Mission, Vision, and Goals

Jack K. Williams Library

Mission Statement:

The Jack K. Williams Library supports the mission of Texas A&M University at Galveston (TAMUG) by providing access to services and collections in various formats to meet the curriculum, research, professional, intellectual, creative and personal needs of the TAMUG community and other information seekers. The library wants to provide excellent facilities, user satisfaction, security, and the best possible collection to support diverse interests and emphasize marine and maritime studies.

Vision Statement:

The library will provide needed information, a supportive environment and the guidance to obtain and fully utilize the resources; and the library will establish a world class marine and maritime collection.

1. Goal 1 Best possible collection and utilization The library collection will support and enhance the learning process for faculty, staff, students, researchers, and visiting scholars with a focus on being the best possible marine and maritime collection.

   Strategy – Maintain an up-to-date collection development policy, supported by acquisition guidelines that address the required balance between the needs of general and specialized collection resources, monographs and serials, and between print and electronic resources. Updates to the policy will reflect the rapidly changing technologies supporting the library.

   Project: Establish Collection Development Subcommittee of Library Committee to revise and update the collection development policy. Ongoing

   (NEW) Project: Develop disposal policy for materials that are no longer needed or usable.

   Strategy – Identify the best items to add to the collection based on the input of faculty, staff, students, librarians and types of interlibrary loans requested.

   Project: Implement the borrowing portion of the interlibrary loan system Illiad Ongoing
Project: Test the Kindle reader to consider for adoption and development of use guidelines and procedures. COMPLETED 1 Sept 2009

Project: Review and update the departmental monographic allocations and indicate the desired formats.

Project: Weed the reference collection in spring 2009 COMPLETED July 2009

Strategy – Develop a budget that effectively implements the collection development policy. Assess the collection based on cost, usage, and development of a quality collection based on the development policy, and target additions and deletions based on these factors.

Project: Revise department monograph acquisition, policy, procedures, and budget.

Strategy – Manage access to electronic resources and maintain a current list of all electronic resources available and partner with TAMU library and other system libraries to enhance our access to electronic resources.

Project: Become knowledgeable about TAMU System's Electronic Resource Management (ERM) (Gold Rush) tool which will be used to manage serials (journals) that are purchased via the Texas A&M System Libraries Consortium.

Project: Organize administration/oversight of electronic resources and serials. Work with departments to review and prioritize serials expenditures in their areas.

Project: Develop Position Description for Electronic Resource Librarian. COMPLETED 1 Sept 2009

Strategy – Utilize the Texas Digital Library for storage of digital collections.

Project: Digitize the Galveston Bay Information Center (GBIC) collection

Project: Load GBIC Bibliography and electronic resources to the Texas Digital Library (TDL) a system sponsored by a consortium of Texas Universities which is used to make digital information, including dissertations, available to the public. COMPLETED 1 Oct 2009

Project: Develop workflow and procedures to add materials to GBIC collection in TDL

Strategy (Archives of scholarly work) – Collect the scholarly output of the University.
Project: Develop guidelines for material to be collected. For example, include:

- Preprints of faculty
- Permanent capture of teaching objects
- Opt in/opt out guidelines for faculty

Project: Develop workflow and procedures to add to TDL

Strategy (Archives/University Records Management?) Make sure records that the University is required to maintain in perpetuity are being acquired and stored appropriately.

Project: Permanently archive University photos from the Public Information Office.

Project: Archive permanent university records. (Ongoing)

Strategy: Acquisitions. Follow best practice concepts in acquiring, receiving, and paying for all monographic library materials in either print or electronic format. Maintain accurate request, order, and payment records in library system. Perform these functions in an efficient manner to provide prompt access for faculty and students.

Project: Process library monographic materials purchase requests in a timely manner. Verify that requested material is not currently in collection; send requests forward for approval to order; Identify appropriate vendors; place orders with vendor; create order records in ILS (Voyager). (Ongoing)

Project: Process received items for payment and transfer items to copy cataloger for cataloging processing. (Ongoing)

Project: Establish communication protocols regarding faculty notification that requested monographs are available, currently in collection, etc. In Process

Project: Maintain acquisitions statistical data for reporting purposes. (Ongoing)

Project: Develop a process to track and report acquisition request status to faculty In Process

Strategy: Cataloging. Follow best practice concepts in the cataloging and physical processing of items to be added to the collection, whether items are
purchased or are gifts. Maintain and update library system bibliographic record holdings.

Project: Process monographic materials in a timely manner. The process includes updating holdings/item records in ILS (Voyager). Physical processing of items include ownership stamps; bar coding; security strips, book pockets, etc. (Ongoing)

Project: Process gift materials in a timely manner following established cataloging priorities: new, special collections/archives, gifts. (Ongoing)

Project: Maintain bibliographic records for additions, collection relocation, and withdrawals. (Ongoing)

Project: Process EBook collection Marc records for batch loading in ILS (Voyager). (Ongoing)

Project: Maintain Cataloging statistical data for reporting purposes. (Ongoing)

Project: Reduce backlog of gift materials to be added to collection. Rosenberg Marine Collection Oceanography Collection

Project: Clean up online catalog as problems are identified (Ongoing)

2. Excellent facilities The library will provide the best facilities to enhance the learning process of our faculty, staff, students, researchers, and all visiting scholars. The latest in learning technologies will be fully utilized in a comfortable environment.

