

**2000-2001 OPERATIONAL PLAN
Overview**

FACULTY/SCHOOL/DEPARTMENT: LIBRARY RESOURCE CENTRES

Core Base Functions (in priority order)

- 1.** Strategy 2.0 Core LRC Services at Newnham, King and Seneca @ York campuses.
2. Strategy 5.1 Modify and integrate the "Research Success" online module as part of EAC 150.
3. Strategy 5.4 Update ELVIS site to reflect current web design standards and technologies.
4. Strategy 5.1 Support the College's on-line course delivery by creating web-base, course specific learning resources.
5. Strategy 8.1 Staff professional development and training
6. Strategy 3.1 LRC Service Standards

Incremental Add-On Functions (in priority order)

- A.** Strategy 2.0 Learning Resource collections (print and electronic) linked to classroom activity and course curriculum.
- B. Strategy 8.5 Space and furniture planning for Newnham and King LRC
- C. Strategy 5.4 Web-based integrated library system.
- D. Strategy 3.2 Investigation of the future mandate of Audio-Visual Services
- E. Strategy 5.1 Electronic and digital initiatives.

** = simply enter a specific reference to one element of the Strategic Plan or one of the Strategic Directions

Submitted by: _____

Vice President: _____

2000-2001 OPERATIONAL PLAN -- EXECUTIVE SUMMARY
Part I

LOCAL VISION STATEMENT

(to include relevant trends, contextual information, and rationale for the next 2-3 years)

FACULTY/SCHOOL/DEPARTMENT:Library Resource Centres

Seneca College provides the most current programs and services, diverse learning options, and the latest learning technology, which prepares our students to succeed in the 21st century. We prepare our students for the present and beyond. It is important that our students have the skills to access information resources and services which support their learning at Seneca, and the ability to carry over these skills, as graduates, into their area of employment.

In a presentation to an administrative group, President Quinlan spoke about his college vision for the millennium. He highlighted in his vision the importance of the following: providing our students with access to the knowledge economy and the skills necessary for our students to be successful in this new environment; developing and training college staff so that they can keep pace with the ever-changing field of education; integrating information technology into the way Seneca delivers teaching and learning; delivering services and resources that are flexible and responsive to clients needs; creating a culture that fosters and promotes a learner-centered environment; maintaining our leadership role in the delivering of quality post-secondary education.

The Library Resource Centres in the development of their operational plan, created a vision that reflects the overall direction of Seneca College. The Library vision is truly a learner centered one. It is a vision that is flexible and progressive. It is a vision that can keep pace with the emerging technologies and changing programs at Seneca College. Finally it is a vision that puts the student first and foremost through the following strategic initiatives:

- **Provision of a learning commons at each campus, which will provide students the IT and research skills necessary to be successful in the knowledge economy.**
- □ **Provision of state of the art learning centered facilities at the Newnham, King, and Seneca @ York Campuses.**
- □ **Provision of learning resources that are up-to-date, relevant and sufficient in number to meet students' research and study needs.**
- □ **Provision of LRC resources and services that are flexible, relevant, progressive and that keep current with advanced programs and new technologies.**
- □ **Provision of customized web-based learning resources and services that enhance both online and traditional course delivery and increase student information literacy skills.**
- □ **Provision of learning facilities that are conducive to studying, learning and working.**

- □ **Provision of staffing that is well trained and equipped to handle the ever changing dynamic of a learning commons.**

Building on our outstanding record over the last three years and in particular, reviewing the success of the Learning Commons model at Seneca @ York, these initiatives are designed to move the major components of the Commons one major step closer to a unique, singular learning resource.

- 1. College Strategic Directions:**
 - ▣ **Advanced Applied Education**
 - ▣ **Campus Development**
 - ▣ **Human Resource Initiatives**

- 2. College Trends**
 - ▣ **Competition and the "open marketplace"**
 - ▣ **Changing rules in post-secondary education**
 - ▣ **Partnerships**
 - ▣ **Accountability-driven decision-making**
 - ▣ **Globalization**
 - ▣ **Customization and choice**

- 3. Library Trends:**
 - ▣ **Digitization of library materials**
 - ▣ **Classification of electronic information**
 - ▣ **Improved and enhanced library space**
 - ▣ **Focus on library staff training and development**
 - ▣ **Emphasis on print and electronic collections**
 - ▣ **Customized access to information (Portal Technology)**
 - ▣ **Collaborative teams and instructional teams for the delivery of programs**

