

**Mercer University Libraries  
Planning Document  
2007-2010**

**July 2006  
Revised August 2006**

Submitted by Elizabeth D. Hammond, Dean of University Libraries

<b>2007-2008</b>		
<b>Environmental Factor</b>	<b>Action needed</b>	<b>New Money Needed</b>
<b>University Libraries</b>		
Institutional emphasis on student and faculty research; new resources needed to meet current and future demands	Add Morningstar business database to support SSBE programs at all teaching locations	\$ 3,500
	Wiley Full Text science journals for all teaching locations	\$ 25,000
	Add JSTOR Arts and Sciences Collections III and IV (full text journal back-files) for all teaching locations	\$ 23,800 1 <sup>st</sup> year; \$6,800/yr after that
	Support Ph.D. program in Tift College of Education	\$ 100,000
	Assess and report status of current library support for Mercer's application to join Georgia Research Alliance	TBD
Patron expectations of adequate current technology as (1) a library service and (2) support for library functions and access to collections	Continue 3 yr refreshment cycle for library computers and printers at Swilley, Tarver, and Centers	\$30,000
	Purchase 10 additional laptops for patron check out	\$ 25,000
Curriculum Materials Collections in place	Assess impact on library services and facilities to support CMC to meet patron expectations and implement improvements <ul style="list-style-type: none"> <li>Specifically, analyze staffing needs in Processing Center and Swilley Library for acquisitions and cataloging activities</li> </ul>	TBD

<b>2007-2008</b>		
<b>Environmental Factor</b>	<b>Action needed</b>	<b>New Money Needed</b>
University partnership with American Baptist Historical Society Archives	<p>Strengthen Swilley and Tarver Special Collections operations to better support and collaborate with ABHS Archives unit</p> <ul style="list-style-type: none"> <li>• Add new position – Full time Archivist and Special Collections Library at Swilley Library to organize and maintain Atlanta archives and solicit campus materials from departments and colleges</li> <li>• Add new position – Cataloging Archivist for processing Baptist and Mercer Archives materials</li> </ul>	
Library employee recruitment challenges in a declining librarian pool and competition for skilled employees	Annual collaborative project with Human Resources on identifying salary studies for comparison and recommendations for improvements	TBD
Library day-to day activities and successes should be noted along with attention to new initiatives	Intentional, regular recognition of good work through (1) job skills development support, (2) careful annual performance review, and (3) ongoing affirmation of employee contributions to library and University	TBD
Institutional assessment program	Plan and implement a review of specific library operations and services using patron input and other data	
Institutional resources must be augmented by external funding to support library program	Anticipate Capital Campaign completion and continue advising Advancement Office on funding sources and fundable projects.	
<b>Tarver Library</b>		
Institutional expectations for University Libraries to adequately acquire, preserve, and manage archives collections	Create cold storage area for University materials , i.e. photographs, requiring special handling	\$ 93,000
New Tarver Collections (Media, Curriculum materials)	Renovate Media Center for improved service desk and patron study spaces	\$ 18,000
School of Engineering ABET Accreditation	Assist and support accreditation self study efforts	TBD
Patron expectations of adequate current technology as (1) a library service and (2) support for library functions and access to collections	Implement electronic reserves system for course readings that can stand alone or be linked to course management systems	TBD
	Replace out of date wireless system in Tarver Library and expand coverage over entire building	TBD