Strategy – Identify short term improvements to the library to improve the climate of the library to support research and student study. Address, as much as feasible in the short term, current issues such as balancing quiet and group study areas, increasing group study areas, furnishings, policies for food and drink, technology improvements, movable and reconfigurable furniture etc.

Project – Have the Library Committee identify targeted opportunities COMPLETED June 2009

Project – Have student focus groups evaluate and expand on opportunities COMPLETED June 2009

Project- Hire architect to do short term design for improvements COMPLETED June 2009
Project – Prioritize improvements  COMPLETED June 2009

(NEW) Project – Construct Coffee Bar in partnership with Food Services who will fund construction and run the Coffee Bar – Fall 2009

(NEW) Project – Construct very quiet study area (Spring 2010)

(NEW) Project – Construct new midsized group study room in “microfiche” area (Spring 2010)

(NEW) Project – Refit two offices in LRC to two new group study rooms with heavy technology support (Fall 2009)

(NEW) Project – Refurbish Mall area in center of library (FY11)

(NEW) Project – Replace remaining ceiling tiles with sound absorbent tiles

(NEW) Project – Replace remaining light fixtures with indirect lighting

Strategy – Develop offsite storage options for resources.

Project – Monitor UT and A&M project for combined storage facility

Project – Discard out-of-date paper indexes

Strategy – Work closely with the physical plant to ensure that the library is maintained in optimal condition and ensure appropriate climate control.

Project – Develop a checklist for post storm activities to protect the library resources with guidelines for timeframes and activities. In Progress

Project: Replace worn carpeting throughout the facility

Strategy: Establish Long term library renovation subcommittee to review and propose solutions for library space.

Project: Identify functional requirements for library expansion In Progress

3. User satisfaction  Everyone will know how to access and use the collection; and users will be supported by professional and courteous staff.

Strategy - Utilize the library web site as a learning and communication tool to educate and inform our patrons on how to access the library collection (print and digital) and other digital information. This includes the electronic catalog for locating print materials and electronics resources, specifically article databases.
Project – Redesign the library site and migrate it to the new content management system in cooperation with the Marketing staff.

Project: upgrade the Online Public Access Catalog (OPAC) to Tomcat WebVoyage which will provide a better and easier to use interface for our faculty and students.

Strategy – Develop and implement an Information Literacy program that is coordinated with the Writing Lab activities and integrated into our courses in a way that insure all of our students meet our Information Literacy objectives.

Project – Identify Information Literacy objectives by year (freshman, sophomore and upper class) in a matrix format. COMPLETED July 2009

Project - Identify activities to support meeting each objective. COMPLETED Aug 2009

Project - Work with instructors in freshman-level English courses to implement activities. COMPLETED Oct 2009

Project – Work with Technical Writing instructors to implement upper-level activities. In Progress

Project – Work with the writing-intensive courses in each major to implement upper-level activities. In Progress

(NEW) Project – Identify and work with Sophomore level course instructors to implement sophomore level activities

(NEW) Project – Work with faculty to implement upper level activities. Spring 2009 and Fall 2010

(NEW) Project – Work with faculty to implement sophomore level activities. Fall 2010

Strategy – Clearly identify and provide easy access to library resources, especially important for electronic resources, including those purchased by the library, made available through other partnerships or ones that are especially relevant for our programs but are available from other sources.

Strategy – Continue a program of surveying patrons’ needs and library usage.

Project – Participate in LibQual 2010 a survey done by a consortium of University Libraries. We have participated in the past and have data from
both previous years and our peers to compare to. In Progress, survey contracted for.

(NEW) Project – Participate in LibQual 2011

Strategy – Monitor, measure and report on library activities to educate the campus as a whole to library initiatives, activities and value.

Project – Provide monthly reports on library activity. Developed format and reports Ongoing.

Project – Create a “What’s New” display for the library lobby COMPLETED July 2009.

Strategy (Archives) – Continue developing access tools to make collection discoverable

Strategy – Maintain an effective staff development program

(NEW) Project – Identify appropriate individual training and complete. Ongoing

4. Security The library will provide a safe and secure environment for its patrons and for the collection while maintaining accessibility to the collection.

Strategy - Work closely with the Physical Plant, Safety Officer and Police department to monitor and correct any unsafe situations and to ensure a safe and secure environment.

Project: Replace carpet behind the circulation desk for the safety of workers. COMPLETED July 2009

Project: Replace damaged carpet by the tech services door with tile and entry mat. COMPLETED Aug 2009

(NEW) Project: Identify and correct any issues. Ongoing.

Strategy: Maintain a safe and secure environment for library materials, including preservation of materials and theft prevention. Conservation measures may include digitization along with preserving or discarding paper originals.

Project: Place security barriers at the top of partial walls around Archives/Special Collection area.