

Library Policy Operating Memorandum 2 Objectives

United States Military Academy Library
West Point, NY 10996

1 July 2012

PURPOSE

The United States Military Academy Library sets annual objectives and initiatives for prioritization of focus. The objectives below are set for the 2012-2013 academic year.

OUR 2012-2013 OBJECTIVES

Goal: The USMA Library partners with faculty and staff to equip cadets with the information fluency skills to conduct meaningful scholarship while becoming life-long learners, critical thinkers, and effective leaders.

- Develop an evening curriculum of research help courses
 - Prepare a recurring series of courses offered by library staff during the evening study period to expand information literacy and research skills of cadets. The series should reflect significant known assignments and be designed to augment (not replace) course-integrated instruction.
- Review our deployment of course and research guides in LibGuides
 - We have now gained experience with our LibGuides product for course and research guides and will review how the product is currently deployed for improvements and efficiencies.
- Redesign and migrate the public and research website
 - We will redesign our public and research website for usability and design as well as migrate it to the new SharePoint content management system.
- Give a library in-brief for new cadets
 - This will improve awareness of library services and resources for new cadets and allow for a uniform message to be shared upon arrival.
- Deploy a program to provide embedded library liaison services in academic departments
 - Recognizing that many of our library users access services digitally, we will provide some regular support (e.g. reference and on-demand instruction) hours in academic departments.
- Develop academic support statements for departments

- We will develop a focused statement that frames academic information support to each department. This would include targets for information fluency collaboration and collection development/management priorities.

Goal: The USMA Library acquires and maintains outstanding academic information resources designed to support the curriculum.

- Implement a discovery service
 - Discovery services are now standard in most academic libraries as tools that index a wide variety of collections into a single user interface. Our goal is to provide a service that would allow for simultaneous searching of our catalog, digital collections, and significant licensed digital materials (e.g. JSTOR, Project Muse, etc.). This initiative will require implementation funding.
- Complete the retrospective cataloging and collection review of Government Documents
 - This heavily-used collection is not completely cataloged and is now housed in compact shelving, thus adding to the difficulty of using it effectively. We will complete cataloging and access work to make the collection more useful.
- Develop digital collections for the Combating Terrorism Center
 - This initiative will include digitization, metadata creation and hosting of their primary source material related to the War on Terror.
- Implement a digital institutional repository
 - This system will allow us to store, describe, and deliver digital objects with appropriate metadata and version control. This will allow us to expand services to academic support areas and deepen service to faculty and centers who have existing collections of digital and digitally-capable content.
- Develop an operations dashboard of key metrics
 - This will allow greater awareness of critical data to allow better decision-making and assessment of current services. It will include more transparent budget and resource reporting.
- Implement a standing workflow for collection inventory
 - We will implement a plan to complete a full collection inventory every three years, which will include departmental and remote library locations.
- Reconsider gift workflows and develop a full gift policy
 - We will harmonize our gift acquisitions with collection development priorities while improving donor relationships through clearer policies and procedures.

Goal: The USMA Library offers a collaborative, engaging place for scholarship and study.

- Consider the arrangement of services and resources on the 2nd floor of Jefferson Hall
 - We will examine how the wide range of services and resources on the second floor of Jefferson Hall are arranged and offered to maximize user benefit and to expand opportunities for collection and resource engagement.
- Develop a plan to secure library resources in Jefferson Hall

- We would like to be able to secure the upper floors of the library from use while maintaining access to the first floor. We would also like better collection security when using the elevators. This project will include reviews of CAC reader access, proximity card access, video cameras, RFID system, and the building security system.
- Reconsider office assignments within Jefferson Hall
 - We will review current spaces assigned for staff work areas and work to improve how this space is designed and assigned to build cross-functional work teams.
- Repair or replace our gate counter
 - We need a functioning and reliable system to measure building use. Our current system is unreliable. We will repair or replace it.
- Expand mobile infrastructure within Jefferson Hall
 - We require broad availability of technology supporting mobile devices and tools within Jefferson Hall and will work with IETD/G6 to build out capability in this area.

Goal: The USMA Library advances the role of scholarship and research within the Academy and the Army.

- Develop communication channels to share news and information related to library services and resources
 - We will develop a regular process to capture useful and relevant information regarding services, resources and events within the library to be shared through a variety of media including our blog, social media, digital signage, newsletter, rotunda announcement board, and the Dean's Significant Activities report.
- Host an annual event honoring West Point authors
 - This will celebrate employees who published material in the preceding year. We will work to collaborate with other departments and directorates to sponsor this event.
- Develop needs statements for AOG fundraising
 - We will work with DAA/AOG to identify a range of needs statements for donor consideration of library support.
- Develop the United States Philosophical Society as an affiliated organization
 - The USMPS will help provide a stronger and deeper connection to the Army in helping to align our resources with the needs of the Department of Defense. This may also help provide alternative funding/support streams for academic information support and could help position the library more closely to the center of academic inquiry at West Point.

Goal: The USMA Library shares the story and history of West Point and the Academy with the world.

- Develop a permanent exhibit on the history of libraries at West Point
 - We will prepare an historical overview of libraries at West Point, beginning with the first library in 1775 up until the present. The exhibit will be designed for permanent display in Jefferson Hall and also include an interactive online component.
- Develop a self-guided library tour

- Visitors should be able to move through the building and use interpretative markers to learn more about the library collections and our services. We will also include appropriate historical information corresponding to the portion of the Academy visible from the terrace.
- Commemorate the 200th anniversary of the date the first West Point graduate died in battle
 - Ensign George Ronan died in the Fort Dearborn Massacre on August 15th, 1812; eyewitness accounts of this event show that he fought bravely. We will prepare an online resource marking this milestone.
- Consider collecting fees for service where appropriate
 - We will examine possibilities to recover some fees for service in order to support and maintain primary core mission priorities.
- Expand the online documentation of the USMA Class Ring Collection
 - We will add biographical sketches and other related materials describing the individual graduates with rings displayed in the USMA Library Class Ring Collection.

Goal: The USMA Library develops and grows leaders in academic information service.

- Develop a more comprehensive new employee orientation process
 - We will collect documentation, policies, procedures, and other background information on the library in a single package to be provided to new employees. This will be in addition to our series of orientation meetings.
- Create a library in/out calendar
 - We will build this in SharePoint to have a central place to collect staff presence/accountability information staff for better awareness.
- Create a professional development series for staff
 - We will prepare a series of professional development events for library staff to expand awareness and skills of current trends in libraries and technology.

Goal: The USMA Library collaborates and builds relationships with our peers locally, nationally, and internationally.

- Implement ConnectNY ebook initiative
 - We will implement and expand our consortial ebook initiative through ConnectNY to broaden our collections. We will also work with our partners to engage publishers to support better pricing models for library and academic use of electronic resources.

EXPIRATION

This policy is enacted on 1 July 2012 and is effective until superseded or rescinded.

A handwritten signature in black ink, appearing to read 'C. Barth' with a long horizontal flourish extending to the right.

CHRISTOPHER BARTH
Librarian, USMA