Annual Plan Objectives
June 1, 2019 to May 31, 2020
Version 1.0

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by Lorie Kloda, Associate University Librarian, Planning & Community Relations

ORGANIZE FOR EMPOWERMENT

Empower library staff to develop skills and knowledge, and to share expertise

1. Develop and implement a training program on Indigenous matters for all members of the Library team
2. Assess issues with Sharepoint and recommend new guidelines and standards for improved management and use (in progress)
3. Implement the recommendations of the SharePoint review group report for improved internal communications

Engage in evidence-informed decision making for planning and improvement of library services and processes

4. Conduct a wayfinding study in Webster and Vanier Libraries (in progress)
5. Revise public service activities data gathering practices

PROVIDE SPACES FOR LEARNING AND RESEARCH

Complete the transformation of the Webster Library

6. Phase 5 of the Webster Transformation (in progress)

Improve the discovery and visibility of services, library spaces, and print and digital collections

7. Improvement to digital signage and wayfinding
TRANSFORM LIBRARY SERVICES IN LINE WITH CHANGING NEEDS

Offer an outstanding user experience

8. Foster digital literacy through Wikipedia projects with students, faculty and staff
9. Identify anticipated service changes to Access Services and Interlibrary Loan (and other areas) in light of shared platform adoption e.g. unmediated interlibrary loan, changes in Holds behaviour, etc. (in progress)
10. Develop the preservation policies, infrastructure, and activities necessary for ensuring the enduring usability, authenticity, discoverability, and accessibility of digital content from Spectrum and Special Collections (in progress)
11. Pilot and assess a selector-driven web archiving service
12. Migrate from RefWorks to Zotero and implement training program and communication plan (in progress)

Empower students and faculty members to make better use of Library services and collections

13. Extend 23 Things for Digital Knowledge programme
14. Implement recommendations from instructional services review
15. Identify and prepare for anticipated content changes in light of shared platform adoption e.g., website, guides, instructional materials, etc.
16. Research data management service plan and implementation
17. Plan and launch digital scholarship services (in progress)

Enhance library support for research activities

18. Implement approved top priorities for the development of Spectrum (in progress)
19. Investigate, recommend, and coordinate the implementation of the ORCID researcher ID at Concordia

Create the Concordia University Press to disseminate engaging research in the form of open access scholarly books

20. Publish and promote first suite of Concordia University Press titles (in progress)
21. Establish and operationalize Concordia University Press’s online publishing presence (in progress)
22. Undertake to bring projects into the Concordia University Press with the goal of publishing 7 books in 2020-2021 (in progress)
Develop programs to foster a culture of experimentation with new technologies

23. Expand the Visualization Studio service offering (in progress)
24. Create documentation guidelines and templates for the Technology Sandbox in order to capture student project work happening in the space, and possibly use as assignment samples for faculty

Collections at the Heart of Teaching, Learning and Research

Ensure print and digital collections meet users’ needs and support the teaching, learning, and research activities of Concordia University

25. Develop and deliver a program to encourage Open Educational Resources (OER) adoption
26. Strengthen and simplify ILL relationships with other higher learning institutions (in progress)
27. Inventory and review the thesis collection to ensure the library maintains a public access copy in a preferred format, as well as a preservation copy, of all Concordia theses (in progress)
28. Inventory Webster and Vanier print monograph circulating collections (in progress)
29. Develop a disaster prevention and recovery plan for the general collection (in progress)

Ensure timely access to print and digital collections

30. Implement BCI shared library services platform (in progress)
31. Pilot the use of approval plans in selected subject areas
32. Initiate a request for proposal (RFP) process to select a preferred serials subscription agency

Develop, manage, promote, and preserve the Library’s special collections and archival holdings

33. Plan for and begin to transfer descriptions for audiovisual research archives into the Library’s AtoM database (in progress)
34. Implement an interim solution for ensuring appropriate climate control in the Special Collections vault (until Vanier Library is renovated) (in progress)
35. Develop a disaster prevention and recovery plan appropriate for Special Collections (in progress)
36. Reprocess the Special Collections book collection according to current best practices for preservation and complete the ongoing inventory