

Seneca LIBRARIES

STRATEGIC INITIATIVES PLAN

2005 / 2006 Fiscal Year



Seneca

Table of Contents

Seneca College Mission and Vision Statement.....	1
Goals of Seneca College.....	2
Library Strategic Plan Initiatives 2005-2006-Initiatives Summary Chart.....	3
Functional Teams.....	4
Library Initiative A1: Create a Markham Campus Library.....	8
Library Initiative B1: “Connect with your Library”-Development of a communication, outreach, marketing and retention plan.....	10
Library Initiative C1: Building of an Information Literacy Repository.....	13
Library Initiative C2: New Seneca College Faculty Information Literacy Training Program.....	15
Library Initiative C3: Development of a Research for Success Academic Honesty Tutorial.....	17
Library Initiative D1: Restructuring and Redesigning of the Library Web Site.....	19
Library Initiative D2: Development of a MySeneca tab for access to library resources.....	21
Library Initiative G1: Assessment of library services through LibQUAL.....	23
Library Initiative G2: Participation in the program review pilot study process.....	25
Library Initiative G3: Development of an applied degree policy and procedure.....	27
Library Initiative H1: Integration of e-reserves into program subjects.....	28
Library Initiative H2: Partnership in the OIT Project of Building a Learning Objects Repository.....	30

Seneca College Mission, Vision and Strategic Goals

MISSION STATEMENT

***TO CONTRIBUTE TO CANADIAN SOCIETY BY
BEING A TRANSFORMATIONAL LEADER IN
PROVIDING STUDENTS WITH CAREER-RELATED
EDUCATION AND TRAINING***

