

# SCRLC WORK PLAN JULY 2018 -JULY 2019

## RESOURCE SHARING

Goals	Activities	Outcomes
<b>CCDA.</b> Facilitate CCDA for Academic Libraries program to enhance academic library collections, increasing their collective buying power and strengthening regional resources available to NYS students, educators, researchers, and residents.	<ul style="list-style-type: none"><li>• Assist academic libraries in completing their forms.</li><li>• Review and complete their applications.</li><li>• Encourage CCDA recipients to use the discussion list to network and communicate changes in their individual collection areas. Update subscribers.</li><li>• Maintain ongoing records for the program and publish on SCRLC's website.</li><li>• Hold one collection-development related learning opportunity.</li></ul>	
<b>Medical Information Services Program (MISP).</b> Distribute MISP program funds to improve access to medical and health information.	<ul style="list-style-type: none"><li>• Monitor Electronic Fund Transfer Service activity.</li><li>• Among SCRLC members of all types, promote the availability of MISP to fund interlibrary loans obtained from NN/LM resource libraries.</li><li>• Ensure that NN/LM resource libraries are used appropriately.</li><li>• Fund relevant health-related electronic resources as feasible.</li></ul>	
<b>Interlibrary Loan.</b> Enable library users to efficiently and quickly obtain material not available in their local libraries.	<ul style="list-style-type: none"><li>• Publish the comprehensive LibGuide.</li><li>• Continue to update the resource sharing area of the website.</li><li>• Hold two interlibrary loan users' group meetings.</li><li>• Investigate and report on the feasibility of a regional borrowers" card. Implement if appropriate.</li><li>• Promote and monitor Bibliographic and Referral Center (BARC) use.</li><li>• Revisit BARC Guidelines; e.g., who can use? Systems? Can individual libraries cease their own operations to use? Etc.</li><li>• Monitor interlibrary loan changes, e.g. Tipasa/ILLiad.</li></ul>	

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Goals	Activities	Outcomes
<p><b>Cataloging Services.</b> Ensure NYS students, educators, lifelong learners, and residents efficiently discover materials held by SCRLC libraries. Explore regional and statewide opportunities to improve access to materials for these groups.</p>	<ul style="list-style-type: none"> <li>• Be a point of contact for help with challenging cataloging items.</li> <li>• Develop a policy.</li> </ul>	
<p><b>Delivery.</b> Support the efficient and fast delivery of interlibrary loan materials among SCRLC members to benefit NYS students, educators, lifelong learners, and residents via promotion and support of regional and statewide delivery service.</p>	<ul style="list-style-type: none"> <li>• Explore statewide delivery initiatives, including partnership opportunities, e.g. IDS participation for more SCRLC members; public library systems or school library systems using ELD.</li> <li>• Advertise UPS CampusShip to elicit wider participation in September and January; update website.</li> </ul>	
<p><b>Digital Collections Access.</b> Investigate the need for and feasibility of building or sharing a regional or multi-regional digital repository that would address regional digital preservation needs, and would include original research, non-print regionally-produced work (e.g., digital art, music), unique works, datasets, publications, and other types of born digital and digitized objects.</p>	<ul style="list-style-type: none"> <li>• Explore regional digital preservation needs and potential services. Seek funding opportunities if available and feasible.</li> </ul>	

## EDUCATIONAL SERVICES

Goals	Activities	Outcomes
Provide high quality and relevant learning opportunities, both face-to-face and electronically, to meet the current and future needs of regional library workers.	<ul style="list-style-type: none"> <li>• Use the needs assessment feedback to plan 2018-2019 activities.</li> <li>• Update the Educational Services LibGuide, based around the monthly education focus.</li> <li>• Enlist a diverse group of speakers and presenters from underrepresented groups for CE offerings.</li> <li>• Experiment with new instructional design techniques.</li> </ul>	
Enhance the accessibility of learning opportunities for the region.	<ul style="list-style-type: none"> <li>• Offer a wide variety of educational activities, both face-to-face and online that meet regional needs and address the emerging realities and demographic trends, including workshops, special interest groups, and webinars. In 2018, determine what SIGs are needed and facilitate their meetings.</li> <li>• Monitor innovative CE opportunities for our members and/or their users/members.</li> <li>• Monitor the Design 4 Learning WebJunction online training program; encourage members to use it through the newsletter, D4L blog, and social media.</li> </ul>	
Provide culturally responsive learning opportunities.	<ul style="list-style-type: none"> <li>• Offer programs focused on issues of diversity, social responsibility, etc.</li> </ul>	

