

Giovale Library - Westminster College
Technology Plan 2006 – 2008
Last Revised: March 22, 2006

Section I – Mission Statement

1. Mission of Westminster College

Westminster College is a private, independent college dedicated to student learning. We offer professional and liberal arts courses of study for undergraduates, as well as selected graduate programs. We are a community of learners with a long and honored tradition of caring deeply about students and their education. Students are challenged to experiment with ideas, raise questions, critically examine alternatives, and make informed decisions. We encourage students to accept responsibility for their own learning, to discover and pursue their passions, and to act with responsibility.

Our purposes are to prepare students to lead lives of learning, accomplishment, and service and to help them develop skills and attributes critical for success in a rapidly changing world. We do this by offering distinctive academic programs that emphasize theory and practice and encourage active, experiential, collaborative, and cross-disciplinary learning. We work to pursue excellence while promoting inclusiveness and respect for differences.

2. Mission of Giovale Library

The mission of the Giovale Library is to meet the research and information needs of the students, faculty and staff at Westminster College in a timely manner. The library is committed to providing high-quality information resources that support the college curriculum and represent diverse points of view in a variety of formats.

In partnership with the faculty, the library seeks to create a community of information literate, life-long learners by helping them identify, use and critically evaluate information sources.

The library strives to facilitate individual and collaborative learning by providing a welcoming environment where all library staff members are dedicated to service and responsive to individual needs.

Section II – Existing Technology and Services

1. Online Public Access Catalog

Public access to the Giovale Library Catalog is provided via the Horizon, and Horizon Information Portal (HIP) products from SirsiDynix. Patrons are connected to the Giovale Library Catalog by clicking on a hyperlink on the library's webpage.

Links to the online catalogs of other Utah Academic Library Consortium (UALC) member libraries, local public libraries, and other major national libraries are also provided on the library's webpage.

2. Online Databases and Resources

The Giovale Library is a member of UALC, as a member of the consortium, the library has access to all of the licensed resources available in Academic Pioneer, as well as, resources available in Public Pioneer not restricted to K-12 classrooms. As of the 2005 – 2006 academic year, there are sixty-three online databases or resources available in Academic Pioneer.

In addition to Academic Pioneer, the Giovale Library licenses supplemental online databases and resources for use by Giovale Library patrons to support the college's curriculum. As of the 2005 – 2006 academic year, there are twenty-nine online databases or resources licensed for use by the Giovale Library. The online databases and resources licensed by the Giovale Library which are not included in Academic Pioneer are as follows:

- ABI/INFORM Complete
- American Chemical Society Publications
- American Humanities Index
- Baker and Taylor Title Source II
- CCH Omnitax
- ChoiceReviews
- Cochrane Library
- Communications and Mass Media Complete
- Contemporary Women's Issues
- Country Watch Online
- Datamonitor Industry Profiles (Ebrary)
- EconLit
- EBSCO EJS
- Emerald Intelligence
- Encyclopaedia Britannica
- Historical Abstracts
- History Resource Center
- Hoovers Online
- JSTOR
- Lexis-Nexis Academic Universe
- LION (Literature On-Line)
- Men's Studies Database
- New York Times Historical
- Opposing Viewpoints
- Oxford English Dictionary
- PsycArticles
- Reader's Guide Retrospective
- World Shakespeare Bibliography

Giovale Library patrons access the myriad of online databases and resources available in Academic Pioneer, and from Westminster College, through the library webpage. The webpage contains various subject specific research guides, an alphabetical listing of online databases and resources by name, and general subject pages which are organized by the college's academic disciplines.

3. Electronic Books

The Giovale Library has purchased a few collections of electronic books. Electronic books have grown in popularity over the past few years since patrons can access them from anywhere that they have an internet connection. While increasing our collection of books available electronically, the Giovale Library has also strived to maintain a balance between electronic books and traditional printed books. As of the 2005 – 2006 academic year, the Giovale Library has electronic books available from Ebrary, NetLibrary, ACLS History Ebook Project, Safari Technical Books, and XreferPlus. There are approximately 24,000 items available electronically at the Giovale Library, out of our collection of approximately 155,000 items. The items online are available for patron access through the Giovale Library Catalog, as well as, through the interface supplied by the electronic book vendor which is linked on our library catalogs webpage.

4. Library Web Presence

The Giovale Library provides links to catalogs and online databases (as described in the previous descriptions above) on the library webpage. The Giovale Library maintains approximately 700 individual webpages, which as a whole make up the entirety of the library's web presence. The Giovale Library webpages are completely redesigned approximately every two years in keeping with the changes as outlined by Westminster College's Marketing Department, and in conjunction with the Westminster College Information Technology department, who maintain and design the rest of Westminster College's webpages. The Giovale Library webpages utilize Flash, ColdFusion, Cascading Style Sheets, and Java scripting to provide very rich and interactive content for library patrons.