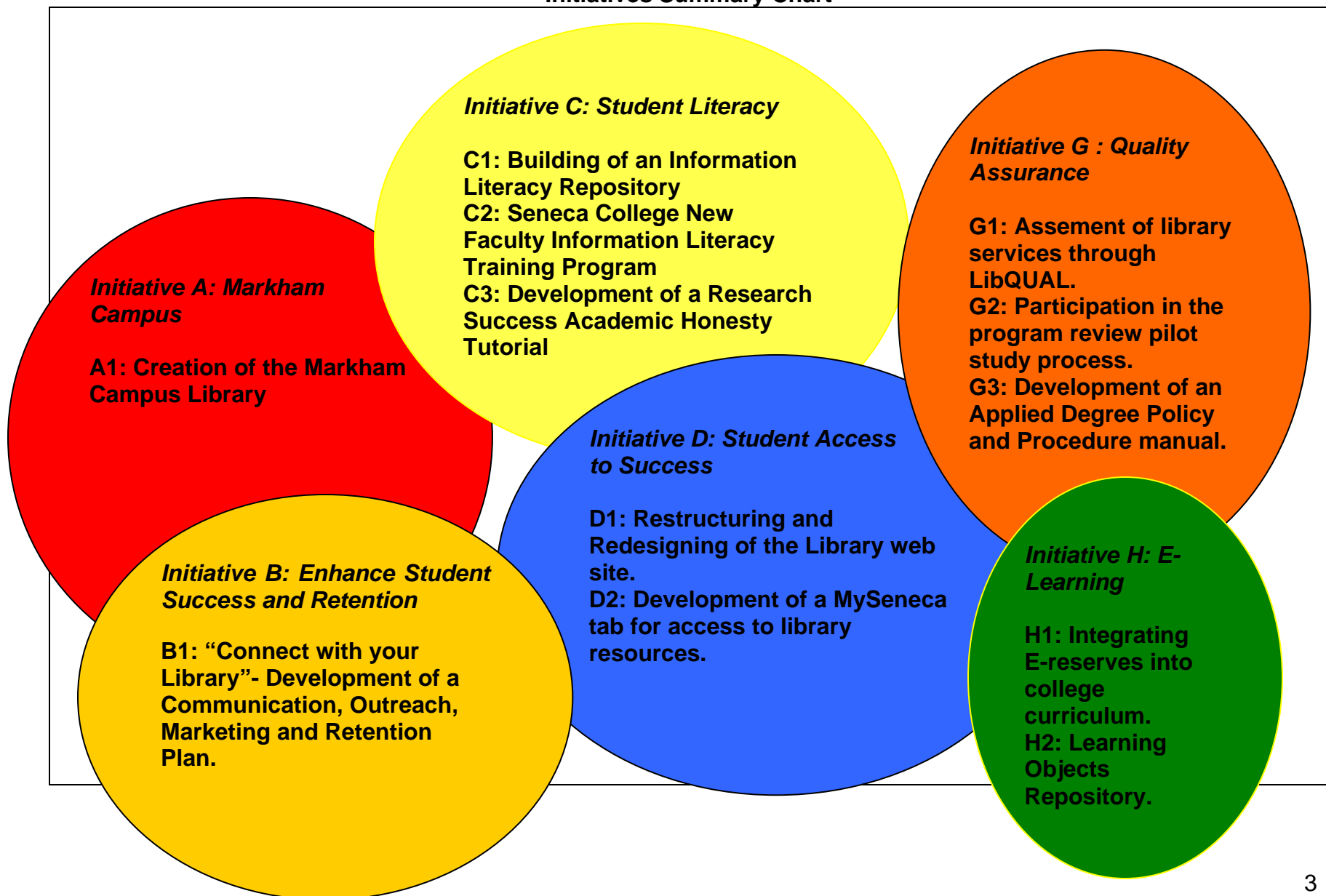
Our VISION is to Lead

- **In Student Success.....**
by preparing today's learners for tomorrow's communities and workplaces
- **In Access to Higher Education.....**
by developing comprehensive programming, multiple pathways and supports for students to achieve their educational goals
- **In Learning.....**
by providing excellence in education and skills development, and by encouraging all Senecans to be lifelong learners
- **In Applied Research.....**
by contributing economically and socially with solution-focused research activities in collaboration with business, industry, social agencies, other institutions of higher learning, and government
- **In Innovation.....**
by developing a culture that encourages risk-taking, entrepreneurship, flexibility, and by embracing change in the interest of organizational effectiveness
- **In Our Commitment to People.....**
by creating dynamic working and learning communities that value people and support inclusion, initiative, personal development and mutual well-being
- **In Our Commitment to Diversity and Equity in Employment.....**
by enhancing a diverse workforce that promotes, reflects, and supports our diverse college community.

GOALS OF SENECA COLLEGE

- 1. QUALITY OF THE EDUCATION EXPERIENCE**
- 2. ACCESS TO SUCCESS**
- 3. OUR PEOPLE: BUILDING ORGANIZATIONAL CAPACITY**
- 4. FINANCIAL HEALTH**
- 5. NATIONAL STATUS**
- 6. EXPANSION OF INTERNATIONAL EDUCATION & SERVICES**
- 7. DIVERSITY AND EQUITY IN EMPLOYMENT**

Library Strategic Plan 2005-2006
Initiatives Summary Chart



Functional Teams:

1. Markham Library

Delia Antonacci (Chair)
Joy Muller
Rosina Leung
Sharon Doyle
Cynthia McKeich
Norma McNaught
Faculty Representatives

2. Orientation Teams

Central Orientation Team:

Rhonda Roth (Chair)
Delia Antonacci
Autumn Piette
Laurie Hoyle
Joel Baker

Newnham Orientation Team:

Rhonda Roth
Rosalie Waller
Gomatie Daniell
Laurie Hoyle
Maryon Egerton-Jones
Carolyn Lam

Seneca @ York Orientation Team:

Carly Brake
Tracy MacMaster
Joel Baker

King Orientation Team:

Cynthia McKeich
Tedi Brash
Autumn Piette

3. *Library Marketing and Promotion Committee*

Carolyn Toppan (Chair)

Joel Baker

Gomatie Daniell

Joy Muller

Marlene LeCompte

Autumn Piette

Patti Quagliarini

Rhonda Roth

4. *Information Literacy Repository Committee*

Rosalie Waller (Chair)

Tedi Brash

Joy Muller

Jane Foo

Carmen Genuardi

5. *New Faculty Information Literacy Committee*

Tedi Brash (Chair)

Joy Muller

Rosalie Waller

Carmen Genuardi

6. *Research for Success Academic Honesty Tutorial*

Kelly Donaldson (Chair)

Joy Muller

Jane Foo

Cynthia McKeich

Rosalie Waller

Carmen Genuardi

Centre for Research & Innovation

ITT

7. *Library Redesign of the Web Site Team*

Jane Foo (Chair)

Joy Muller

Kelly Donaldson (Content Coordinator)

