

Mansfield Library Projects (Sept 2023 – August 2024)

Aligned with UM FY24 Annual Playbook and Objectives

These Mansfield Library projects highlight current needs and opportunities and do not represent all the ongoing efforts and resources focused on achieving the Mansfield Library mission, vision, and values.

Objective 2: Increase retention and persistence through enhanced student experiences.

2.1) Project: The Building Projects Advisory Committee will create and implement a plan for enhancing the welcoming and professional environment of the library's front-facing service desk on level 3.

Action:

- Find ways to decrease visual clutter.

Success Indicators:

- ✓ Purchase and install new equipment cabinets.
- ✓ Purchase and install mobile space dividers to break line of sight to work and storage spaces.
- ✓ Completed by Jan. 1, 2024.

Project Leads: Building Projects Manager, Building Projects Advisory Committee

2.2) Project: Realign the library's owned materials with WorldCat to reflect more accurate information that makes materials easier to find.

Actions:

- Involve analysis of OCLC provided reports and additional database clean up to update data that couldn't be done by the initial automated process.
- Set up an annual review of holdings with OCLC.

Success Indicators:

- ✓ Data maintenance issues from OCLC reports are identified.
- ✓ Manual data updates are completed or incorporated into normal workflows.
- ✓ Annual review of data scheduled with OCLC.

[Library PFA 2.4 from previous document; final report notes “In Progress”; We believe this should remain a priority in the upcoming PFAs. This will likely involve staff in Bibliographic Description and Processing, Data Management and Discovery as well as continued collaboration with OCLC.]

Project Lead: Data Management and Discovery

2.3) Project: Improve stewardship and preservation of the library’s local media productions, including content by and about the University of Montana.

Actions:

- Inventory local media productions.
- Consult with library stakeholders (create a task force) to determine best way to move forward with preserving and providing access to these materials.

Success Indicators:

- ✓ Inventory of local media productions is completed.
- ✓ Task Force decisions are documented.

[Combining and continuing ideas expressed in Library PFA 5.2, 5.1 and 1.12 from previous document. Expect this to involve staff/faculty from Bibliographic Description and Processing, Data Management and Discovery, Archives and Special Collections, Digital Initiatives, and Information and User Services.]

Project Lead: Data Management and Discovery

2.4) Project: Prioritize diversity, equity, inclusion, and anti-racism in the library’s policies, practices, and procedures.

Actions:

- Reinststate the Library’s Diversity, Equity, and Inclusion (DEI) Committee with the authority to hold the Library accountable for the 2021 Mansfield Library Anti-Racism Task Force Report recommendations.
- Host annual anti-racism growth and learning opportunities for Library employees.
- Participate, collaborate, and support campus partners developing and building programs for historically, persistently or systematically marginalized groups.
- Partner with student organizations, specifically identity-based groups, on events, exhibits, and other Library efforts that highlight BIPOC events or various aspects of the collection.

Success Indicators:

- ✓ Successful creation of the Mansfield Library's Diversity, Equity, and Inclusion Committee.
- ✓ Compile DEI annual report highlighting DEI initiatives and programs.

Project Leads: Diversity, Equity, and Inclusion Committee, Reference and Instruction Unit, Dean of Libraries

2.5) Project: Collaborate with UMIT to set shared goals and success indicators for new UMIT/Mansfield Library space and service pilot partnership.

Actions:

- Identify stakeholders in the Library's Information Center (IC) and within UMIT to work on developing shared understandings and goals for the pilot.
- Develop and implement shared goals across all service areas in the IC.
- Establish success indicators for AY2023-24 pilot.

Success Indicators:

- ✓ Develop a document outlining shared understandings and goals.
- ✓ Assessment of success indicators at the end of AY2023-24.

Project Lead: IUS service area leads

2.6) Project: Design services and instruction and develop resources in partnership with Missoula College students, faculty, and staff to engage students in, and prepare them for, coursework and graduation. Center students' aspirations, strengths and lived experiences, in tandem with College initiatives, in library services and instruction.

Actions:

- Create and integrate online information literacy learning objects into Moodle for WRIT 101 and WRIT 101 PLUS.
- Integrate information literacy into Missoula College's "How to College" program.
- Provide in-person information literacy instruction to all of Missoula College's WRIT 101 and WRIT 101 PLUS.
- Develop assessment specific to Missoula College first-year instruction.

- Explore collaborations between Missoula College's Dual Enrollment and Distance Learning Programs.

