



# South Central Regional Library Council

Make Smart Connections.

## Work Plan 2022-2023

### Element 1 - RESOURCE SHARING

#### Cooperative Collection Development (CCDA) for Academic Libraries

**Goal:** Facilitate, for eligible academic libraries, a Coordinated Collection Development program that strengthens and makes available diverse, inclusive and free resources to all regional learners and residents. The resources should include authors and publishers from historically oppressed and marginalized groups.

**Objectives:** Ensure that eligible libraries utilize the CCDA program and complete their forms by the **Fall 2022 deadline**.

**Activities:**

- Offer informational session(s).
- Maintain subject and award lists.
- Communicate program information via the CCDA discussion list and encourage librarians to use it as well to ask questions, network, discuss collaborative opportunities .
- Review the CCDA plan with member staff; discuss collaborative opportunities.
- Assist in the troubleshooting of any issues that arise.

#### Catalog Services

**Goal:** NYS students, educators, lifelong learners, and residents efficiently discover materials held by SCRLC libraries.

**Objective:** Offer or promote continuing education opportunities.

**Activity:**

- Offer a cataloging learning opportunity if one is not available through ESLN.

**Goal:** Encourage members to adopt inclusive cataloging and metadata practices, and antiracist initiatives that eliminate biases and discrimination. (See also Digital Collections Access goal)

**Objective:** Offer workshops or other types of programming on inclusive practices.

**Activity:**

- Seek presenters that can offer training in this area.
- Review regional city, county, and town Wikipedia entries for inclusivity; seek help in updating.

#### Delivery

**Goal:** Support the efficient and fast delivery of interlibrary loan materials among SCRLC members and statewide.

**Objective:** Offer information on delivery options, including ELD Delivery Service.

**Activity:**

- Include information in user group meetings, news, and listserv; publicize ELD meetings.

## Interlibrary Loan (ILL)

**Goal:** Enable library users to efficiently and quickly obtain material not available in their local libraries.

**Objective:** Hold a resource sharing user group meeting in conjunction with Central NY Library Resources Council (CLRC) for **Fall 2022**.

**Activities:**

- Develop the agenda.
- Locate speakers.

**Objective:** Assist new ILL staff with Resource Sharing best practices.

**Activities:**

- Update the Resource Sharing LibGuide and website; follow up with new staff to ensure that they know about the resources.
- Hold training opportunities for new staff, that might also serve as a refresher for others.

**Goal:** Investigate regional and statewide opportunities to improve access to materials for all people.

**Objective:** Integrate DEIJ programming in the area of Resource Sharing to provide our members with the opportunity to learn about relevant DEIJ and accessibility initiatives and projects.

**Activity:**

- Seek speakers on this topic both for the user group meeting and for other programming.

## Digital Collections Access

**Goal:** Identify new collections that reflect historically oppressed and marginalized peoples and perspectives and unique regional subjects, and investigate new material formats for inclusion, such as data sets and original research.

**Objective:** Add at least one new collection representing historically oppressed and marginalized peoples and perspectives to NYHeritage from the SCRLC region.

**Activities:**

- Search for new collections by surveying members and reviewing local history resources, including individuals and community organizations.
- Actively pursue collections for digitization and encourage digitization with focused grants.
- Add at least one data set to NYHeritage.

**Goal:** Adopt inclusive descriptive metadata practices for digital collections.

**Objective:** SCRLC will form a Special Interest Group on inclusive descriptive metadata practices. (Note: By July 1, 2024, SCRLC will have inclusive metadata guidelines for NYHeritage collections. By July 1, 2025, at least half of SCRLC's member collections will be reviewed for inclusive descriptive metadata)

**Activities:**

- Create a LibGuide with inclusive metadata resources and guidelines.
- Advertise the inclusive metadata practices SIG.
- Offer learning opportunities for inclusive metadata practices.
- Begin a review of existing metadata of SCRLC members' NYHeritage collections.

**Goal:** Investigate regional digital preservation needs and provide regional access to and information about digital preservation solutions, including the Digital Dark Archives project.

**Objective:** Beginning in 2022, all new NYHeritage collections from SCRLC's members will be added to the Digital Dark Archives as a backup solution.

**Activities:**

- Add materials to the Digital Dark Archives as a new workflow process for all incoming NYHeritage collections.
- Find additional opportunities for digital preservation and offer continuing education or demonstrations.

**Other: Medical Library Services Program**

**Goal:** Utilize and distribute MISP program funds to member libraries to improve access to medical and health information.

**Objective:** Promote the availability of MISP to fund medical/health-related interlibrary loan requests by **April 30, 2023**.