Library Web Site Content Team

8. My Seneca Portal Team

Jane Foo (Chair)
Joy Muller
Kelly Donaldson
Jennifer Peters-Lise
Library Web Site Content Team

9. LibQual Team

Delia Antonacci (Chair)
Cynthia McKeich
Pamela Bolan
James Buczynski
Cynthia McKeich
Tracy MacMaster
Ourania Korentos

10. Program Review Pilot Study Team:

Shannon MacDonald (Chair)
Delia Antonacci
Joy Muller
Carolyn Lam
Cynthia McKeich
Pamela Bolan
James Buczynski/Carly Brake
Sharon Tait

11. Applied Degree Policy and Procedural Manual

Shannon Macdonald (Chair)
Cynthia McKeich
James Buczynski
Carolyn Lam

12. Integration of E-Reserves

Jennifer Peters-Lise (Chair)
Jane Foo
Sharon Tait
Caroyn Lam
Yanti Darmohusodo

13. Learning Objects Repository Team

Carolyn Lam (Library Contact)

Tanis Fink

Jane Foo

Jennifer Peters-Lise

A: Markham Campus College Initiative

Library Initiative A1: To Create a Markham Campus Library

The creation of the Markham Campus has presented us with the opportunity to embrace a fourth Library that will include quiet study space, collaborative work space and strong library services and resources to support the teaching-learning process. The Library will be designed to create a collaborative service facility that integrates the services of librarians, library technicians, and multimedia specialists.

Project team:

Delia Antonacci (Chair), Joy Muller, Sharon Doyle, Rosina Leung, Cynthia McKeich, Norma McNaught, Faculty representatives from each Markham Program

Timelines: April 2005 – March 2006

Key Activities to Achieve the Initiative:

1. Prepare budget for staffing, furniture and equipment for the operation of the Markham Library.
2. Survey incoming faculty from various programs, to determine their needs for the Library.
3. Work with the architects to modify functional plan to fit into the current space allocation.
4. Develop a task plan for the relocating of collections and resources from the King and Newnham Libraries to the Markham Library with timelines and staff responsibilities identified.
5. Attend planning meetings when required to ensure that services and resources will be available for all programs at the opening of the campus.
6. Create a project page on the Library staff Intranet.

Identify Outcome Measures (Indicators and Milestones):

- The plan for the library is developed and approved
- A project leader is appointed and in place
- Renovation and construction are underway, on time and on budget
- Funding is in place

B: Student Success and Retention College Initiative

Library Initiative B1: Development of a Library communication, outreach, marketing and retention plan entitled “Connect with the Library”

Part A

The Library will focus on improving student success and retention through the delivery of our outreach and orientation programs at each campus. Through our outreach services, the library offers many different programs to bring students and faculty into our learning environment. The library also does exceptional work in our library orientation programs which assist our new students in their transition to a college environment and making them aware of the many resources and services offered by the library, both traditionally and virtually.

Part B

The Library Marketing and Promotion Committee will be developing a marketing and branding plan by investigating marketing and promotional best practices for our library and for our partners in the library (ITT and Learning Centres). The goal of the committee will be to create an overall system plan with the objectives of increasing student retention. This will be achieved through the development of viable marketing materials and tools to assist the library in the promotion of our services and resources

Part A Project Teams:

Central Orientation Team:

Rhonda Roth (Chair), Delia Antonacci, Autumn Piette, Laurie Hoyle, Joel Baker

Newnham Orientation Team:

Rhonda Roth, Rosalie Waller, Gomatie Daniell, Laurie Hoyle, Maryon Egerton-Jones, Carolyn Lam

Seneca @ York Orientation Team:

James Buczynski, Tracy MacMaster, Joel Baker

King Orientation Team:

Cynthia McKeich, Tedi Brash, Autumn Piette

Timelines: April 2005 – March 2006

Key Activities to Achieve in Part A Initiative:

1. Creation of campus orientation teams.
2. Investigate best practices around new and innovative methodologies for the delivery of orientation programs.
3. Meet with Student Services staff at each campus to coordinate orientation activities, including mid semester follow-up for each campus.
4. Meet as a campus orientation team to discuss orientation strategies, set up key activities and develop a timeline for each of the key activities.
5. Develop a plan for the delivery of orientation programs in the Library.
6. Prepare a budget outlining the cost for promotional materials needed for the key activities.
7. Create a project plan site on the Library staff Intranet.
8. Have all teams meet in spring to review and discuss best practices.