Success Indicators:

- ✓ Students participate in online information literacy modules and face-to-face instruction for WRIT 101 and WRIT 101 Plus.
- ✓ Review assessment data provided by the students and modify instructional plan accordingly.
- ✓ Meet with the Dual Enrollment and Distance Learning stakeholders to create foundation for collaboration.

Project Leads: Adjunct Reference and Instruction Librarian, Online Learning Librarian

2.7) Project: Using the library's game collections, generate programming opportunities that create a sense of community and connect users to the library's services, spaces, and resources.

Actions:

- Develop a series of programs centered on the library's game collections to connect students with different library resources and establish a sense of library community.
- Successfully leverage resources and services from different library units in order to create effective game programming opportunities.

Success Indicator:

- ✓ Analyze feedback data from students participating in library game-based programming that can assess their knowledge and identify their perceptions of the library's services, spaces and resources to improve the library experience.

Project Leads: Reference and Instruction student employee, Adjunct Reference and Instruction Librarian

2.8) Project: Hire a full-time tenure-track librarian for the Missoula College Payne Family Library to provide targeted research support and instruction to meet the unique needs of Missoula College students.

Actions:

- Develop job description with rationale.
- Propose position to Provost.
- Recruit, hire, and retain a full-time tenure-track librarian for the Payne Family Library at Missoula College.

Success Indicator:

- ✓ Mansfield Library hires a full-time tenure-track Librarian for the Payne Family Library at Missoula College.

Project Leads: Reference and Instruction Unit, Library Faculty Committee, Fiscal and Personnel Manager, and Dean of Libraries

2.9) Project: Following the recommendations from the Anti-Racism Task Force report, hire a full-time tenure-track Diversity, Equity, and Inclusion (DEI) librarian to lead the library in anti-racism work and addressing institutional racism.

Actions:

- Develop job description with rationale.
- Propose position to Provost.
- Recruit, hire, and retain a Diversity, Equity, and Inclusion (DEI) librarian.

Success Indicator:

- ✓ Mansfield Library hires a full-time tenure-track Diversity, Equity, and Inclusion librarian.

Project Leads: Reference and Instruction service area, Library Faculty Committee, Fiscal and Personnel Manager, Dean of Libraries

2.10) Project: Transform the way the library engages individuals at campus and library events by reimagining giveaway and marketing material purchased and presented at these events to be more sustainable.

Actions:

- Evaluate the library's current giveaway items for higher quality, being environmental conscious, and their value to the individual's lives.
- Identify what other materials campus departments giveaway at campus events.
- Realize a new host of items and/or experiences to offer individuals at events that embrace sustainable practices.

Success Indicator:

- ✓ Creating and/or ordering new experiences and sustainable giveaway items.

Project Lead: Marketing Team

Objective 3: Shape broadly educated and specifically skilled students for a lifetime of success.

3.1) Project: Continue to work with the Office of Undergraduate Research (OUR) to support undergraduate student research at UM

Actions:

- Work with OUR to promote, archive, and celebrate undergraduate student research via the annual UM Conference on Undergraduate Research (UMCUR)
- Support the development of a student-led, open access, undergraduate student research journal, to be published via ScholarWorks

Success Indicators:

- ✓ UMCUR presentations continue to be archived in ScholarWorks
- ✓ UMCUR participants celebrated during an awards ceremony hosted at the library
- ✓ Initial cohort of students determines the scope and workflows for an undergraduate student research journal

Project Leads: Undergraduate Services Librarian and Digital Initiatives Librarian

3.2) Project: Foster career readiness through student employee certification and feedback, instruction, communication, and relationships.

Actions:

- Pilot Griz Career Skills Certification Program with reference student employee(s). Provide feedback on Program to the office of Experiential Learning & Career Success (ELCS) and internal employees.
- Develop and provide resume training for student employees (including articulating their library employment skills to workforce applications).
- Develop materials and or practices informed by stakeholders on the application and nuance of information literacy in the workplace, an outcome built into the curriculum. Share and gather feedback on materials and/or practices.
- Continue building relationships with ELCS and other campus entities focused on career readiness.
- The project leads will consult with the Mansfield Library Fiscal and Personnel Manager on the project to gather and necessary feedback and insight.

Success Indicators:

- ✓ Student employee(s) successfully participate and/or complete in the ELCS Certification Program.
- ✓ Modify unit Certification Program implementation plan for subsequent year based on feedback.
- ✓ Student employees who participate in resume training perceive it as helpful.
- ✓ Instruction materials and/or practices around information literacy in the workplace are modified based on stakeholder feedback.