**Activities:**

- Advertise MISP.
- Update MISP information on the website and LibGuide(s).
- Add funds to EFTS accounts as available and necessary.

**Objective:** Fund health-related electronic resources if feasible.

**Activities:**

- Review Consumer Health Complete statistics with the HLSP and ACITS committees; make a recommendation about continuation **by April, 2023**.

**Element 2 - SPECIAL CLIENT GROUPS: HOSPITAL LIBRARY SERVICES PROGRAM**

**Goal:** Serve the information needs of regional health care professionals through the provision of health and medical information, resources, expertise, and circuit librarian services to their hospitals.

**Objective:** Provide continuing education opportunities for HLSP participants.

**Activities:**

- Consult with the HLSP Advisory Committee for suggestions on MLA and NNLM programs; advertise learning opportunities through the HLSP newsletter, listserv, and SCRLC listserv/newsletter.
- Fund one MLA program for ESLN HLSP participants as feasible.
- Provide access to information and webinars for member librarians and liaisons to understand the role diversity plays in access to healthcare and health information.

**Objective:** To better understand the information needs, visit all hospitals in-person or virtually.

**Activity:**

- Develop targeted questions; report findings at HLSP Advisory Committee meetings.

**Objective:** Revise and implement HLSP marketing plan.

**Activities:**

- Distribute newsletter, quarterly or more frequently..
- Distribute marketing materials, including flyers that advertise services.
- Produce or link to recordings on how to use e-resources, research instruction, etc..

**Objective:** Review and recommend medical/health-related electronic resources for HLSP group purchases **by December 2022.**

**Activities:**

- Evaluate use statistics.
- Discuss resources with HLSP members.
- Investigate new resources.

### **Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING (Educational Services)**

**Goal:** Ensure that diversity, equity, and inclusion (DEIJ) are at the forefront of SCRLC's educational services.

**Objective:** Enlist a diverse group of speakers to present programs.

**Activities:**

- Include speakers from BIPOC/neuro-diverse/persons with disabilities/LGBT+ communities
- Panel discussions and conferences will be inclusive, i.e., not only white speakers.
- Compensate speakers fairly for their services.
- State these objectives clearly on our website and in communication with speakers, so they understand our goals and can self-identify as a member of an underrepresented group if they choose to. This is optional--we cannot and will not make assumptions about anyone's identity.

**Objective:** Offer learning opportunities on justice, diversity, equity, and inclusion.

**Activities:**

- Plan at least two programs this year that address some facet of diversity, equity, and inclusion. Learning opportunities may include article discussions, movie screenings, and member meetups, as well as resources shared through LibGuides and the newsletter.

**Goal:** Plan responsive programs to meet membership needs as they arise in a rapidly changing environment.

**Activities:**

- Gather input from members often and through multiple channels: post-event surveys; committee meetings and meetups; newsletter polls.

**Objective:** Offer a wide variety of programming and training to meet members' needs.

**Activities:**

- Gather input from members often and through multiple channels: post-event surveys; committee meetings and meetups; newsletter polls.
- Types of programming will include webinars, asynchronous learning opportunities, networking opportunities for members, article discussions, film screenings, etc.

**Objective:** Continue to offer career coaching services.

**Activities:**

- Advertise this service through Constant Contact or the newsletter at least twice.

### **Element 4 - CONSULTING AND DEVELOPMENT SERVICES**

**Goal:** To facilitate the provision of expertise, advice, training, or referrals in specific areas of library leadership and operation, or customized teaching and services to members.

**Objective:** Offer customized training, consulting, focus groups, etc. to members throughout the fiscal year.

**Activities:**

- Remind members via the newsletter, field visits, and conversations that Council staff are available for these services, including digitization training, presentations at school library system councils, hospital inservice programs, etc.

**Goal:** To facilitate knowledge-sharing and member collaboration.

**Objective:** Continue the work of the American Rescue Plan Act (ARPA), which centers digital equity and inclusion through partnerships and collaboration,

**Activities:**

- Ensure all funds are expended.
- Write and submit the final report.

**Objective:** Create a regional Digital Equity Coalition to unite regional leaders to advance DE.

**Activities:**

- Hold meetings to develop steps.
- Apply for grant funding in support of DE if available and feasible.
- Participate in state/national conversations.

**Objective:** Share innovations that are happening among SCRLC member organizations.

**Activities:**

- Invite members to present their projects at the annual meeting or a roundtable.
- Include information about the projects in the newsletter to inspire others.

**Goal:** Support regional digitization and innovative projects and services through SCRLC-sponsored initiatives and grant opportunities that impact members and adhere to SCRLC's values.