Identify Outcome Measures for Part A (Indicators and Milestones):

- The plan is developed and approved
- The marketing and promotion committee prepares promotional materials
- Orientations take place in August 2005 and January 2006
- Mid-semester follow-up in February 2006

Part B Project Team:

Carolin Toppan (Chair), Joel Baker, Gomatie Daniel, Joy Muller, Marlene Lecompte, Autumn Piette, Patti Quagliarini, Rhonda Roth.

Timelines: September 2005 – March 2006

Key Activities to Achieve in Part B Initiative:

1. Development of terms of reference.
2. Review marketing policies and procedures, ensure they are added to the library policy manual and distribute to all library staff.
3. Development of customized campus library marketing plans for each campus.
4. Development of the annual library marketing plan.
5. Development of annual library and partners marketing plan.
6. Prepare a cost analysis of all required materials.
7. Development of a printing schedule to ensure all materials are prepared and ready for student orientations in a timely manner.
8. Maintenance of resource binders.
9. Create a project site on the Library intranet including: copies of all marketing materials, individual campus marketing plans and the system marketing plan.
10. Meet twice a semester to review plans and share materials and best practices.

Identify Outcome Measures for Part B (Indicators and Milestones):

- Terms of reference are developed and approved
- The system and local campus plans are developed and approved
- The cost analysis is developed and approved
- All materials, plans and schedules posted on the staff intranet
- All binders maintained and up-to-date

C: Student Literacy College Initiative

Library Initiative C1: To Build an Information Literacy Repository in a Collaborative Partnership

Develop a collaborative information literacy resource, with the Library, ITT, PD and the Office of Research and Innovation, to provide a repository incorporating both internal and external information literacy best practices, relevant resources and identify library services to enhance and increase awareness in the teaching and learning environment.

Project Team:

Rosalie Waller (Chair), Joy Muller, Jane Foo, Tedi Brash and Carmen Genuardi, Library support staff and the Office for Research & Innovation, various School Faculty and ITT.

Timelines: September 2005 – March 2006

Key Activities to Achieve the Initiative:

1. Develop a project plan.
2. Develop an Intranet project site.
3. Determine MySeneca technological environment for housing the repository.
4. Design template.
5. Approach collaborative partners for input and support.
6. Develop content.
7. Determine pilot date for launch of repository.
8. Develop marketing plan and materials to highlight this resource to Seneca College community.
9. Develop assessment tools.
10. Launch product.

Identify Outcome Measures for Part B (Indicators and Milestones):

- Functional team is formed
- Intranet site is developed and maintained
- Contract with collaborative partners is agreed upon
- Product is prepared
- Preliminary marketing is accomplished through presentation and print resources announcement mechanisms
- Collaborative effort is made to incorporate information literacy resource into faculty training materials
- Academic community is introduced to the product

Library Initiative C2: To investigate ways to ensure faculty are exposed to and made aware of information literacy opportunities for teaching and learning through library resources and services.

Collaboratively with individual Schools and the Department of Professional Development, create opportunities and activities that provide both new and existing faculty multiple pathways to information literacy methodologies and delivery modes through library resources and services.

Project Team:

Tedi Brash (Chair) Joy Muller, Rosalie Waller, Carmen Genuardi, Centre for Professional Development

Timelines: September 2005 – March 2006

Key Activities to Achieve the Initiative:

1. Develop a project plan.
2. Develop an Intranet project site.
3. Approach collaborative partners. (CPD, School Chairs, library sub-committees)
4. Develop activities and timelines.
5. Determine marketing plan to promote information sharing to faculty.
6. Develop assessment tools.

Identify Outcome Measures (Indicators and Milestones):

- The team is formed
- Project site is developed and maintained
- Relationship with collaborative partners is developed
- Pilot activity is prepared
- Assessment is undertaken

Library Initiative C3: To develop a Research for Success Academic Honesty tutorial that provides the Seneca College user community with standards and guidelines to enhance student understanding of copyright and plagiarism issues.

Through the expertise and partnership of librarians and faculty at Seneca College, the Library will design an information literacy tutorial entitled Research for Success: Academic Honesty. With technology enhanced development and delivery methods, through collaboration with ITT and the Centre for Research and Innovation, the Research for Success tutorial will become a generic product offered to the whole Seneca College academic community.