Part II

FACULTY/SCHOOL/DEPARTMENT: LIBRARY RESOURCE CENTRES

CORE BASE FUNCTIONS (in priority order)				
Priority	Reference^a	Description^b	Measurable Outcome	Achieved by^c
1.	Strategy 2.0	Support Seneca College's mission of quality education by continuing to provide core services at all existing Library Resource Centres.	A complete educational experience for Seneca Students through independent study and research in a College Library Resource Centre.	March 31, 2001 and ongoing.
2.	Strategy 5.1	In partnership with the Faculty of General Education and the Centre for New Technologies in Teaching and Learning (CNTTL), the Library will be modifying and integrating the "Research Success" online module as an integral part of the EAC 150 programs; ensuring that all students are provided with a technologically advanced information literacy product across the curriculum.	A customized library research tool designed in collaboration with the School of General Education, to teach basic research skills across the curriculum, in a positive environment, which will enhance student learning and lifelong critical thinking.	December 2000.
3.	Strategy 5.4	Through a user centered web design approach, redesign the ELVIS web site to reflect current Web design standards and technologies available in the College (i.e. Portal Technology)	Create a viable virtual library product that is closely linked to college activity at all levels. Through the college initiative of Portal Technology, delivery of customized web pages for all Seneca employees and students.	January 2001 and ongoing.
4.	Strategy 5.1	Create web-based, course specific learning resources to enhance the teaching and learning process, thereby enriching the quality of education offered by the college.	Enhanced curriculum design and increased student information literacy skills through the inclusion of customized web-based learning resources in course development.	Ongoing.
5.	Strategy 8.1	Continue to conduct the annual review of employees' professional development plans to determine staff training needs. Create a <u>Library Staff Training Plan and Policy</u> with the direction and support of the Centre for Professional Department (CPD).	"LRC Staff Training Plan and Policy" that identifies employees' training needs and actions for individual and group skills and IT training.	September 2000 and ongoing.

CORE BASE FUNCTIONS (in priority order)				
Priority	Reference^a	Description^b	Measurable Outcome	Achieved by^c
6.	Strategy 3.1	To continue with the annual development of one new service standard for the individual library areas linked to student and faculty satisfaction survey information and KPI results.	Defined standards of service for the LRCs.	March 2001.

a = specific reference to an element of the Strategic Plan or one of the Strategic Directions

b = *briefly* describe the activity here, provide details on accompanying Plan Details page(s)

c = note the date (month/year) when first results are expected

NB: duplicate this section as needed, until all Core Base Functions are listed

Part III

FACULTY/SCHOOL/DEPARTMENT: LIBRARY RESOURCE CENTRES

INCREMENTAL ADD-ON FUNCTIONS (in priority order)

Priority	Reference ^a	Description ^b	Measurable Outcome	Achieved by ^c
A.	Strategy 2.0	In partnership with academic programs, continue to build and maintain learning resource collections (print and electronic) that are closely linked to classroom activity and course curriculum. To investigate the process of college curriculum review and development for the purpose of determining the impact on learning resources.	Improved/relevant collection by program area.	March 2001 and ongoing each year.
B.	Strategy 8.5	Improve working conditions in the Newnham and King LRC/Learning Centre for both students and staff by reviewing the current condition of furniture for staff and students and developing a three year plan for the replacement of fixed and mobile furniture.	A Library and Learning Centre space that is more conducive to student learning and study as well as providing an efficient and ergonomic work space for staff.	2002/2003.
C.	Strategy 5.4	Investigate the acquisition of a new automated library system that will be compatible with the new technologies planned for Seneca College.	Automated library services for students, faculty and staff of the same level and quality as other IT services offered at the college.	Summer 2001.
D.	Strategy 3.2	To investigate the future mandate of A/V Services in their role of supporting the teaching-learning process and to prepare a proposal outlining recommendations for changes and developments.	A state-of-the-art A/V department, providing the next generation of customized services and equipment to enhance the technology based curriculum offered across the college.	March 2001.
E.	Strategy 5.1	To explore the role of the Seneca Library in the area of electronic and digital initiatives and to take on the role of organizing all research papers, college documents and reports that are relevant to the Seneca community, but not easily accessible.	As the "Information Storehouse" for the College, providing easy access to valuable research papers, college papers, and reports thus creating an organized and efficient method of retrieving documentation for both research and historical significance for the college.	January 2001.

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2000-2001 OPERATIONAL PLAN PLAN DETAILS

For *each* Core Base Function and *each* Incremental Add-On Function, provide details outlining the specific activities/tactics you expect to undertake, including timing, those who will be responsible, and all internal or external partners.

FACULTY/SCHOOL/DEPARTMENT: LIBRARY RESOURCE CENTRES

CORE BASE FUNCTION- #1 Priority

- Strategy 2.0:** To increase student success in their full and part-time programs.
- Strategy 3.0:** To improve services to all internal and external clients and to Seneca's increasingly diverse population of students and graduates. Enabling their educational career and personal success.
- Strategy 4.0:** To develop Seneca's global orientation and to increase international recognition of Seneca's quality of education and training.
- Strategy 5.0:** To increase the integration of information technology in learning and work throughout Seneca.

Action/Description:

Support Seneca College's mission of quality education by continuing to provide core services at all existing Library Resource Centres.

The delivery of information to the Seneca College community will continue to be at the forefront of the Library Resource Centres' responsibility. Both print and electronic sources as well as access to web resources will, for the foreseeable future, continue to be in high demand by students, faculty and staff. Access to library computers for library based products, circulation services for reserve and general print materials, audio-visual hardware and software and web-based library services through ELVIS are continuously being requested here at Seneca. With the strategic direction of the college moving towards applied degrees and international partnerships, the research requirements of faculty and students will intensify and the demand upon library resources will expand rapidly. In order to meet this growing trend, the Library Resource Centres will continue to provide high quality services, which will continue to support and reflect well upon the college as a whole.