**Objective:** Share news monthly with members about digitization projects and services.

**Activities:**

- Advertise and promote grants for digitization and innovative projects.
- Communicate with members about their new and ongoing projects and share that news with other members, all with an eye toward idea inspiration, reproducibility and collaboration.

**Objective:** SCRLC will offer grant opportunities to member organizations for digitization and other innovative projects.

**Activities:**

- Offer and support annual SCRLC Digitization and Technology grant opportunities.
- Compile and send out monthly newsletters on digitization topics with information about all available grant opportunities.

**Goal:** Seek new members, including those representing historically oppressed and marginalized peoples, whose collections increase the diversity of resources available to all people. In addition to membership, encourage members to partner with individuals and organizations that represent underrepresented communities.

**Objective:** At least one potential member will be contacted per year with the explicit encouragement to add their collections to NYHeritage Digital Collections.

**Activities:**

- Identify potential new members and reach out to them.

## Element 5a - COORDINATED SERVICES FOR MEMBERS: VIRTUAL REFERENCE

**Goal:** Facilitate participation in collaborative virtual reference service to enable member libraries to provide quality, relevant, and timely information services to their communities.

**Objective:** Market AskUs 24/7 to SCRLC members by **December 2022** to elicit new participants.

**Activities:** Describe service, opportunities, and growth of service to SCRLC membership via *SCRLC News* and the listserv.

## Element 5b - COORDINATED SERVICES FOR MEMBERS: DIGITIZATION SERVICES

**Goal:** Facilitate collaboration and encourage participation within the region to provide a comprehensive digital history of South Central New York State.

**Objective:** By July 2023, every county will have representation in New York Heritage Digital Collections or New York Historic Newspapers with at least two contributors.

### Activities:

- Compile a public directory of digital history projects in the SCRLC region that are not on NYH or NYSHN (e.g. those using Omeka or StoryMaps).
- Survey local repositories with collections that are not yet digitized or are digitized but only locally available (e.g. not online). Identify subject collections that would fill existing gaps in the digital history and assess the feasibility of digitization.
- Offer and widely promote grants, especially to underrepresented geographic areas and communities, to digitize collections.

**Goal:** Provide information and training in the process of digitization, standards, metadata, access, and digital preservation, especially with a critical eye for inclusive description practices.

**Objective:** Provide custom training for at least three members each year and distribute at least twelve newsletters on the topic of digitization, metadata, access, and digital preservation.

### Activities:

- Send out monthly newsletters for SCHOAM members.

**Goal:** Act as regional liaison and advocate for SCRLC members to NYHeritage and other statewide digital initiatives.

**Objective:** Communicate with all SCRLC region contributing members every year about their collections in NYHeritage.

### Activities:

- Provide assistance to members for requested edits and uploads to NYH collections.
- Provide consultations and training for EmpireADC as requested.
- Periodically check in with members about existing and potential new collections.
- Communicate with members about new and existing statewide digital initiatives.

**Goal:** Promote the rich digital content generated by SCRLC members through NYHeritage or other content gateways, especially as it relates to school curricula.

**Objective:** SCRLC member digital collections will have a 5% increase in pageviews from the year before.

### Activities:

- Create at least one monthly FB post for NYH, highlighting a SCRLC member collection
- Routinely update the History Unbound LibGuide.

- Provide professional development about NYH at BOCES SLS meetings for school media librarians.
- Create promotional materials for school media librarians to distribute to their teachers
- Create a physical exhibit highlighting local history and collections.

### **Element 5c - COORDINATED SERVICES FOR MEMBERS: RESOURCES ACQUISITION AND ACCESS**

**Goal:** Facilitate and enhance regional learners' and residents' access to information.

**Objective:** Assess participation in the Bibliographic & Referral Center (BARC), our back-up interlibrary loan clearinghouse.

**Activity:**

- Review use statistics.
- Market and provide training.

**Objective:** Fund regional electronic subscriptions as feasible.

**Activity:**

- Review use statistics.
- Market and provide training.

### **Element 6 - AWARENESS AND ADVOCACY**

**Goal:** Increase awareness of the role of the regional network of libraries and library systems in providing relevant cost-effective resources, materials, and programs to students, educators, lifelong learners, and NYS residents.

**Objective:** Leverage the ARPA program to demonstrate to the region's library and cultural workers the effectiveness of working together to mitigate the digital divide and increase digital inclusion.

**Activities:**

- Develop PR materials; e.g. talking points and press releases for libraries to share with their communities.
- Track project and outreach activities.

**Objective:** Design an information campaign to bring people into libraries.

**Activity:**

- Include information literacy programming to address misinformation/disinformation.

**Objective:** Update the Advocacy Plan by January 2023.

**Activity:**

- Hold a working meeting to revise the plan.
- Update the LibGuide with new information on advocacy, including the legislators.