Project Team:

Kelly Donaldson (Chair), Joy Muller, Jane Foo, Cynthia McKeich, Rosalie Waller, Carmen Genuardi, Centre for Research & Innovation, ITT

Timelines: January 2006 – June 2006 – Research and Writing Component
July 2006 – December 2006 – Testing, Training & Trial Pilot

Key Activities to Achieve the Initiative:

1. Develop a project plan.
2. Develop an Intranet project site.
3. Determine technological platform required for.
4. Conduct research as required.
6. Approach collaborative partners for input and support.
7. Design and write tutorial.
8. Determine date for launch of pilot product.
9. Develop preliminary training plan and materials.
10. Develop assessment tools.
11. Launch product.

Identify Outcome Measures (Indicators and Milestones):

- Functional team is formed
- Intranet site is developed and maintained
- Product is researched, designed, written and tested
- Preliminary training is accomplished through presentation and print resources
- Pilot is run through Fall 2006 semester with selected faculty
- Assessment tool is agreed upon
- Seneca College academic community is introduced to the product

D: Student Access to Success

D1: Redevelopment of Seneca Libraries web site

Seneca College Libraries are committed to delivering an up to date, customized and collaborative web site that emulates the physical environment yet offers direct access to our resources and services in an online environment. In accordance with the changes to our administrative reporting structure and the change in our departmental name this year, the Seneca Libraries will be redesigning our web site both in content and structure to offer the students and Seneca staff more easily identifiable access to those resources and services for a successful academic experience.

Project Team:

Jane Foo (Chair), Joy Muller, Kelly Donaldson (Content Coordinator), Web Content team, Learning Centres, ITT

Timelines: April 2005 – March 2006

Key Activities to Achieve the Initiative:

1. Develop plan for analyzing content around resource issues for customizing the Seneca Libraries web site.
2. Conduct Library Content team meetings to prioritize content concerns and identify specific resources to be customized and updated.
3. Explore technological capabilities for customization integration such as RSS feeds.
4. Investigate best practices amongst other academic sites.
5. Liaison and collaborate with other areas of the college such as ITT, to ensure and enhance functionality.
6. Create Seneca Libraries Intranet Project site.
7. Develop redesign and content recommendations and timelines for project.
8. Provide content team with architectural layout for redesign.
9. Ensure new content is populated into the new Seneca Libraries web site design.

10. Investigate ways to improve tracking and measurement of web system performance.

Identify Outcome Measures (Indicators and Milestones):

- Timelines are established for each key activity
- Staff functional teams are assigned project specific tasks
- Technological issues are identified
- Content team confirms content architecture and updates content
- Intranet project site is launched
- Technological framework issues are addressed
- Redesign is confirmed and web site is populated, tested and launched

D2: Customization of Seneca Libraries resources through MySeneca Portal

Through the Seneca College portal MySeneca, the Library and collaborative partners will be designing a customized tab to offer the students and Seneca staff the ability to integrate their selection of library resources for a more direct and personalized access to the tools they need for a successful academic experience.

Project Team:

Jane Foo (Chair), Joy Muller, Kelly Donaldson, Library Web Site Content Team, MySeneca Portal Committee, Jennifer Peters-Lise, Valerie Lopes

Timelines: April 2005 – March 2006

Key Activities to Achieve the Initiative:

1. Confirm approval from Portal team for the new tab to be developed.
2. Develop plan for analyzing content around resource issues for customizing the Seneca Libraries web site to become MyLibrary within MySeneca.
3. Conduct Library Content team meetings to prioritize content concerns and select specific resources to be customized.
4. Explore technological capabilities for customization integration.
5. Investigate best practices amongst other academic sites.
6. Liaison and collaborate with other areas of the college such as ITT, to ensure and enhance functionality.
7. Create Seneca Libraries MySeneca Intranet Project site.
8. Develop customization recommendations and timelines for project.
9. Provide Portal committee with architectural layout for new portal tab.
10. Ensure new tab content is populated into MySeneca.
11. Feedback and assessment methodologies are determined.

Identify Outcome Measures (Indicators and Milestones):

- Timelines are established for each key activity
- Staff functional teams are assigned project specific tasks
- Technological issues are identified
- Content team develops content architecture
- Intranet project site is launched
- Technological framework issues are addressed
- New tab is populated and tested

Initiative G: Undertake Quality Assurance Program Across the College

G1: Assessment of Library Services through LibQual.