<b>2007-2008</b>		
<b>Environmental Factor</b>	<b>Action needed</b>	<b>New Money Needed</b>
Importance of subject librarian program for delivering library services at the academic department level	Add new position – Public Services Librarian for assigned subject librarian responsibilities and other duties	
CLA departmental program review – 5 programs	Assist and support accreditation self study efforts	TBD
<b>Swilley Library</b>		
Campus growth and institutional expectations for high quality library services	Introduce Swilley Library Expansion Project to Capital Campaign goals	TBD
	Complete compact shelving installation on the lower level (a holdover from the original renovation)	\$ 70,000
	Hire additional student labor 100 hours per week to support patron service and library operations	\$ 17,000
Institutional emphasis on student and faculty research	Build or purchase twenty new graduate carrels for private study space for PhD students	\$ 25,000
Maintain library facilities	Complete new carpet installation in the Staff Areas and Conference Room on the main level	\$ 25,000
College of Nursing accreditation visit – MS degree	Assist and support accreditation self study efforts	\$ 20,000
<b>Regional Academic Center Libraries</b>		
Provide Center library collections most appropriate for curricula and patron needs; new collection model completed Spring 2007	Implement Year 1 of Collection Development Plan at Centers to acquire appropriate print and non print materials	\$ 20,000
Patron expectations of adequate current technology as (1) a library service and (2) support for library functions and access to collections	Implement electronic reserves system that can stand alone or be linked to course management systems	TBD
Provide appropriate library facilities at the Centers	Participate in planning for expanded Henry County Center resulting in doubling of library space	TBD
	Anticipate space needs at Douglas County and Eastman Centers and prepare proposals for Administration	TBD

**2008-2009**

Environmental Factor	Action needed	New money needed
<b>University Libraries</b>		
Institutional emphasis on student and faculty research; new resources needed to meet current and future demands	Continue collection development to support Ph.D programs in Education and Pharmacy/Health Sciences  Implement library enhancements to meet Georgia Research Alliance application	\$ 100,000 (education) \$ 75,000 (pharmacy)  TBD
Patron and library expectations of timely access to new library materials	Implement changes in CMC support as indicated by 2007-8 assessment <ul style="list-style-type: none"> <li>• Add new technical services personnel</li> <li>• Other changes as needed</li> </ul>	TBD  TBD
Patron expectations of adequate current technology as (1) a library service and (2) support for library functions and access to collections	Continue 3 yr refreshment cycle for library computers and printers at Centers  Replace library automation system [Innovative Interfaces, Inc. ] server no longer able to support system software because of future enhancements and upgrades	\$ 25,000  \$ 25,000
University partnership with American Baptist Historical Society Archives	Provide joint professional development opportunities for Special Collections and ABHS Archives staffs for better patron services and archival practices  Strengthen Mercer Special Collections units with funding for supplies and student assistants	\$ 10,000  \$ 25,000
Institutional program review of University Libraries	Complete self study and program review to identify successes and challenges	TBD
Library employee recruitment challenges in a declining librarian pool and competition for skilled employees	Annual collaborative project with Human Resources on identifying salary studies for comparison and recommendations for improvements	TBD
Library day-to day activities and successes should be noted along with attention to new initiatives	Intentional, regular recognition of good work through (1) job skills development support, (2) careful annual performance review, and (3) ongoing affirmation of employee contributions to library and University	

Institutional assessment program	Plan and implement a review of specific library operations and services using patron input and other data	
Institutional resources must be augmented by external funding to support library program	Anticipate Capital Campaign completion and continue advising Advancement Office on funding sources and fundable projects.	
<b>Tarver Library</b>		
Institutional expectations for University Libraries to adequately acquire, preserve, and manage archives collections	Create a supplementary closed stacks areas to accommodate growing special collections	TBD
CLA departmental program review – 2 programs, including General Education	Assist and support accreditation self study efforts	TBD
Patron expectations for appropriate library facilities	Implement Year 1 of 3 Year Plan to reupholster 1/3 of reading chairs and refinish 1/3 of the reading tables	TBD
<b>Swilley Library</b>		
School of Pharmacy 2008 Accreditation	Assist and support with accreditation self study	TBD
Patron expectations of adequate day to day hardware operations as a library service and as access to library materials.	Add new position: Equipment Technician with specific tasks of monitoring 70+ computers, printers and microform machines in the library. Maintaining regular cleaning and contacts with vendors and/or TSS or purchasing as needed.	
Institutional expectations for University Libraries to adequately acquire, preserve, and manage archives collections	Remodel and expand archives and special collections to create a larger workroom. The current space is totally inadequate for materials storage, processing or patron research space.	\$ 200,000
<b>Regional Academic Center Libraries</b>		
RAC library collections must be appropriate for curricula and patron needs; new collection model completed Spring 2007	Implement Year 2 of Collection Development Plan at Centers to acquire appropriate print and non print materials	\$ 15,000
Appropriate library facilities at the Centers	Participate in planning and occupation of expanded Henry County Center	TBD
	Participate in planning for Douglas County and Eastman Centers	TBD