## CONSULTING & DEVELOPMENT SERVICES

Goals	Activities	Outcomes
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.	<ul style="list-style-type: none"> <li>• Provide assistance by email, phone, field visits, and other means.</li> <li>• Offer customized training to member organizations.</li> <li>• Advertise focus group sessions for members; offer if asked.</li> </ul>	
To facilitate knowledge-sharing and member collaboration.	<ul style="list-style-type: none"> <li>• Develop newsletter items..</li> <li>• Hold networking meetings; sponsor online exhibits; investigate additional possibilities.</li> <li>• Explore the offering of grants for knowledge-sharing.</li> <li>• Offer a swap and shop to share ideas.</li> </ul>	
Incubate innovative information technologies and services through SCRLC-sponsored initiatives and grant opportunities that impact members and adhere to SCRLC's guiding principles.	<ul style="list-style-type: none"> <li>• Review and disseminate information technology trends.</li> <li>• Explore a Shark Tank or Guppy Tank (or a Dolphin Tank!) model for members to pitch innovative grant projects to the Council.</li> </ul>	

## COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

Goals	Activities	Outcomes
Provide member libraries and library systems with effective information services and programs to enable them to better serve NYS students, educators, lifelong learners, and residents, anywhere, anytime.	<ul style="list-style-type: none"> <li>• Collaborate with other library systems and organizations to offer learning opportunities; support multi-systems' efforts.</li> </ul>	
Form partnerships with other library systems and organizations to advance common goals and provide support for shared services.	<ul style="list-style-type: none"> <li>• Support and offer leadership for collaborative Empire State Library Network initiatives including the 2018 Academic Libraries Conference.</li> </ul>	
Promote SCRLC activities as appropriate outside the region.	<ul style="list-style-type: none"> <li>• Enable other Empire State Library Network members to engage with SCRLC's learning opportunities.</li> <li>• Advertise SCRLC's opportunities and knowledge sharing communications via NYLINE and other out-of-region discussion or distribution lists; enable a wide-range of library organizations to subscribe to scrlc-l.</li> </ul>	

## HOSPITAL LIBRARY SERVICES PROGRAM (HLSP)

Goals	Activities	Outcomes
Serve the information needs of regional health care professionals through the provision of health and medical information resources and services to their libraries.	<ul style="list-style-type: none"> <li>• Check in with each hospital member; conduct field visits.</li> <li>• Support medical/health-related electronic resources.</li> <li>• Collaborate with other library systems/councils to offer continuing education opportunities and discounted pricing on electronic resources.</li> <li>• Update hospital library/education dept. profiles to better understand each member's strengths/weaknesses, hospital resource sharing and partner networks and new areas of opportunity for SCRLC involvement and service offerings.</li> <li>• Update HLSP LibGuide and the SCRLC HLSP website section.</li> <li>• Promote and ensure that all hospitals are using the electronic resources provided through HLSP and SCRLC.</li> <li>• Serve as back up searcher for hospitals; forward DOCLINE requests for hospitals without a librarian.</li> <li>• Review hospital OCLC holdings, both serials and monographic.</li> </ul>	

## LEADERSHIP AND ADMINISTRATION

Goals	Activities	Outcomes
SCRLC utilizes its resources in an effective and efficient manner.	<ul style="list-style-type: none"> <li>• Plan programs and services effectively; report on accomplishments in the annual report.</li> <li>• Support the work of the Board and offer Board development opportunities.</li> </ul>	
SCRLC demonstrates best practices in sustainable resource management, staff development, and workplace wellness.	<ul style="list-style-type: none"> <li>• Promote best practices for green and sustainability programs and initiatives.</li> <li>• Offer staff development opportunities.</li> <li>• Support innovation and program development.</li> </ul>	
SCRLC is an innovative library organization, responsive to its membership.	<ul style="list-style-type: none"> <li>• Review elements that emerged from the July 2018 Board Retreat; recommend for implementation as feasible.</li> </ul>	