Project Leads: Reference and Instruction Unit, Reference Technician, Undergraduate Services Librarian, Assessment Coordinator

Objective 4: Engage a wider range of learners by expanding educational opportunities to meet learners' varied needs

4.1) Project: Increase awareness and use of Open Educational Resources (OER) and other affordable course material options

Actions:

- Work with Registrar and faculty in Geosciences and Teaching & Learning on OCHE-led “no-cost/low-cost” course tagging pilot
- Continue development of OER Discovery service
- Establish partnership with bookstore vendor

Success Indicators:

- ✓ Successful completion of course tagging pilot indicates move to broader implementation.
- ✓ More faculty use OER.
- ✓ Bookstore partnership yields data sharing that helps optimize course material choice for students and faculty.

Project Lead: Digital Initiatives

4.2) Project: Improve users' experience with OneSearch Research options

Action:

- If appropriate and feasible, implement more features related to DEI and accessibility. Examples may include adding a footer containing a link to the library's accessibility LibGuide, providing links to request accessible versions of materials, and providing a method for reporting and removing harmful language from subject headings in

OneSearch.

[This will likely involve staff/faculty across all areas of the library as well as other institutional members of TRAILS.]

Success Indicators:

- ✓ Decisions are documented.
- ✓ Specified features are implemented.

Project Lead: Data Management and Discovery

4.3) Project: Create and expand offering of online learning objects to support the goals of the library's information literacy curriculum and create more avenues for students to interact with

Action Items:

- Foster relationships with University of Montana and Missoula College faculty to better understand the needs of instructors with online courses.
- Develop a suite of Moodle modules for River Campus asynchronous and blended information literacy instruction. Pilot online modules with distance learning sections of WRIT 101 and WRIT 101 Plus at Missoula College.
- Revise language intended for instructors that explains library instruction services and that provides instructions on integrating online learning objects into courses.
- Investigate assessment data from UPWA and how it informs the development and focus of intermediate writing online educational content.
- Leverage LibGuides to better support student research and knowledge about using the library.

Success Indicators:

- ✓ Information literacy Moodle modules completed and made available to River Campus WRIT 101 and WRIT 101 Plus instructors for integration into their own courses.
- ✓ Revise online learning objects based on student and instructor feedback.

Project Leads: Online Learning Librarian, Reference and Instruction Adjunct Librarian

Objective 5: Build partnerships and leverage research and economic development initiatives to address urgent community, state, and global needs.

5.1) Project: Ensure respectful location, handling, access to and description of cultural objects currently in Archives and Special Collections through collaboration with UM Anthropological Collection Facility (UMACF), UM NAGPRA Repatriation Coordinator, tribal cultural representatives and others.

Action items/Success indicators:

- ✓ Time and effort is dedicated to communication with tribal cultural representatives, including in partnership with the UMACF.
- ✓ ASC personnel indicate increased understanding of tribal cultural representatives' interests related to respectful location, handling, access to and description of cultural objects.
- ✓ Tribal cultural representatives indicate awareness of cultural objects and related content held by ASC.

Project lead: Archives and Special Collections

5.2) Project: Increase the availability of place-focused unique and rare content available for scholarship at UM and worldwide.

Action:

- Increase online access to primary source resources held by Archives and Special Collections that support research related to the region's environment and land use.

Success Indicators:

- ✓ 200+ images from the United States Forest Service Region One Archives and other archival collections are added to the Montana History Portal.
- ✓ 500+ historic aerial photographs from the 1930s and 1940s are added to the Montana History Portal.

Project lead: Archives and Special Collections

5.3) Project: Increase online access to primary source resources held by Archives and Special Collections that support an understanding of civic and democratic engagement.

Action:

- Identify and provide online access to content related to civic and democratic engagement.

Success indicator:

- ✓ Additional content from political collections held by ASC, including the collections of Mike Mansfield and Max Baucus are made available online and/or in ways intended to reach new audiences.

Project lead: Archives and Special Collections

5.4) Project: Improve access to information about the library's digitized unique and rare regional content.

Action item:

- Update library webpages that provide one avenue of access to digital collections.

Success indicators:

- ✓ The Library's Digital Collections webpage provides access to a selection of unique and rare regional content digitized by the Mansfield Library.
- ✓ The Archives and Special Collections' Digital Exhibits webpage provides access to curated exhibits of content drawn from unique and regional collections.

Project Lead: Archives and Special Collections, Digital Initiatives

Objective 6: Attract and support employees through improving recruiting, retention, and management efforts.

6.1) Project: The administrative unit will work to develop library specific exit and stay interviews for staff and for student employees.

Actions:

- Work with campus HR to understand and develop a process for implementing exit and stay interviews.
- Distribute exit and stay interviews to staff and student employee supervisors respectively.

