New England Institute of Technology
Library & Information Commons
Technology Plan 2015-2017

I.   Mission Statement

The Library & Information Commons at New England Institute of Technology offers a physical environment where the NEIT community can gather in a comfortable and highly technological environment to learn and study with materials supporting the curriculum; research information and exchange ideas; collaborate and create, and serves as a gateway to information available online.

The library organizes and integrates print and electronic resources to the campus community, including our distant learners. The library also provides educational instruction and literacy skills to support teaching and learning, in person and virtually, while enhancing critical thinking skills necessary for student success and lifelong learning for personal and professional growth.

Our library will continue to complement and support the above mission stated in the following goals and objectives.

II.   Goal 1: Increase Visibility and Promote Library Resources

Objectives:

1. Collect and maintain current relevant resources to support the curriculum for all technical and degree programs of the NEIT community. Library resources are not limited to, but will include print and online books, print and online periodicals, media, databases and web resources.

Activities of Implementation

- Reference librarians act as subject area specialists and maintain relationships with Department Chairs. As departmental liaisons, they stay current with departmental needs and purchase library resources accordingly.
- Keep abreast of all new technologies or programs.
- Identify and collect resources for new programs.
- Weed the collection during breaks to maintain currency.
- Submit funding justification in annual budget for all departmental resources.

2. Provide quiet study areas and collaborative work areas with access to the digital tools that encourage creativity, research and collaboration.

Activities of Implementation

- Assess patron needs and budget for all updates to collaborative rooms, such as purchasing white boards or smart boards.

3. In conjunction with NEIT instructors, librarians will teach information literacy skills and research techniques, in person or virtually, and provide instructional materials, print and electronic, that describe library resources and services.

Activities of Implementation

- Reference librarians teach information literacy skills to enable students, staff, and faculty to properly locate, access, and cite materials needed for class assignments.
- Evaluate information literacy classes every spring and fall quarters.
- Embed or integrate librarian presence in classes via online learning courseware, Canvas, to assist with research needs.
- Keep statistics and evaluate the librarian's role in embedded classes.
- Continue to add librarians to more online classes, via Canvas, if demand warrants.
- Work with Online Learning Team to create an online version of the current 5 week Information Literacy Class.
- Budget and purchase appropriate software or hardware, such as Camtasia & head-sets, to create instructional videos to assist with library instruction.
- Provide "Roving Reference Librarian" services to students on other campuses when needed.

4. Provide updated hardware or equipment and the most recent versions of software to support the college curriculum.

Activities of Implementation

- Work with MIS Department Chair to keep abreast of all upgrades to technology hardware and software in the library. ***See attached lists***.
- Work with MIS department to offer training and classes to students, staff, and faculty with software upgrades, such as Microsoft Office Suite.

5. Maintain and organize the appropriate web resources on the library website to support research and study for students in all NEIT technical and degree programs.

Activities of Implementation

- Web Content Manager monitors and updates all library web pages.

- Web Content Manager ensures all library resources on library web site pages reflect curriculum and all class content offered at the college.
- Use the library home page revolving banner to promote new online resources.
- Feature new materials on individual technology or departmental program web pages.
- Advertise outreach activities and displays on the library home page revolving banner.

6. Promote library resources and services and through various outreach activities and displays that make the library a true information commons.

Activities of Implementation:

- Host an annual TechArts Exhibit to feature handmade creations from students, staff, and faculty in spring quarter.
- Host two lectures per year.
- Create a monthly display in the library to feature the technologies and departments on campus and their respective library resources.
- Collaborate with local public librarians to create promotional outreach displays, exhibits, and activities.

7. Participate in resource sharing locally, through the OLIS, the State of Rhode Island Office of Library and Information Services, and CRIARL, the Consortium of Rhode Island Academic and Research Libraries, and nationally via OCLC, the Online Computer Library Center.

Activities of Implementation:

- Increase the linking ability and access to all library resources by having a three month trial of Ebsco Discovery Service (EDS). Current link resolver is being phased out.
- Obtain patron feedback of EDS via online form on library web site.
- Assess the popularity of EDS.
- Budget for the EDS, for the 2015-2016 fiscal year.
- Purchase the EDS if there is a high demand for it.

III.   Goal 2: Develop an online repository for NEIT student, faculty, alumni and staff scholarly archival materials.

Objectives:

1.   Create a committee of MIS and Library department staff members to develop the repository.

2.   Keep informed of all MIS decisions regarding upgrades to library servers, hardware, software, and the policies and procedures as they relate to the repository.

Activities of Implementation:

- Library Director attends occasional MIS departmental meetings.
- MIS CEO attends occasional Library staff meetings.
- Cross-training of library and MIS staff on archival procedures.
- Have a MIS Response Desk staff person permanently located in the library to assist with archival procedures and all computer related problems or upgrades.

IV.   Goal 3: Continue to monitor, assess, and upgrade technology.

Objectives:

1.   Library Director creates a rapport with MIS CEO to continue to improve communications between the two departments.

2.   Keep staff informed of all MIS decisions regarding upgrades to library servers, hardware, software, and the policies and procedures as they relate to technology in the library and collaborative rooms.

Activities of Implementation:

- Library Director attends occasional MIS departmental meetings.
- MIS CEO attends occasional Library staff meetings.
- Cross-training of library and MIS staff on new procedures for the maintenance and upkeep of hardware.
- Cross-training of library and MIS staff on new procedures for the new software upgrades.
- Have a MIS Response Desk staff person permanently located in the library to assist with new technology and all computer related problems or changes.
- Plan new areas to develop more collaborative workspaces within the library and include technology.

V.   Evaluation

Assessment of goals and objectives will be done annually or as the Assistant Provost sees fit. Progress will be monitored at monthly at Provost Council meetings, quarterly at MIS/Library staff meetings. Funding for library technology is dependent upon the annual library and MIS budgets, annual college technology capital budget, and gifts from internal and external donors to the library or to the college. Sufficient funding will be made available to accommodate all library needs supporting the library and the college mission, goals and objectives.

2/6/2015 SW