5. Software Used by Library Staff Available Campus-wide

- Windows XP
- Microsoft Office 2000
- Novell Groupwise
- Microsoft Internet Explorer
- Adobe Acrobat
- Adobe Photoshop
- Macromedia Dreamweaver MX

6. Library Software Used by Library Staff

- Horizon
- Horizon Information Portal
- SQL Advantage
- Ariel
- CLIO
- OCLC Connexion
- WorldCat Resource Sharing (OCLC ILL Lending & Borrowing)
- Baker & Taylor Title Source III
- Ezproxy
- WebFeat

7. Public Workstations located in Giovale Library

Main Level of Library: 14 Single User Workstations, 14 Multi-User (collaborative) Workstations, 2 Graphics Editing Workstations, 21 Single User Workstations in the Bibliographic Instruction lab

Lower Level of Library: 54 Single User Workstations, 4 Graphics Editing Workstations, 40 Laptops available for checkout to students, faculty, and staff

8. Staff Workstations located in the Giovale Library

Reference Desk: 2 Workstations

Circulation Desk: 2 Workstations

Circulation Staff: 3 Workstations

Technical Services Staff: 3 Workstations

Systems, Reference, ILL Staff: 5 Workstations

Director's Office: 1 Workstation

9. Internet Connection for the Giovale Library

The library uses the campus wide 10mbit Internet Connection. The library also has six wireless antennas located in the building for library patrons to use with wireless devices, such as laptop computers.

10. Technology Support for the Giovale Library

The Giovale Library is dependent upon the Westminster College Information Technology department for maintenance of the library servers, all staff and public workstations, computer peripherals, connectivity to the campus Novell network, and connectivity to the Internet. The Westminster College Information Technology department must budget for, and acquire, all hardware and campus wide use software. The Giovale Library has its own budget line for software licensing used primarily by the library including the Horizon ILS software, WebFeat federated searching software, and all interlibrary loan software.

While the Westminster College Information Technology department maintains the servers utilized by the library, the library staff is responsible for all necessary software updates and maintenance of the programs and utilities running on those servers. Nightly backup and disaster recovery procedures for the library servers are the shared responsibility of library and information technology staff. There are three servers, all running the Linux operating system, which are dedicated to library use. The servers run the following applications or services:

Horizon & Sybase
Horizon Information Portal
Ezproxy

Section III – Professional Development and Staff Training

1. Professional Conferences and Training

All library staff members are encouraged to participate in, and attend, professional conferences in their area of interest and job function. The Giovale Library does not have its own budget line for professional development and staff training; however, the library staff members are able to request funding from Westminster College to attend conferences and training opportunities when they arise. Conferences typically attended annually by library staff members are as follows:

Utah Library Association (ULA)
American Library Association (ALA)
Customers of Dynix (CODI)
Association of College and Research Libraries (ACRL)
WebCT

Besides attending professional conferences, the Giovale Library also participates in staff training from the Bibliographical Center for Research (BCR), College of DuPage teleconferences, SirsiDynix, and the University of Utah Lifelong Learning program.

2. Participation in the Utah Academic Library Consortium (UALC)

The Giovale Library is a member of the Utah Academic Library Consortium. Each professional librarian is strongly encouraged to participate in UALC committees. The Giovale Library is represented on the following UALC Committees:

UALC Council: David Hales, Director of the Library
Cataloging Committee: Diane Raines, Technical Services/Serials Librarian
Collection Development Committee: David Hales, Director of the Library; Jennifer Foy, Systems Librarian
Digitization: David Hales, Director of the Library
Professional Development: Bobby Hollandsworth, Reference/Instruction Librarian
Reference/Instruction: Chuck Malenfant, Reference/Instruction Librarian
Resource Sharing: Jennifer Foy, Systems Librarian; Eric Ikenouye, Circulation Supervisor
Systems Committee: Jennifer Foy, Systems Librarian

Section IV – Goals and Timeline

1. Calendar Year 2006

- a) Replace all staff workstations to bring them up to date. Existing workstations have been in use since 2001.
- b) Replace all public, single user workstations on the Main Floor of the library to bring them up to date. Existing workstations have been in use since 2001.

- c) Install a receipt printer for library circulation to replace the rubber stamps still being used.
- d) Develop an interactive, online tour of the Giovale Library to be included in the library webpage.
- e) Update Ariel interlibrary loan software as applicable.
- f) Update Ezproxy software as applicable.
- g) Setup Horizon inventory with existing Percon scanner unit, and inventory the entire library collection.
- h) Continue to add new online databases and resources for use at Westminster College, which are not included in Academic Pioneer, based upon the needs of the curriculum.