Success Indicators:

- ✓ Successful exit and stay interviews are distributed to and used by staff and student employee supervisors.
- ✓ A process is developed to review the interviews on a regular basis as determined by the library's Fiscal and Personnel Manager.

Project Lead: Fiscal and Personnel Manager, Administrative Unit

6.2) Project: Center reference as a site of instructional delivery of our revised information literacy curriculum through training, outcomes, language, and evaluation.

Action Items:

- Cultivate unit employee reference collaboration and abilities through role-playing; evaluate new training method.
- Identify 1) information literacy learning outcomes that most align with instruction that occurs through reference services, and 2) language that expands the understanding of reference work.

Success Indicators:

- ✓ Develop or utilize new reference evaluation and/or assessment method(s).
- ✓ Increased confidence in reference pedagogy and practice among RI employees.

Project Leads: Reference and Instruction Unit, Reference Technician, Undergraduate Services Librarian, Assessment Librarian

6.3) Project: People make UM successful. We will focus on people's growth and learning, and on fostering a diverse and inclusive campus.

Actions:

- Continue to provide employees with opportunities for professional growth and development.
 - Encourage participation in the Staff Ambassadors program.
 - Support employee service to the campus.

- Support employee service to the profession.
- Continue to provide employees with opportunities for flexible scheduling.

Success Indicator:

- ✓ Document the professional development activities that are attended by staff and student employees.

Project Lead: Mansfield Library, Finance and Personnel Manager

Objective 7: Broaden alumni, community, and donor engagement.

7.1) Project: Contact and engage former Mansfield Library student employees to build potential donor relationships in collaboration with the Alumni Association.

Action:

- Send the head of Alumni list of former student employees to build a donor database.

Success Indicators:

- ✓ Meeting with the head of the Alumni Association to discuss potential tools to reach former library student employees.
- ✓ Devise an annual plan to reach former Mansfield Library student employees with data and information provided by the library and the alumni association.

Project Lead: Dean of Libraries

7.2) Project: Engage and communicate with library donors by sending out multiple, strategic mailings throughout the year.

Action:

- Send four mailings during the fiscal year as detailed in the library's communication plan.

Success Indicator:

- ✓ Increased numbers of donors and amounts of donations from donors.

Project Lead: Dean's Assistant

7.3) Project: Implement a new Collections feature in OneSearch, which could be used to highlight specific collections of materials, including local materials, tribal materials, or donated materials. This PFA covers only implementation of the feature; coordination with other library departments would be required to curate the collections.

Success Indicators:

- ✓ New Collections feature is implemented.
- ✓ Library departments are notified of the feature so it can be used.

Project Lead: Data Management and Discovery

Objective 8: Strengthen core infrastructure and processes to mitigate risk and improve students' and employees' campus experience.

8.1) Project: Provide digital curation advice and assistance to UM students, faculty and staff, including information about electronic file organization and management.

Success indicator:

- ✓ UM students, faculty and staff are aware of and seek information about file organization and management

Project lead: Digital Archivist, Archives and Special Collections

8.2) Project: Help facilitate a smooth transition for UM offices and individuals from Box to MS365.

Action items/Success Indicators:

- ✓ Trainings developed for the migration of files from Box to MS365.
- ✓ Trainings and consultations offered related to the migration of files from Box to MS365.

Project Lead: Digital Archivist, Archives and Special Collections

8.3) Project: Build out capacity to manage and provide access to UMs born-digital records of historic value.

Action item/Success Indicator:

- ✓ Archives and Special Collections content in Preservica is consolidated and capacity for management is expanded.

Project Lead: Archives and Special Collections

8.4) Project: Increase access to published and unpublished materials documenting the history of people, places and events associated with the University of Montana.

Success indicators:

- ✓ Additional content related to UM is acquired from campus offices.
- ✓ All archival material acquired from UM offices has at least an initial inventory within one month of transfer to the Archives.
- ✓ Additional content related to UM is digitized and made available online.

Project Lead: Archives and Special Collections

8.5) Project: Improve staff work spaces and environment in open work areas.

Actions:

- The Building Projects Advisory Committee will review information gathered by Building Space Planning Task Force and devise a method for planning needed staff work space improvements

Success Indicators:

- ✓ Staff in the open work areas of level 3 have had the opportunity to discuss space needs and work preferences.
- ✓ A comprehensive plan is made for changes to work spaces, furnishings, equipment
- ✓ A recommendation including costs is presented to the Dean.
- ✓ Completed by May 1, 2024.

Project Leads: Chris Vance (Building projects manager), Building Projects Advisory Committee