



PLANNING DOCUMENT
FISCAL YEAR 2008

Goal	Objectives	Strategy/Time Table	Assessment Measure	How Assessment Results are Used
GOAL I: To promote awareness, support, and use of the academic library as a service-oriented information resource and gateway for the benefit of its clients.				
I.1	Promote the tutoring services to all developmental studies students.	All promotional materials and visits will be complete by the beginning of each quarter.	All promotional materials and records of visits will be kept with the tutoring staff and reported in summary to the Director.	Feedback forms from students and faculty will help develop more effective promotions in the future.
I.2	Increase awareness of career resources, career counseling, and academic counseling services at Griffin Tech and promote the use of professional education journals.	All promotional materials and visits will be complete by the beginning of each quarter.	All promotional materials and records of visits will be kept with the tutoring staff and reported in summary to the Director.	Feedback forms from students and faculty will help develop more effective promotions in the future.
I.3	Develop and implement faculty and staff development teaching methods, developmental advising, and study skills development.	The workshops will be designed and implemented by winter quarter each year.	Evaluation forms for each workshop will be handed out to all participants. Attendance figures will also be kept. All evaluations and statistics will be kept in the Director's office.	The evaluations and statistics will be used to improve the format, delivery methods, and content of the workshops made available.
I.4	Develop external funding sources in support of cultural enrichment programs for students, faculty, and staff.	The Director will locate outside grants and establish the cultural enrichment programs by winter quarter, 2008.	A record of the grants, enrichment programs, and evaluations of participants will be kept in the Director's office.	Evaluations of the enrichment programs will determine the success of the programs and any needed adjustments to future programs.

GOAL II: To design, implement, and evaluate a total program of information based learning experiences that reflect the learning objectives of the curricula.				
II.1	Create and publish instructional videos/DVDs on library services and information literacy using multimedia software and equipment available in all media labs.	New instructional videos/DVDs will be completed by winter quarter, 2008.	Comments from library patrons and number of videos distributed.	The comments and number of handouts will be used to improve the format, content, and delivery of videos to library patrons.
11.2	Maintain a series of voluntary workshops and continuing education events for faculty and students of GTC on library research methods and new information resources as they become available.	The workshops will be designed and implemented by winter quarter each year.	Evaluation forms for each workshop will be handed out to all participants. Attendance figures will also be kept. All evaluations and statistics will be kept in the Director's office.	The evaluations and statistics will be used to improve the format, delivery methods, and content of the workshops made available.
11.3	Promote the use of new information sources and develop the library research skills of all GTC students through in-class presentations for core courses.	In-class presentations are currently ongoing. A list of regularly held in-class presentations will be completed by fall of each year.	All in-class presentations will be recorded and evaluations from instructors and students will be kept in the Director's office.	Evaluations from instructors and students will be used to improve the delivery and content of the in-class presentations.
11.4	Continuously develop and improve the GTC library web site as a gateway to information resources available to faculty and students. Add online "Ask-a-Librarian" feature to the website.	This objective is continuous and on-going.	Periodic surveys and interviews of website users will be completed.	Surveys, interviews, and comments from website users will be used to improve the usability and content of the website.
GOAL III: To provide basic collections and access to supplementary materials in appropriate formats to support current and future programs.				
III.1	Modify and update the collection development plan to meet the needs of new programs and GTC curricular requirements.	The collection development plan will be updated by November 30, 2007.	The completed collection development plan will be on file in the Director's office. Comments on collection development from the Library Advisory Committee, students, faculty, and staff will also be kept.	All comments from the College community will be used to evaluate the effectiveness of the plan. In addition, yearly reviews of the collections will help determine the effectiveness of the current plan.
III.2	Develop and implement a plan for collecting electronic resources in full-text.	The plan will be completed by fall, 2007.	The completed plan will be on file in the Director's office.	All comments from the College community will be used to evaluate the effectiveness of the plan.
III.3	Develop and implement an improved system of audio-visual equipment checkout and maintenance.	New AV policies and procedures will be written by winter quarter, 2008.	Statistics of equipment use will be kept with the librarian.	Statistics on equipment use will determine the need to modify the system.

