMSU Architect                      Provost</p>	<p>2.1 In Progress</p>
<p>3. Improve the student learning environment in Zuhl Library  <a href="#">NMSU Library 5-Year Plan</a>  <a href="#">Create Dynamic Learning and Research Environments</a>  <a href="#">NMSU Vision 2020:</a>  <a href="#">Resource Stewardship 5B.3</a></p>	<p>3.1 Work in partnership Auxiliary Services, Arrowhead Research Center and Provost to have a café niche in Zuhl Library                      3.1a Design and cost out project                      3.2 Feasibility study on project with Arrowhead                      3.2a Do RFP</p>	<p>Lib Administration                      Auxiliary Services                      Provost Office</p>	<p>3.1 a Completed                      3.2 In Progress                      3.2a Pending Completion of                      3.2</p>

**FISCAL MANAGEMENT**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Reduce Library Materials Budget expenditures to align with available funds. NMSU Library 5-Year Plan Be Proactive in an Environment of Continuous Change NMSU Vision 2020: Resource Stewardship (General)	1.1 Address the Library FY14 Materials Budget shortfall 1.1a Propose increase to library materials base budget  1.1b Propose a student library fee	Lib Administration Business Manager Acquisitions Librarian Collection Development Librarian	1.1a Obtained \$200,000 added to library materials base budget 1.1b Obtained a \$400,000 Student Library Fee
2. Adopt a new revenue funding model for the Library's Budget. NMSU Library 5-Year Plan Be Proactive in an Environment of Continuous Change NMSU Vision 2020: Resource Stewardship (General)	2.1 Complete a Library Budget Review 2.2 Based on review take appropriate actions	Lib Administration Assistant VP Academic Budget Management Executive VP & Provost	2.1-2.2 Completed

**LIBRARY DEVELOPMENT**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Increase level of private funds to support major library initiatives <a href="#">NMSU Vision 2020: Resource Stewardship 5A.2</a>	1.1 Obtain private funds to support digital initiatives 1.1a Obtain major naming gift for digital resource room 1.1b Submit funding request to EBID for digitization of maps	Lib Administration Director of Development College of Ag. Dean	1.1a NOT ACHIEVED  1.1b EBID funded digitization of maps. Print copies & digital copies of maps being gifted to University Library
2. Clarify Library donor documents and procedures	2.1. Develop a proposal to NMSU Foundation to include appraisals of gift-in-kind collections that require BOR approval for acceptance 2.2 Revise Deed of Gift 2.2a Write addendum to the Deed of Gift to clarify all admin costs associated with gifts to increase transparency	Director of Development Lib Administration VP for Advancement	2.1 In Progress  2.2 In Progress
3. Review all gift and endowment accounts	3.1 Detail donor intent for expenditure of gift funds for endowments and current use accounts	Director of Development Lib Administration	3.1 In Progress
4. Provide a scholarship fund for library student employees. <a href="#">NMSU Vision 2020: Resource Stewardship 5A.2</a>	4.1 Establish a Library Student Employee Scholarship Fund 4.2 Establish protocol for administering scholarship 4.3 Award scholarships	Director of Development Lib Administration	4.1 Completed 4.2-4.3 In Progress



**LIBSYS5**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Continue to standardize policies, procedures, and operations to function more efficiently and effectively as a system NMSU Library 5-Year Plan Engage in Outreach and Community Partnerships	1.1 Propose a common classification scheme and market data set for LibSys5 Director salaries. 1.2 Investigate steps needed to implement full interlibrary loan for NMSU-Grants Library 1.2a Implement if feasible	Access Services Department Head Lib Administration LibSys5 Administration HR CC Presidents	1.1 Completed

**PERSONNEL**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Assure that the NMSU Library Faculty Evaluation Process and Criteria for scoring is accurate.	1.1 Have department heads do a review of NMSU Library Faculty Evaluation Process criteria 1.2 Make recommendations for any changes 1.3 Act on recommendations and revise forms	Lib Administration Department Heads Library Faculty	1.1-1.3 2014-2015 Formation of Task Force on recommendations or revisions to the Library Faculty Annual Performance Evaluation document ____
2. Assure library personnel records are in compliance with campus records retention policy	2.1 Develop a guide for Library Department Heads on departmental records retention 2.2 Meet with all Department Heads to assure compliance	HR Liaison Department Heads	

**PROFESSIONAL DEVELOPMENT / WORKFORCE TRAINING**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Have a highly trained and skilled workforce External Library Review: Optimizing Staff Resources	1.1 Do an assessment of the Library U Program in meeting objective of training the library workforce 1.2 Make changes based on assessment findings 1.3 Provide information on new products via LibraryU	Associate Dean HR Liaison Library U Work Group	1.1-1.2 Not Achieved  1.3 Completed

**SERVICES**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Expand assistance available to Library users through LibAnswers	1.1 Introduce LibAnswers module to library workgroup 1.2 Work with workgroup liaisons to incorporate departmental questions/answers into LibAnswers database	Reference Coordinator	1.1 In Progress  1.2 In Progress
2. Make Library's digitized music collection available online	2.1 Investigate issues of online music streaming 2.2 Identify appropriate streaming and access control software 2.3 Acquire and install software and make digitized music available 2.4 Market new service	Humanities Librarian Systems staff Technical Services Department Head	2.1-2.4 Not Achieved

**SYSTEMS/TECHNOLOGICAL INNOVATIONS**

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Enhance Library website	1.1 Implement Honor with Books web page	Web Designer Director of Development	1.1 Completed
2. Ensure Library web pages are in compliance with NMSU web template	2.1 Identify changes in NMSU web template 2.2 Determine areas of Library web pages to be changed 2.3 Update pages	Lib Administration Web Designer Senior Systems Analyst	2.1 Completed 2.2 In Progress  2.3 In Progress
3. Improve current ILS functionality to accommodate recent national changes (i.e., RDA, longer OCLC #)	3.1 Upgrade Voyager	Systems Department Head	3.1 Planned for late Summer 2014