As part of the College's strategic initiatives of Quality Assessment, and Access for Success, the Seneca Libraries are embarking on soliciting, tracking, understanding and assessing our service quality as experienced by our users. Meeting the Seneca College community's demand for innovative new services and resources necessitates the need for us to focus on what our users would like and what they need to succeed during their time at Seneca as well as when they leave our halls.

In order to begin this large undertaking, the Seneca Libraries are proposing to use an already existing service called LibQUAL. This is a well-known Web-based survey used across North America that helps libraries assess and improve library services, adjust our identity within the organizational culture and provide direction as to how to promote our services more effectively.

The goal of the survey is to:

- Foster a culture of excellence in providing library service
- Help libraries better understand user perceptions of library service quality
- Collect and interpret library user feedback systematically over time
- Provide libraries with comparable assessment information from peer institutions
- Identify best practices in library service

The results of the survey have enabled institutions to identify best practices, analyze the gaps in service and assist in determining where resources should be better allocated. As well, the survey will enable us to obtain information from the library users as to what services need improvement. From these results, the Library team can determine how to improve certain services so that we are meeting our user's expectations.

QA Project team:

Delia Antonacci (Chair), Cynthia Mckeich, Pamela Bolan, James Buczynski, Tracy MacMaster, Ourania Korentos

Timelines: April 2005 – March 2006 (Year One)

Key Activities to Achieve the Initiative: Year 1 Investigation:

1. Review LibQUAL procedures manual in preparation for the survey.
2. Meet with respective groups at the College to ensure that the necessary elements are available to run the survey.
3. Register for the LibQUAL survey in August 2005.
4. Work with the LibQUAL team to set up the survey, which will be run in January 2006.
5. Train staff at respective campuses in preparation for the survey.
6. Conduct survey over a determined 3 week period in early 2006.
7. Obtain results from survey in April 2006 and begin preparations for evaluating results and developing a 5 year plan to address the identified gaps.

Identify Outcome Measures (Indicators and Milestones):

- Survey is completed
- The five year plan is developed and approved
- The project leader and staff are appointed and in place
- A benchmark is chosen

G2: Participation in the College program review pilot study process.

Seneca College has approved an Academic Program Review Policy. This policy dictates that “all academic programs will be reviewed at least once every 7 to 10 years or more frequently if indicated in the ongoing formative review process. The comprehensiveness of program review for certificate, diploma and degree programs may vary to be aligned with relevant standards (such as, the Post Secondary Education Quality Assessment Board, PEQAB), requirements for applied degree programs and provincial standards”.

The review will be conducted by an internal review team consisting of various stakeholders, which includes the Seneca Libraries.

In the 2005/06 academic year, there will be a pilot study of seven programs at various campuses. The library will establish a functional team that will develop a policy and procedure for Library review, based on our pilot study results.

In the following years, as a result of the established policy and procedure, the librarian at the appropriate campus will be assigned to work with the program review team throughout the process to identify the information needed for the program review, provide feedback on library resources and materials needed, and to review library holdings for identified key materials.

Project Team:

Shannon MacDonald (Chair) Tanis Fink, Delia Antonacci, Carolyn Lam, Joy Muller, Cynthia McKeich, Pamela Bolan, James Buczynski, Carly Brake, Sharon Tait.

Timelines: April 2005—March 2006(Year One)

Key Activities to Achieve the Initiative:

1. Establish a functional team that will develop a draft policy and procedure for Library review.
2. The librarian at the appropriate campus will be assigned to work on the program review team to identify the information needed for the program review, provide feedback on the library resources and materials needed, and to review library holdings for identified key materials.
3. Review process and outcomes at the end of the pilot project.

Identify Outcome Measures (Indicators and Milestones)

- Pilot program review is completed for the first year
- The functional team will write a draft policy and procedure for working on the program review team
- Work with the program review team to prepare for the next program review

G3: Development of an Applied Degree Policy and Procedural Manual

Seneca College is in the process of designing applied degrees. Part of the application process requires information and data from the libraries. In order to ensure that each campus is providing appropriate, thorough and consistent information, for the applied degree submissions, a review of the process of delivering this information is required. A functional team will be organized to develop an Applied Degree Policy and Procedure manual for the Seneca Libraries. This will ensure that the quality and process is consistent at each campus. The policy and procedures will be reviewed yearly to ensure it is meeting the needs of the application process.

