

**FIVE YEAR GOALS FOR THE ST. JOHNS RIVER  
COMMUNITY COLLEGE LIBRARIES  
2007 - 2012**

**ADMINISTRATIVE GOALS**

1. Provide sufficient personnel coverage at all three libraries and computer labs to provide adequate services to our users:

Objective 1: Hire a replacement for Palatka Campus professional position in public services.

Project begins: 5/2008                      Ends: 7/2008

2. Continue to provide adequate equipment for all libraries to meet the needs of students, faculty and staff.

Objective 1: Add Internet accessible computers for all library employee functions in order to provide adequate services for new Banner and CCLA program changes

Project began: 7/2000                      Ends: Continuous

Objective 2: Purchase additional audio-visual equipment to meet the needs of new and continuing classes at the three campuses.

Project began: 7/2001                      Ends: Continuous

Objective 3: Lease internal photocopying machines for all three libraries.

Project begins: 7/2004                      Ends: Continuous

3. Continue to revise and update all library policies and procedures and develop new policy and procedure manuals to address those areas that require consistency of operation.

Objective 1: Annually review the Library Academic Support Services Manual to address changes in policy structure.

Project continues: 7/2003                      Ends: 8/2007

Objective 2: Annually review the Reference Manual to address changes in reference services.

Project continues: 6/2001                      Ends: 9/2007

Objective 3: Annually review the Code of Patron Behavior to incorporate changes in operation.

Project continues: 7/2001                      Ends: 7/2007

Objective 4: Annually review the Circulation Services Policy Manual.

Project continues: 7/2001                      Ends: 12/2007

Objective 5: Annually review the Protocols Manual for Public Services Staff Members: Standards of Good Services addressing staff and service issues.

Project continues: 7/2001                      Ends: 12/2007

Objective 6: Annually review the Library Mission Statement.

Project continues: 6/2002                      Ends: 12/2007

Objective 7: Annually review the Library Collection Development Policy.

Project continues: 6/2002                      Ends: 12/2008

Objective 8: Annually review the policy and procedures manual for the Library Open Computer Labs to insure consistency of service.

Project continues: 7/2001                      Ends: 6/2008

Objective 9: Explore products, policies, and procedures for e-reserves.

Project began: 7/2005                          Ends: 12/2009

4. Develop with the SJRCC Foundation Friends of the Library group.

Objective 1: Study feasibility of developing Friends of the Library group.

Project began: 7/2005                          Ends: 7/2010

## PUBLIC SERVICES GOALS

1. Continue to provide a comprehensive program of public and instructional services for all members of the college community.

Objective 1. Develop a promotional program to expand public services to distance learners via the Library Web Page and the College portal.

Project began: 8/2006      Ends: 12/2008

Objective 2: Continue to promote the services and resources to all users via visual and virtual displays, Books & Bytes Newsletter and the College portal.

Project began: 7/2000      Ends: Continuous

Objective 3: Integrate the Information Fluency concept into the Information Literacy program.

Project began: 8/2006      Ends: Continuous

Objective 4: Develop online, reusable learning objects designed to develop Information Fluency skills to offer via Library Web Page.

Project began 7/2007      Ends: Continuous

Objective 5: Maintain online Information Literacy tours.

Project began: 8/2001      Ends: Continuous

Objective 6: Continue to provide outreach services to the community at the St. Augustine Campus via the "St. Johns River Traveler" Travel Series.

Project began: 7/1999      Ends: Continuous

Objective 7: Continue to provide training sessions for faculty and staff on new systems and resources in the libraries.

Project continues: 7/1999      Ends: Continuous

Objective 8: Pilot an outreach service at the Orange Park Library – a film festival in conjunction with Introduction To Film.  
Project begins: 7/2006                      Ends: Completed

Objective 9: Continue the Orange Park Library Film Festival in conjunction with Intro. To Film.  
  
Project began: 9/2006                      Ends: Continuous

Objective 10: Continue the local Ask-A-Librarian chat service.  
  