## COORDINATED SERVICES

Goals	Activities	Outcomes
<p><b>Virtual Reference.</b> Facilitate participation in collaborative virtual reference to enable member libraries to provide quality, relevant, and timely information services to NYS students, educators, lifelong learners, and residents.</p>	<ul style="list-style-type: none"> <li>• Participate collaboratively in NYS virtual reference initiatives.</li> <li>• Evaluate participation in VR services initiatives.</li> </ul>	
<p><b>Resource Acquisition &amp; Access.</b> Facilitate and enhance access to information for member libraries and library systems NYS students, educators, lifelong learners, and residents' access to information.</p>	<ul style="list-style-type: none"> <li>• Review the Regional Bibliographic Data Bases and Interlibrary Resource Sharing (RBDB) program—develop recommendation to the Board regarding electronic resources.</li> <li>• Offer RBDB grants to members as funds permit.</li> <li>• Fund access to electronic resources.</li> <li>• Provide centralized billing and ordering for products of value to regional or statewide libraries and library systems.</li> <li>• Explore group purchases and discounts for members.</li> <li>• Market and provide training on the resources.</li> </ul>	

## DIGITIZATION<sup>4</sup>

Goals	Activities
<p>Facilitate collaboration and participation within the region to provide a comprehensive digital history of South Central New York State.</p> <p>Provide information and training in the process of digitization, standards, metadata, access, and digital preservation.</p>	<ul style="list-style-type: none"> <li>• Advocate for and coordinate collaborative digitization efforts.</li> </ul>
<p>Act as a regional liaison and advocate for SCRLC members to New York Heritage and Empire State Digital Network.</p>	<ul style="list-style-type: none"> <li>• Support Empire Archival Discovery Cooperative (EADC) implementation in SCRLC region.</li> <li>• Provide information and training in standards and digitization best practices, software, and equipment.</li> <li>• Coordinate implementation of standardized rights statements in NYH for SCRLC.</li> <li>• Continue to and update institution and collection Drupal landing pages.</li> </ul>
<p>Promote the rich digital content generated by SCRLC members through New York Heritage or other content gateways.</p>	<ul style="list-style-type: none"> <li>• Educate member institutions on benefits of contributing to NYH and DPLA.</li> <li>• Coordinate individual and collaborative digitization projects.</li> <li>• Coordinate activities and communication within NYH users group.</li> <li>• Encourage active engagement with digital content.</li> </ul>

## AWARENESS & ADVOCACY

Goals	Activities	Outcomes
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.	<ul style="list-style-type: none"> <li>• Participate with NYLA and other library systems in statewide advocacy efforts.</li> <li>• Continuing developing within SCRLC a support system to help make connections (mentoring or coaching) and to build a knowledge infrastructure.</li> <li>• Offer advocacy training, to focus on relationship-building to include ideas on how to identify whom you should be talking to locally.</li> <li>• Continue to offer diversity, equity, and inclusion events.</li> <li>• Hold in conjunction with the regional public library systems, the September 14 legislative “thank you” breakfast.</li> </ul>	
Facilitate recruitment into the profession.	<ul style="list-style-type: none"> <li>• Maintain and broaden ties with library schools.</li> <li>• Offer MLS/MLIS internship opportunities.</li> <li>• Develop networking opportunities for area MLS/MLIS students, new librarians, and for those considering a career in librarianship.</li> <li>• Populate the listserv for students.</li> </ul>	
Ensure, promote, and facilitate cultural competency among regional library workers; increase awareness of diversity within the organization and membership.	<ul style="list-style-type: none"> <li>• Offer communications and training; address at meetings of the membership, directors, etc.</li> <li>• Discuss safe zone training (train the trainer) and socio-economic aspects as part of the diversity, equity, and inclusion initiative.</li> <li>• Complete and present D-E-I plan to the Board for approval.</li> </ul>	
Facilitate and promote a diverse regional library workforce; a component of this goal is to improve SCRLC’s recruitment of diverse candidates for available positions.	<ul style="list-style-type: none"> <li>• Advertise positions (including internships) widely through scrlc-l, library schools, and lists that reach out to underserved communities.</li> <li>• Ensure that regional library organizations have access to lists that reach underrepresented groups.</li> </ul>	

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## COMMUNICATION AMONG MEMBER LIBRARIES & LIBRARY SYSTEMS

Goals	Activities	Outcomes
Through networking opportunities and participation in regional and statewide programs and services, facilitate relationship-building and partnerships among member libraries and library systems.	<ul style="list-style-type: none"><li>• Maintain frequent communication with members through visits, email, website, chat, phone, weekly newsletter, etc.</li><li>• Offer regional networking opportunities for library workers.</li><li>• Conduct site visits; invite members to participate on Board and Advisory Committee.</li><li>• Complete and present the updated Communications Plan to the Board for approval.</li><li>• Distribute 2018 individualized cost/benefit statements (the “report card”). Move distribution to late fall.</li></ul>	