### **Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES AND LIBRARY SYSTEMS**

**Goal:** Through effective communication, SCRLC members utilize and engage with the benefits, programs, and services that their membership offers.

**Objective:** Revise internal Communications Plan.

**Activity:**

- Send the Plan to the Board.

**Goal:** Facilitate relationship-building and partnerships among members through networking opportunities and participation in regional and statewide programs and services.



**Objective:**

**Activities:**

- Evaluate whether or not to continue holding monthly virtual networking meetings.

**Goal:** Align communication channels and media with members' needs. Achieved in 2021-2022; will revisit in FY 2023-2024.

## **Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS**

**Goal:** Provide members with effective and expert information services and programs to enable them to better serve their communities, through collaboration with the region's public and school library systems, the Empire State Library Network (ESLN), and the New York Alliance of Library Systems (NYALS).

**Objective:** Collaborate with library systems and organizations to offer ESLN-sponsored conferences and learning opportunities throughout the fiscal year.

**Activities:**

- Participate in planning statewide conferences and programs.

**Goal:** Form partnerships with other library systems and organizations to advance common goals and provide support for shared services.

**Objective:** Partner with regional public library systems and school library systems in digital equity pursuits.

**Activities:**

- Develop new partnerships to strengthen and improve digital equity for our region.

**Goal:** Promote SCRLC activities outside the region, as appropriate.

**Objective:**

- Advertise SCRLC's opportunities and knowledge-sharing communications with NYLINE and other groups as appropriate, e.g. the hospital community or SCHOAM (special collections, historical organizations, archives, and museums).

## **Element 9 - OTHER (Optional) Leadership and Administration**

**Goal:** Foster a culture of diversity, equity, inclusion, sustainability, and antiracism within SCRLC and across the region's member organizations.

**Objective:** Develop a diversity audit instrument specific to library systems.

**Activities:**

- Work with the Cornell students from the AEM 3015 Developing Racial Equity in Organizations class, to make improvements to the instrument based on the beta test of Dr. Bright's instrument that we had modified for library systems/consortia.
- More widely administer the self-assessment.
- Develop an action plan based around the findings of the assessment

**Objective:** Incorporate DEIJ and antiracism into all aspects of SCRLC's programs, services, and operations.

**Activities:**

- Present the updated DEIJ Plan to the Board for approval.
- Update the bylaws with revised DEIJ statement, as well as with other necessary revisions.
- Discuss DEIJ and antiracism in SCRLC's newsletter.



- Maintain the DEIJ LibGuide to assist members in such areas of recruiting, retention, local organizations engaging in this work, land acknowledgments, etc.
- Ensure DEIJ is infused throughout the annual work plans.
- Encourage staff to attend DEIJ and antiracist learning opportunities.

**Goal:** Utilize resources effectively and efficiently, ensuring that expenditures reflect strategic directions and priorities are based on continuous evaluation and funding levels.

**Objective:** Visit member organizations, virtually and in-person, including Board members and other members.

- Schedule field visits 1-2 months in advance to enable Board members (and maybe other members) to participate.

**Goal:** Demonstrate best practices in sustainable resource management, staff development, and workplace wellness.

**Objective:** Promote best practices for green and sustainability programs; develop initiatives as feasible.

**Activities:**

- Promote workplace wellness initiatives.
- Offer programming on topics of sustainable resource management, staff development, and workplace wellness.
- Encourage SCRLC staff to attend workplace wellness and sustainable learning opportunities.

**Objective:** Develop a Board matrix and target recruitment for identity groups that may be missing.

**Activities:**

- Form a subcommittee of Board members to work on this component.

**Goal:** Facilitate recruitment into the profession.

**Objective:** Offer internships as possible.

**Activities:**

- Develop inclusive job description and email messages to send to library schools.
- Offer career consulting services to area LIS students.

**Objective:** Participate in high school and college career fairs as possible.

**Activity:**

- Develop appropriate marketing materials.

**Goal:** Facilitate and promote a diverse regional library workforce; as a component of this goal, improve SCRLC's recruitment of diverse candidates for available positions.

**Objective:** Update the recruitment and retention section of the LibGuide.

**Activities:**

- Add new organizations and strategies as they become known.
- Advertise to the organizations and listservs provided for any open SCRLC positions.
- Ensure SCRLC job announcements are inclusive and welcoming.

**Goal:** Ensure, promote, and facilitate cultural competency among regional library workers; increase awareness of diversity within the organization and membership.

**Objective:** Offer training opportunities and other programs on topics of cultural competency to help.

**Activities:**

- Enlist the DEIJ Advisory Committee, Board, and staff for presenter ideas.
- Offer several events during 2022-2023.