

2007-2010 Department Action Plan

Electronic Books

Department/Unit Library

Responsibility: Gary Botos

Target Year	Action	Department Improvement Indicator	Measurement Instrument or Data Source	Standard of Comparison	Frequency of Progress Monitoring
2007-2008	a. Conduct b. Implement	a. Research into the feasibility of providing access to electronic books (1.5, 2.3) b. Electronic access to books (if feasible) (1.5, 2.3)	a. Report b. Number of electronic book loans	No standard identified	Monthly
2008-2009	Increase	Electronic book usage (1.5, 2.3)	Number of electronic book loans	Internal KCC Standard	Monthly
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend			___ Internal KCC Standard ___ External Standard ___ No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____

07-08 Department/Unit Professional Development Plan

Topic	Knowledge/Skills/Understandings Sought	Training and Development Method/	Scheduled Dates/Times
Electronic Books	Identify best library practices, costs, and vendors of electronic books.	Literature search, individual research and workshops	Visit vendors at ILA Conference in October 2007 Others to be determined

2007-2010 Department Action Plan

Electronic Interlibrary Loan (E-ILL)

Department/Unit Library

Responsibility: Steve Sickels

Target Year	Action	Department Improvement Indicator	Measurement Instrument or Data Source	Standard of Comparison	Frequency of Progress Monitoring
2007-2008	Establish	Electronic delivery of ILL materials (Supplemental) patron generated document delivery (1.5, 5.4)	Percentage of items sent via E-ILL	Internal KCC Standard	Monthly
2008-2009	Increase	Number of E-ILL materials delivered electronically (1.5, 2.3, 5.4)	Percentage of items sent via E-ILL	Internal KCC Standard	Monthly
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend			___ Internal KCC Standard ___ External Standard ___ No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____

07-08 Department/Unit Professional Development Plan

Topic	Knowledge/Skills/Understandings Sought	Training and Development Method/	Scheduled Dates/Times
Electronic Interlibrary Loan	Examine existing electronic ILL delivery systems Identify needed hardware/software	Literature research, on site visits, Individual research, workshops, BCR/OCLC training opportunities	To be determined

2007-2010 Department Action Plan

Electronic Reserves

Department/Unit Library

Responsibility: Kate Hess

Target Year	Action	Department Improvement Indicator	Measurement Instrument or Data Source	Standard of Comparison	Frequency of Progress Monitoring
2007-2008	a. Conduct b. Implement	a. Research feasibility of implementing electronic access to reserve items (1.5) b. Electronic reserve program and/or database (if feasible) (1.5)	a. Report b. Number of items on electronic reserve	No standard identified	Monthly
2008-2009	Increase	Number of items available and frequency of use (1.5, 5.4)	Number of items on e-reserve	Internal KCC Standard	Monthly
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend			___ Internal KCC Standard ___ External Standard ___ No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____

07-08 Department/Unit Professional Development Plan

Topic	Knowledge/Skills/Understandings Sought	Training and Development Method/	Scheduled Dates/Times
Electronic Reserves	<ul style="list-style-type: none"> Identify practices in use in comparable academic libraries, and the main issues to be concerned with (e.g. copyright) Gain an understanding of the staff time and cost of implementing an e-reserve program at Kirkwood 	<ul style="list-style-type: none"> Literature review Listserv survey Any applicable conference or online educational opportunities 	To be determined

2007-2010 Department Action Plan

Electronic Resource Usage

Department/Unit Library

Responsibility: Shelley Schultz

Target Year	Action	Department Improvement Indicator	Measurement Instrument or Data Source	Standard of Comparison	Frequency of Progress Monitoring
2007-2008	a. Establish b. Baseline	a. Collection method for patron use of electronic resources. (1.5, 5.4) b. Patron use of electronic resources (1.5, 5.4)	a. Instrument b. Statistics (Voyager, EBSCOhost, First Search, Website Manager, etc.)	Internal KCC Standard	Monthly
2008-2009	Increase	Usage through student and faculty awareness (1.5, 2.2, 2.3)	Statistics (Voyager, EBSCOhost, First Search, Website Manager, etc.)	Internal KCC Standard	Monthly
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend			___ Internal KCC Standard ___ External Standard ___ No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____

07-08 Department/Unit Professional Development Plan

Topic	Knowledge/Skills/Understandings Sought	Training and Development Method/	Scheduled Dates/Times
Electronic Resource Usage	Research administrative components to current online subscriptions to set up and gather usage reports and statistics	Literature search, individual research and workshops	To be determined

2007-2010 Department Action Plan

Library Website

Department/Unit Library

Responsibility: Genny Yarne

Target Year	Action	Department Improvement Indicator	Measurement Instrument or Data Source	Standard of Comparison	Frequency of Progress Monitoring
2007-2008	a. Conduct b. Implement	a. Survey of user satisfaction with web site (1.5, 2.3) b. Website improvements and reorganization (1.5, 2.3)	a. Survey results b. Completion	Internal KCC Standard	Monthly
2008-2009	Increase	Student and faculty use of website (1.5, 2.3.)	Statistics (visits)	Internal KCC Standard External Standard	Monthly
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend			___ Internal KCC Standard ___ External Standard ___ No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____

07-08 Department/Unit Professional Development Plan

Topic	Knowledge/Skills/Understandings Sought	Training and Development Method/	Scheduled Dates/Times
Library website	Best practices available and in use	Review of individual websites and attend workshops	To be determined