III.4	Continue a regular system of faculty evaluation of the library collections and services.	Faculty review will begin in November, 2007 and continue until complete by March, 2008.	Faculty review reports will be on file in the Director's office.	Faculty review reports will be used to analyze collection needs for each GTC program.
III.5.	Purchase and implement scheduling software for library orientations, conference room, meetings, equipment request, and tutoring.	Software should be purchased and implemented by December 15, 2007.	A record of the purchases and installation will be kept in the Director's office. Software usage statistics will be kept.	Software usage statistics and staff comments will determine the future needs.
GOAL IV: To ensure that the Griffin Technical College Library has the appropriate technological infrastructure to provide access to information for students and faculty and the management of library operations.				
IV.1.	Develop and purchase media production equipment for library and tutoring support materials.	The media laboratory will be established by winter quarter, 2007.	A record of the purchases and installation will be kept in the Director's office. Equipment usage statistics will be kept.	Equipment usage statistics will determine the future needs.
IV.2.	Write and publish a three year Information and Instructional Technology Plan for Griffin Technical College.	The plan will be developed and written with the IT Planning Committee.	The plan will be submitted to the Senior Management Team by October 1, 2007.	Comments from the Senior Management Team and
IV.3.	Upgrade and/or replace all media equipment in the library used by students, faculty, and staff.	Media equipment will be a replaced and/or upgraded by spring quarter, 2008 or as budgeting permits.	Purchase orders and requests will be kept in the Director's office.	Comments from users will determine the need for further equipment purchases.
IV.4.	Maintain and implement changes in the Griffin Technical College website.	This objective is continuous and on-going.	Comments and suggestions from the IT planning committee, faculty, staff, and students will be gathered for inclusion in a final report.	Final report on the redesign will include suggestions and recommendations for future changes and growth in the website.
IV.5.	Develop an improved circulation and reference desk schedule.	The new schedule will be developed and implemented by August 15, 2007.	The new schedule will be monitored by the Public Services Librarian.	Comments from user surveys and library staff will be used to adjust the schedule to patron needs.

GOAL V: To attract, reward, and retain top quality library staff by providing appropriate tools, and training to foster team building and a full partnership in the Griffin Technical College mission.				
V.1	Develop and implement a series of workshops and conferences for library/media staff.	Workshops will be developed and implemented by fall, 2007.	Records of attendance and participant comments will be kept in the Director's office.	The participant comments will be used to assess the content and relevance of the workshops.
V.2	Support staff participation in off-campus training sessions through GLA, SOLINET, DTAE, and other providers.	Staff participation in off-campus training will be ongoing through the year as available.	Attendance records will be kept in the Director's office.	Comments from participants will determine the need for more training and workshops.
GOAL VI: To provide an appealing, well equipped, and secure library environment that fosters student learning.				
VI.1	Improve the display and storage of periodicals and professional journals.	Purchase and install proper storage and display by fall, 2007.	Records of purchases and installation will be kept in the Director's office.	All records of purchase will be used to determine the needs of future purchases.
VI.2	Set up four additional publicly accessible computer workstations in the library.	Reorganize the library to accommodate the workstations by fall, 2007.	Records of and all other relevant purchases will be kept in the Director's office.	All records of purchase will be used to determine the needs of future workstation purchases.
VI.3	Purchase, replace, and upgrade library media equipment as necessary.	This objective is continuous and on-going.	Purchasing records and inventory records will be updated and kept on file. Usage statistics on laptop and media equipment checkout will be kept.	Usage statistics will determine future purchasing and upgrade plans.

GOAL VII: To develop, promote, and maintain programs that support the instructional goals of the college, provide instructional technology services to college faculty and staff, and develop the library workforce for the Griffin Technical College services area.

VII.1	Expand the tutoring services to include support for students in MAT 101, MAT 191, SCT 100, study skills, and Math for Meds courses.	An expansion plan will be developed and implemented by spring, 2008.	Records of attendance and participant comments will be kept in the Director's office.	The participant comments will be used to assess the content and relevance of the workshops.
VII.2	Develop a degree/diploma program in Library and Media Technology. This program will be designed to fill the need for trained library assistants and school media paraprofessionals in the Griffin Technical College services area and the State of Georgia through GVTC.	This objective is continuous and on-going.	All documentation and progress reports will be kept in the Director's office.	The responses and directives from the Griffin Tech management team and DTAE will provide guidance in establishing a workable program.