Project begins: 1/2006                      Ends: Continuous

Objective 11: Develop informative snapshot workshops on computer literacy.  
  
Project begins 1/2007                      Ends: Completed

2. Provide remote access to Circulation services to the students, faculty, staff, administration and community of SJRCC.

Objective 1: Provide distance learners with support services.  
  
Project began: 7/2001                      Ends: Continuous

5. Continue to provide adequate Internet access for the pursuit of academic and personal enrichment of all users.

Objective 1: Provide adequate hardware and software for users to use the Internet in the Libraries.  
  
Project Continues: 7/1995                      Ends: Continuous

Objective 2: Develop handouts to assist users in navigating online resources.  
  
Project began:                      7/1995                      Ends: Continuous

6. Enhance the SJRCC Library Web Page to provide services and assist remote library users.

Objective 1: Provide online information links in the Library Web Page to assist users in navigating online resources.

Project began: 7/1995 Ends: Continuous

Objective 2: Develop new interactive multimedia technology that will enhance access to Library Web Page.

Project began: 7/2000 Ends: Continuous

Objective 3: Add online database holdings to Google Scholar to enhance access to remote users.

Project began: 9/2007 Ends: 12/2007

### TECHNICAL SERVICES GOALS

1. Provide an accurate assessment of all library collections to ascertain bibliographic viability of library materials.

Objective 1: To inventory all collections at all libraries.

Project began: 7/2001 Ends: Continuous

Objective 2: Continue re-cataloging so that all collections are in LINCCWeb.

Project began: 7/1998 Ends: 7/2008

Objective 3: Institute campus-level withdrawal procedures.

Project began: 7/2007 Ends: 6/2008

2. Provide a secure and safe environment for all library collections in order to serve the needs of all users.

Objective 1: To continue to secure all cataloged monographic items in the libraries with the Tattle Tape security system.

Project began: 7/1998 Ends: Continuous

3. Provide adequate and easy access to all library collections by updating the cataloging and classification protocols.

Objective 1: Continue to convert the library collections of the Palatka Library from the Dewey Decimal System to the Library of Congress classification system.

Project began: 7/2002      Ends: 7/2008

Objective 2: Condense item status codes in item records for all collections.

Project begins: 8/2006      Ends: Completed

Objective 3: Explore possible implementation of a serials module.

Project began: 9/2006      Ends: Continuous

Objective 4: Develop a Technical Services Policies and Procedure Manual

Project begins: 7/2007      Ends: 12/2008

### CIRCULATION/ILL GOALS

1. Continue to provide Circulation services to the students, faculty, staff & administration of SJRCC as well as to our community patrons.

Objective 1: Continue to provide excellent customer service to the students, faculty, staff & administration of SJRCC as well as to our community patrons.

Project continues: 7/2005      Ends: Continuous

Objective 2: Continue to monitor & facilitate in the circulation of all matter of library materials (circulating, reserves, distance learning).

Project continues: 7/2005      Ends: Continuous

Objective 3: Continue to enforce approved Library policies & procedures regarding circulation, ILL, and the patron code of behavior.

Project continues: 7/2005      Ends: Continuous

Objective 4: Continue to keep accurate statistics of library use.

Project continues: 7/2005                      Ends: Continuous

Objective 5: Continue to maintain accurate student records and the master overdue list.

Project continues: 7/2005                      Ends: Continuous

2. Continue to maintain the reserves collection and make reserve items readily available to our students.

Project continues: 7/2005                      Ends: Continuous

3. Continue to actively participate in Inter-Library loan.

Objective 1: Continue to fill ILL requests from other community colleges, universities & other libraries in a timely & efficient manner.

Project continues: 7/2005                      Ends: Continuous

Objective 2: Continue to request & provide ILL materials to the students, faculty & staff of SJRCC in a timely manner.

Project continues: 7/2005                      Ends: Continuous

4. Continue to train new staff members and be aware of changes in policy & procedure.

Objective 1: Maintain the circulation manual to reflect any new procedures.

Project continues: 7/2005                      Ends: Continuous