



South Central Regional Library Council

Make Smart Connections.

WORK PLAN 2021-2022

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 **November 2021 deadline**.

Activities:

- Hold 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 and network.
- Annually review the CCDA plan with those responsible for completing the application; 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 by June 2022.

Delivery

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

Objective: Advertise the availability of CampusShip and ELD Delivery Service by **December 2021**.

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 2021**.

Objective: Assist new ILL staff with Resource Sharing best practices by June 30, 2021.

Activities:

- Update the Resource Sharing LibGuide, including the Best Practices section and website; ensure that new staff know about the resources.
- Share with or hold training opportunities for new staff (and others).

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

Objective: **By October 2021**, distribute a needs assessment survey to members and their members to determine what ILS/ILL platforms they use workflows.

Activity:

- Disseminate findings; create a spreadsheet of the resource sharing platforms and include it in Resource Sharing LibGuide for members to access.

Objective: Integrate DEI programming in the area of Resource Sharing to provide our members with the opportunity to learn about relevant DEI 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 every year. By July 2022, at least one data set will be added to NYHeritage.

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.

Goal: Adopt inclusive descriptive metadata practices for digital collections.

Objective: By July 1, 2022, SCRLC will form a Special Interest Group on inclusive descriptive metadata practices. By July 1, 2023, 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.

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

Objective: **By May 2022**, at least half of SCRLC's members who participate in NY Heritage will have a collection in the Digital Dark Archives as a backup solution.

Activities:

- Add up to 5 GB of NYH materials per institution to the Digital Dark Archives.

- Find additional opportunities for digital preservation and offer continuing education or demonstrations.

Medical Library Services Program

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

Objective: Promote the availability of MISIP to fund medical/health-related interlibrary loan requests by **April 30, 2022**.

Activities:

- Advertise MISIP in the *SCRLC News*, general listserv, and resource sharing.
- Update MISIP information on the website and LibGuide(s).

Objective: Fund health-related electronic resources as feasible, by June 30, 2022.

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.
- 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 by June 30, 2022.

Activity:

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

Objective: Develop marketing plan **by November 2021**.

Activities:

- Distribute quarterly newsletter.
- Develop marketing materials, including flyers that advertise services **by December 2021**.
- Produce or link to recordings on how to use e-resources, research instruction, etc..

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

EDUCATIONAL SERVICES

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

Objective: Enlist a diverse group of speakers to present programs for FY 2021-2022.

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. This year the focus will be on accessibility and disability justice.
- Additional types of learning opportunities will address these topics, including article discussions, movie screenings, and member meetups, as well as sharing resources 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 throughout 2021-2022.

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 at least twice per year.

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.

Goal: To facilitate knowledge-sharing and member collaboration.

Objective: Develop the regional plan for the American Rescue Plan Act (ARPA), which centers digital equity and inclusion through partnerships and collaboration, **by November 18, 2021.**

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

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 regional digitization, projects and services.

By June 1, 2022, SCRLC will offer this as an open archive of newsletters.

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 by June 30, 2022.

Activities:

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

Goal: Develop the capacity of members representing diverse communities to add their collections to NYHeritage. Seek new members, including those representing historically oppressed and marginalized peoples, whose collections increase the diversity of resources available to all people.

Objective: Encourage members to partner with organizations and individuals who 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.
- Ask existing members about the services they most value.

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.
- Assess use of the service.

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:

- In 2021, identify existing gaps in representation in New York Heritage Digital Collections and New York State Historic Newspapers.

- 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. Each year, distribute at least twelve newsletters on the topic of digitization, metadata, access, and digital preservation.

Activities:

- Send out monthly newsletters for SCHOAM members
- Provide custom training for 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: By July 1, 2022, SCRLC member digital collections will have an increase in viewership and interaction, including LibGuide views, Google analytic pageviews, social media engagement, and online exhibit views.

Activities:

- Create at least one monthly FB post for NYH, highlighting a SCRLC member collection
- 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

COORDINATED SERVICES FOR MEMBERS: RESOURCES ACQUISITION & ACCESS

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

Objective: Assess participation in the Bibliographic & Referral Center (BARC), which is our back-up interlibrary loan clearinghouse by June 2022.

Activity:

- Review use statistics.
- Market and provide training.

Objective: Fund regional electronic subscriptions as feasible by June 2022.

Activity:

- Review use statistics.
- Market and provide training.

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 February 2022**.

Activity:

- Hold working meetings to develop.
- Update the LibGuide in conjunction.

COMMUNICATIONS AMONG MEMBER LIBRARIES & LIBRARY SYSTEMS

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

Objective: Revise Communications Plan **by January 2022**.

Activity:

- Hold work group meetings to update.
- Send the Plan to the Board for approval.

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

Objective:

Activities:

- Hold monthly virtual networking meetings throughout the fiscal year.

Goal: Align communication channels and media with members' needs.

Objective: Conduct needs assessment to determine how our members prefer to communicate with SCRLC.

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.

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 to develop and carry out the ARPA plan, the funds of which must be expended by June 30, 2022.

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) throughout the fiscal year.

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.

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

Activities:

- Work with the DEI Advisory Committee to update the DEI Plan.
- Discuss DEI and antiracism in SCRLC's newsletter.
- Maintain the DEI LibGuide to assist members in such areas of recruiting, retention, local organizations engaging in this work, land acknowledgments, etc.
- Ensure DEI is infused throughout the annual work plans.

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

Objective: Conduct salary survey for all staff positions.

Activities:

- Include other ESLN Councils, local library organizations, etc.

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. Virtual visits may need less time.

Objective: The Board will review membership categories, dues, and fees.

Activities:

- Activate Task Force, comprised of Board and members.
- Develop a proposal for governing members to vote on at the 2022 annual meeting, for implementation in July 2023.

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 by June 2022.

Activities:

- Promote workplace wellness initiatives.
- Offer programming on topics of sustainable resource management, staff development, and workplace wellness.

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

Goal: Facilitate recruitment into the profession.

Objective: Offer internships as possible.

Activity:

- Develop inclusive job description and email messages to send to library schools.

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

Activity:

- Develop appropriate marketing materials.

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.