**2009-2010**

Environmental Factor	Action needed	New money needed
<b>University Libraries</b>		
Institutional emphasis on student and faculty research; new resources needed to meet current and future demands	Continue to implement library enhancements to meet Georgia Research Alliance membership	TBD
Patron expectations of adequate current technology as (1) a library service and (2) support for library functions and access to collections	<p>Continue 3 yr refreshment cycle for library computers and printers at Swilley, Tarver, and Centers</p> <p>Install Self Check Out systems at Swilley and Tarver to better serve patrons with routine circulation activity</p> <p>Add new position – Assistant Systems Librarian located at Swilley Library to maintain and manage web based library services and systems</p>	<p>TBD</p> <p>\$ 30,000</p>
Institutional program review cycle - University Libraries	Complete self study and program review to identify successes and challenges	TBD
University partnership with American Baptist Historical Society Archives	Provide joint professional development opportunities for Special Collections and ABHS Archives staffs for better patron services and archival practices	\$10,000
Library day-to-day activities and successes should be noted along with attention to new initiatives	Intentional, regular recognition of good work through (1) job skills development support, (2) careful annual performance review, and (3) ongoing affirmation of employee contributions to library and University	
Institutional assessment program	<p>Implement improvements and enhancements as identified in 2008-9 Program Review of the University Libraries</p> <p>Annual opportunity to ferret out answers to service questions that can lead to program improvement or adjustments</p>	TBD
Institutional resources must be augmented by external funding to support library program	Anticipate Capital Campaign completion and continue advising Advancement Office on funding sources and fundable projects.	

<b>Tarver Library</b>		
Patron expectations of adequate current technology as (1) a library service and (2) support for library functions and access to collections	Plan and implement major Tarver Library Web Site revision based on 2008-9 Program Review and Library Assessment	
Patron expectations for appropriate library facilities	Implement Year 2 of 3 Year Plan to reupholster 1/3 of reading chairs and refinish 1/3 of reading tables	
Institutional assessment program	Correlate work in the QEP ...'quality educational plan' by benchmarking ANAC institution collections with Tarver Library collections	TBD
<b>Swilley Library</b>		
Patron expectations for appropriate library facilities	Increase egress and exit from lower level of Swilley Library by installing a new security gate that would allow students to exit from the lower level into the computer lab or out to the residence halls	\$ 20,000
	Provide more efficient shelving space and comfort for commuting students by adding lockers near lower level security gate	\$ 10,000
	Create relaxing social space by creating enclosed outdoor seating space outside 1 <sup>st</sup> floor (could be funded by donor)	TBD
	In order to create more space for Masters and PHD students, identify possible off-site storage for selected materials	
Growth in scale and diversity of library services as Atlanta campus programs and enrollments grow	Add 100 student labor hours per week	\$ 18,000
Institutional assessment program	Correlate work in the QEP ...'quality educational plan' by benchmarking ANAC institution collections with Swilley Library collections	TBD
<b>Regional Academic Center Libraries</b>		
RAC library collections must be appropriate for curricula and patron needs; new collection model completed Spring 2007	Implement Year 3 of Collection Development Plan at Centers to acquire appropriate print and non print materials	\$ 15,000