2. Calendar Year 2007

- a) Investigate link resolver software, and install if funded, which would capitalize on the depth of electronic journal coverage the Giovale Library has.
- b) Update the CLIO interlibrary loan software as applicable.
- c) Update the Horizon, and Horizon Information Portal software from SirsiDynix as applicable.
- d) Redesign the “How do I . . .” section of the library webpage to make the pages more user-friendly, and include more frequently asked questions.
- e) Continue to add new online databases and resources for use at Westminster College, which are not included in Academic Pioneer, based upon the needs of the curriculum.
- f) Evaluate Griffin Search (WebFeat) and redesign system, pages, and subject categories as necessary.

3. Calendar Year 2008

- a) Replace all public, single user workstations in the Bibliographic Instruction lab of the library to bring them up to date. Existing workstations have been in use since 2004.
- b) Update Ezproxy software and upgrade the Ezproxy server as applicable.
- c) Update Ariel interlibrary loan software as applicable.
- d) Purchase new Percon Scanner for use with Horizon Inventory, and inventory the entire library collection.

- e) Continue to add new online databases and resources for use at Westminster College, which are not included in Academic Pioneer, based upon the needs of the curriculum.
- f) Redesign (aesthetically) library webpage in keeping with the changes as outlined by Westminster College's Marketing Department, and in conjunction with the Westminster College Information Technology department.
- g) Update the Horizon, and Horizon Information Portal software from SirsiDynix as applicable.
- h) Upgrade the Horizon, and Horizon Information Portal servers as applicable.
- i) Migrate from Sybase to Oracle as dictated by SirsiDynix to support the Horizon, and Horizon Information Portal software.

Section V – Budget

Westminster College employs the process of zero based budgeting on an annual, fiscal year basis from July 1 through June 30th. This means the Giovale Library prepares budget requests for all budget lines each year, and is notified of the approved amounts prior to the fiscal year beginning.

As previously mentioned, the Giovale Library is dependent upon the Westminster College Information Technology department for maintenance of the library servers, all staff and public workstations, computer peripherals, connectivity to the campus Novell network, and connectivity to the Internet. The Westminster College Information Technology department must budget for, and acquire, all hardware and campus wide use software. The Giovale Library has its own budget line for software licensing used primarily by the library including the Horizon ILS software, WebFeat federated searching software, and all interlibrary loan software.

1. Calendar Year 2006

- a) Replace all staff workstations: Funds will come from the Westminster College Information Technology department budget.
- b) Replace all public, single user workstations: Funds will come from the Westminster College Information Technology department budget.
- c) Install a receipt printer: \$700
- d) Develop online tour of the Giovale Library: Personnel cost, will be completed by Library Web Design Assistant.
- e) Update Ariel: \$500
- f) Update Ezproxy: \$1,500
- g) Horizon inventory: \$0 (*equipment in-house already*)

h) Add new online databases and resources: \$6,000 out of the \$79,500 to be budgeted for existing subscriptions

2. Calendar Year 2007

a) Link resolver software: \$12,000

b) Update CLIO: \$250

c) Update Horizon, and Horizon Information Portal: \$2,000 in addition to \$15,000 to be budgeted for the annual maintenance contract

d) Redesign the “How do I . . .”: Personnel cost, will be completed by Library Web Design Assistant.

e) Add new online databases and resources: \$6,000 out of the \$85,500 to be budgeted for existing subscriptions

f) Evaluate Griffin Search: \$0 in addition to \$20,000 to be budgeted for annual maintenance contract

3. Calendar Year 2008

a) Replace all single user workstations in the Bibliographic Instruction Lab: Funds will come from the Westminster College Information Technology department budget

b) Update Ezproxy and upgrade Ezproxy server: \$1,500 from library, funds for hardware will come from the Westminster College Information Technology department budget

c) Update Ariel: \$500

d) Purchase new Percon Scanner for use with Horizon Inventory: \$2,500

e) Add new online databases and resources: \$6,000 out of the \$91,500 to be budgeted for existing subscriptions

f) Redesign (aesthetically) library webpage: Personnel cost, will be completed by Library Web Design Assistant.

g) Update the Horizon, and Horizon Information Portal software: \$2,000 in addition to \$15,000 to be budgeted for the annual maintenance contract.

h) Upgrade the Horizon, and Horizon Information Portal servers: funds for hardware will come from the Westminster College Information Technology department budget.

i) Migrate from Sybase to Oracle as dictated by SirsiDynix: \$1,000 in addition to \$15,000 to be budgeted for the annual maintenance contract, and the \$2,000 to be budgeted for the Horizon, and Horizon Information Portal software upgrade.

Section VI – Evaluation of Goals

Listed goals will be informally reviewed on an on-going basis, and formally evaluated annually. Library staff will strive to keep up with technological changes so that the library can be proactive, not reactive in its approach. Surveys and reports of library services will be analyzed and available for review. These and other records will be available as part of the documentation of the success of these plans.