Project team:

Shannon MacDonald, Cynthia McKeich, James Buczynski, Carolyn Lam.

Timelines: April 2005 – March 2006

Key Activities to Achieve the Initiative:

1. Document process as Applied Degrees are done from April 2005 to January 2006.
2. Using documented process, write a draft procedures manual with respect to applied degrees for all library staff to use at all three campuses.
3. Present draft procedures manual to librarians and managers for review and approval.

Identify Outcome Measures (Indicators and Milestones):

- Draft copy of procedures manual complete
- Draft manual approved by librarians and management

Initiative H: Increase and enhance E-learning Opportunities.

Initiative H1: Enrich student e-learning experience through the creation of library policy on the integration of e-reserves into program subjects.

The Seneca Libraries will complete an assessment of the options available for faculty and library staff to create e-reserves for integration into program subjects. The assessment will include a review of the libraries' current practices and systems, an investigation of e-reserves solutions used in other institutions, recommendation of a preferred solution for Seneca, and the creation of Library policy and procedures on the use of e-reserves.

Project Team:

Jennifer Peters-Lise (Chair), Yanti Darmohusodo, Jane Foo, Sharon Tait, Carolyn Lam

Timelines: September 2005 – March 2006

Key Activities to Achieve the Initiative:

1. Analysis of reserve and e-reserve practices at Seneca including research by course pages, course reserves in Voyager and e-reserves in Bb content system.
2. Research current trends in reserve methodologies and systems.
3. Investigate approaches used by other academic libraries to support e-reserves in their institutions.
4. Review findings from above and make recommendation on best approach for Seneca Libraries.
5. Pilot recommended approach with a subject at each campus. Review outcome of pilot.
6. Develop policies and procedures.
7. Provide staff training as required on recommended e-reserves policy and procedures.
8. Market service to academic community.

Identify Outcome Measures (Indicators and Milestones):

- Documentation outlining current trends, practices and approaches
- Recommendation of best approach for Seneca Libraries
- Pilot in several subjects to test recommendation
- Policy and procedure developed
- Staff training
- Marketing plan developed and delivered

Initiative H2: Partner in the OIT Project for the LO Repository

Collaborating with Seneca partners, the library will be supporting e-learning by contributing to the building and managing of digital repositories.

The digital repository project is being funded through the Ontario Innovation Trust (OIT). The project is the building of a Learning Object Repository with a project goal of end user testing of interoperability of LO repository tools developed by EduSource with proprietary search and course management software. The library will be working with Dawn Mercer in the role of Principal Investigator and the ITT department. The library has two roles in the OIT project. One is providing expertise in the area of metadata, and the second role is our expertise with ENCompass software. The ENCompass product will be used as an example of proprietary software and used for federated searching.

Project Team:

Dawn Mercer (Principal Investigator), Tanis Fink, Carolyn Lam (Library Contact), Santo Nucifora, Joanna Hunt, Jane Foo, Kathy Siedlaczek and Jennifer Peters-Lise.

Timelines: April 2005 – March 2006

Key Activities to Achieve the Initiative:

1. Creation of IEEE/LOM/CanCore/Dublin Core crosswalk.
2. Creation of database specifications for LOR.
3. Creation of Cancore/Seneca application profile DTD.
4. Survey of existing LOR's controlled vocabularies.
5. Creation of controlled vocabularies for classification section of metadata standard. (subject/discipline, Seneca program, etc.)
6. Creation of mock upload interface to test controlled vocabularies with faculty.
7. Testing of existing LOR search interfaces.
8. Creation of help documentation for mock interface.

9. Testing of mock interface with Faculty, Librarians, Instructional designers, and multimedia developers.
10. Test upload of objects into Encompass.
11. Metadata consultation for creation of alpha LOR in D-Space. Test loading of metadata for objects into alpha LOR in D-Space.

Identify Outcome Measures (Indicators and Milestones):

- Selection of a metadata standard for the repository
- Development of an application profile
- Project web site available and maintained
- All pertinent software and repositories reviewed and evaluated
- Hardware and software infrastructure set up
- Learning Objects entered into alpha repository with metadata tags