

Polytechnic University of Puerto Rico

Work Plan 2019-2020

Department/Office: Library

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Introduction

The Library

The Library of the Polytechnic University of Puerto Rico is an academic unit with the mission to offer a physical and virtual space where through the access to information resources and services and with the guidance and support of information professionals, the academic community can interact, develop skills, exchange ideas, discover new sources and create new knowledge resulting in an empowering lifelong learning experience. This statement is consonant with the university's mission and all library services are directed towards achieving it.

The Library collection is specialized in the areas of Engineering, Land Surveying, Architecture, Landscape Architecture, Management & Entrepreneurship and Education to support student's research and academic programs.

The Library occupies over 40,000 square feet in a three-story building. Full services hours and librarian's assistance include weekends and holidays. Study areas are open 24/7 with access to rooms, computers, photocopiers, scanner and printers, fostering community interaction. The library also has presence in the Web 2.0 for direct communication with the students. A blog is kept up to date with information and recommended links.

A core component of the Library is the Information Literacy Program. Librarians and faculty collaborate to integrate the development of information literacy competencies. Workshops and orientations in courses across curriculum include the use of Library resources and services, criteria for search and evaluation of information, plagiarism and the use of style manuals.

Institutional Planning Goals 2016-2021

1. Diversify institutional sources of income.
2. Evolve from a purely teaching institution to a teaching/research/consulting institution.
3. Foster institutional alignment with educational trends.
4. Increase student recruitment.
5. Increase retention and graduation rates.

Specific Department/Office Goals 2019-2020

(Numbered list of the specific department/office objectives)

1. Collection development – Provide access to collections sufficient in quality, depth, diversity, format and currency to support the mission of the institution and enable users to discover the information needed through effective use of technology and organization of knowledge.
2. Services – Develop and provide information services to incorporate library collections into the educational experience.

3. Space – Make available physical and virtual environment where users interact with ideas to expand learning and facilitate the creation of new knowledge.
4. Information Literacy – Give students the opportunity, tools and guidance to develop the necessary information literacy skills to be competent information users and stimulate life-long learning.
5. Human resources – Train library personnel to be professionally competent and committed to meet the needs of the users and to function in a changing environment.

Relationship between Specific Department/Office Objectives and Institutional Planning Goals

The following table presents the relationship between the Specific Department/Office Objectives for 2019-2020 and the planning goals of the Institutional Strategic Plan 2016-2021:

Institutional Planning Goals Addressed	Specific Departmental Objectives
1	1
2	4, 5
3	1, 2, 3, 4
4	2
5	1, 2, 3, 4, 5

Work Plan 2019-2020

(Brief description of the proposed work plan)

Institutional Planning Goal	Library Goal	Specific Department/Office Objectives	Activities Attached to Specific Objectives	Itinerary	Assessment Criteria: 4-Excellent 0-Failed	Resources and Budget
1	1	Complement the institutional budget allocated to the Library with proposal funds.	Identify Library needs that can be financed with proposal funds. Ask proposal goal owners to finance library projects that can be justified with the proposal objectives	WI19 SP20 SU20	Library expenses paid with external funds for library resources or equipment is 10% of the total invested with institutional budget	\$30,000 Library Director
2	1, 2, 3, 5	Provides one-on-one assistance through multiple platforms to help users (academics, intramural professional and community) find information.	User enhances their research skills through one-on-one consultation with librarians and as a result, users acquire the knowledge and competencies to expand the scope of sources consulted.	Continuously	User monthly statistics Increase at least 5 % = 4	Library Staff, Computers, Internet access
	4	Collaborate with University research efforts.	Participate in the Undergraduate Research Program (URP) as facilitators in an Information Literacy workshop. Take part as audience in URP presentations.	Annually	At least 80% of students participating in URP attend the Library workshop.	Library Director Information Literacy Program Librarian Special Collection Librarian
	5	Provide professional development and training opportunities for the library staff	Identify seminars and workshops for librarians to participate	Continuously	Evidence of participation of more than 70% of Library employees in professional development activities.	\$650 Membership \$1,000 Seminars & Workshops
		Examine roles of library personnel to meet the evolving needs of the library	Revise all Library personnel job descriptions to align the roles to new services.	WI19	Updated library employee's job descriptions.	Library Director and Coordinators
	1,2,3	Integrate library resources access into institutional web and other information portals.	Maintain access to electronic collections and services to the web page, catalog, databases, blog and ask the librarian	Continuously	User monthly statistics Increase at least 5%	Special Collection Librarian and other Library employees; Internet access;

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3	1	Develop information resources collections aligned with areas of research and academic offerings of the Institution in-site and online.	<p>Collect the courses syllabi of the academic programs to review and acquire the bibliographic resources.</p> <p>Identify, evaluate and acquire resources recommended by the academic community or pertinent to research topics and academic programs.</p> <p>Subscribe to databases with remote and multiuser access to content.</p> <p>Subscribe to periodical resources related to academic programs.</p> <p>Discard resources that no longer meet the needs of the academic community.</p> <p>Provide collections adequate to the educational and research needs of the students.</p>	Annually	<p>Statistic of resources bought, and syllabi reviewed.</p> <p>Statistic of resources bought, evidence of recommendations.</p> <p>Subscription contracts to databases. Usage statistics List of periodicals subscribed.</p> <p>Quantity of resources discarded.</p> <p>Students are satisfied with the collections provided for educational and research needs = Satisfaction survey, usage statistics</p>	<p>\$16,000 books</p> <p>\$201,397 periodical and databases subscriptions. Other funding by proposals HIS-STEM \$30,000</p> <p>Technical services personnel.</p> <p>Collection Development Librarian</p>

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	2, 4	Develop information literacy awareness among the faculty and directors. Use technology for information literacy skills development activities to reach virtual and in-campus students.	Offer information literacy workshops to faculty in groups thus motivating and promoting workshops and other activities. Create digital promotion about information literacy program, to distribute to faculty through email. Create presentations and instructional modules for information literacy skills development to be used in ATUL online courses. Plan and execute an activity, open to all students, to engage them in research and to develop information literacy skills.	Annually Quarterly FA19 WI19 SP20 SU20 FA19 WI19 SP20 SU20	At least 2 faculty workshops are offered annually At least 1 new professor or course request an information literacy workshop. At least 70% of students enrolled in the online course complete the module. Students participate and fill an evaluation of the activity.	Information Literacy Program Librarian Information Literacy Program Librarian Information Literacy Program Librarian Librarians
	2, 3	Use physical and virtual spaces as intellectual commons to facilitate collaboration and learning, providing equipment and materials.	Students make use of designated spaces to work and collaborate in groups. Prepare exhibitions related with the academic programs or current issues.	Continuously Quarterly	Daily statistics At least 3 exhibitions are presented annually.	Library staff \$16,000 Equipment Maintenance \$1,200.00 Office Supplies Library Staff \$200.00 Special Activities
4	2	Create intuitive navigation that supports self-sufficient use of virtual and physical spaces to support UPPR web portal as a promotional tool of the library services.	Update Blog constantly with posts about new acquisitions, how to use our virtual and physical resources and news related to our academic programs.	Continuously	Users monthly view statistics	Special Collection Librarian and other Library employees; Internet access; scanner \$1,600

Institutional Planning Goal	Library Goal	Specific Department/Office Objectives	Activities Attached to Specific Objectives	Itinerary	Assessment Criteria: 4-Excellent 0-Failed	Resources and Budget
5	1	Improve the quality of the study and research experience by organizing information and providing effective discovery and access to resources.	<p>Create original, adapted or copy cataloguing of every item added to the collection.</p> <p>Maintain a Proxy server to simplify the remote access of online collections.</p> <p>Keep the library's ILS platform up to date to provide a streamline service.</p> <p>Collect, catalogue and organize all the capstone design projects, thesis and project articles produced by the students.</p> <p>Perform preservation and conservation practices on collection resources.</p> <p>Organize and provide effective discovery and access to collections.</p> <p>Provide access to resources not available in our collection.</p>	<p>Annually</p> <p>Continuously</p> <p>Annually</p> <p>Continuously</p> <p>Continuously</p>	<p>Statistics of records created.</p> <p>Database usage statistics.</p> <p>ILS version upgrades.</p> <p>Statistics of student works received and catalogued. Usage of the collection.</p> <p>Statistic of bounded resources and repairs made.</p> <p>Faculty and students can access collections required for educational and research needs from all user locations. Usage statistics of the catalog and databases, Satisfaction survey.</p> <p>Interlibrary loan request statistics</p>	<p>\$1,511.00 OCLC Connection</p> <p>\$600 (proxy and SSL Certificate)</p> <p>\$18,512 (Sirsi Dynix)</p> <p>Technical services librarian</p> <p>\$2,000 for binding contract services and \$1,600 office supplies for preservation and conservation.</p> <p>Technical Services Librarians</p> <p>Interlibrary Loan Librarian \$2,735.00 OCLC subscription</p>

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	1, 2, 3		Create thematic indexes to disseminate and provide additional access to the capstone design projects, thesis and project articles produced by the students and expand the availability of resources for study and research to the academic and scientific community.	FA19 W119 SP20 SU20	Published indexes and Usage statistics	Special Collection Librarian and other Library staff; computers; Internet access.
			Create thematic guides to curate knowledge, share information and organize class and subject specific resources.	FA19 W119 SP20 SU20	Published guides and Usage statistics	LibGuides annual subscription: \$2,000.00
	4	Improve student learning thorough information literacy skills assessment in courses across curriculum.	Create assessment activities or assignments for information literacy workshops.	FA19 W119 SP20 SU20	At least 70% of students achieve 70% or more in assessment results. 70% > = 4 35% < = 2	Information Literacy Program Librarian
	3	Provide adequate, well-maintained equipment and furnishings in a clean, inviting adequate space and environment, conducive to study, research and collaborative activities with convenient hours for its services, personnel, resources and collections.	Maintain and repair or replace when necessary; tables, chairs and other equipment from group study rooms and areas.	FA19 W119 SP20 SU20	Usage statistics	Circulation Coordinator General Services Workshop
			Design pedagogical spaces to facilitate collaboration and learning.	Conduct surveys to glean needs and satisfaction of our students. Analyze and consult possibilities for space redistribution on the first and second floor. Ask for support of the proposals goals owners.	SP20	Present survey results Present Plant layout and a project plan