In spring 2007, Lehman library faculty and staff began a semester long process of developing an action plan that will inform planning and decision-making for the next five years. The plan was developed under the following assumptions:

- Any new addition or substantive changes to the facility are at least 5-7 years into the future;
- Budgets are expected to remain flat or to grow slowly;
- Technology will continue to dramatically change student and faculty expectations and how the library and its resources are used;
- Information literacy is critical to student success;
- The library is expected to remain current, relevant, and the academic heart of the institution; and
- There is much that faculty and staff can do now to address the library’s shortcomings in facilities, resources, and services.

Over the years, the library faculty and staff have participated in several attempts to develop a strategic plan. On more than one occasion, faculty and staff have completed an analysis of their strengths, weaknesses, opportunities and threats (SWOT). However, realistic, achievable action steps have never been identified, nor has any timeline ever been established for the completion of goals identified.

To expedite the strategic planning process, the dean reviewed the various SWOT analyses and prepared summaries for the faculty and staff to review. Items were added or clarified at the faculty and staff retreats. The final SWOT analysis is located in the appendix.

Upon review at retreats, the faculty identified 6 goals or areas that need attention; the staff independently identified 5 of the same 6 goals identified by faculty (exception: customer service): They include:

Facilities
Resources
Organizational Structure
Budget issues
Assessment
Customer service

The Lehman Library facility is significantly outdated and both the faculty and staff spent considerable time rethinking the current layout and design. Both groups worked independently but arrived at remarkably similar conclusions. While there is no doubt that the library is in need of a major facelift and a new design must remain in its future, the vision proposed for the library in 2012 does not require a new addition or extensive renovation. Much can be accomplished by using the current space in new and innovative ways. Both faculty and staff
identified the first critical step in this process as a significant weeding of outdated materials. The reduction of outdated materials will free space for the changes envisioned. The proposed changes to the first, upper and lower levels are located in the appendix.

The action plan follows. It includes the mission, goals, vision, steps/tasks necessary, persons responsible and timeline. The action plan will serve as a tool to document progress and to note the status of each task. The Action Plan is a working document and, as such, it will be updated regularly and it will be included as an agenda item for both faculty and staff at least once each semester. Everyone is ultimately responsible for the success of the plan.

Plan adopted at library-wide retreat: May 10, 2007

Mission Statement: Our mission is serve the Shippensburg University community by providing excellent reference and research assistance, access to high quality electronic and print collections, customized information literacy instruction, comfortable individual and collaborative study space and effective distance, interlibrary, and outreach services.
**Mission Statement**: Our mission is to serve the Shippensburg University community by providing excellent reference and research assistance, access to high quality electronic and print collections, customized information literacy instruction, comfortable individual and collaborative study space and effective distance, interlibrary, and outreach services.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Vision</th>
<th>Steps/Tasks</th>
<th>Who?</th>
<th>Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities/Design</td>
<td><em>Improved people and study space. An up-to-date facility better suited to meet faculty and student needs in the 21st century</em></td>
<td>Work with facilities to complete Starbucks</td>
<td>Dean</td>
<td>8/13/07</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Re-envision space: Main Level (people space); Upper Level (Quiet Space); Lower Level (Work Space): See appendix</td>
<td>All</td>
<td>May 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan Weeding project to create space for new design</td>
<td>Committee: Barb, Chair Signe, Aaron, Mary, Chantana, Mel</td>
<td>4/15/07</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Send representatives to Williamsport Program The Wow and the How: Topics and Trends in Library Interiors</td>
<td>Barb, Signe, Kirk, Facilities representative</td>
<td>4/27/07</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Share Weeding project with AA Council, Cabinet and Forum</td>
<td>Dean</td>
<td>5/1/07</td>
<td>Completed</td>
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<tr>
<td></td>
<td></td>
<td>Initiate Weeding Project</td>
<td>Committee/staff</td>
<td>6/06/07</td>
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<tr>
<td></td>
<td></td>
<td>Complete Weeding Project</td>
<td></td>
<td>5/14/09</td>
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<tr>
<td></td>
<td></td>
<td>Work with campus administrators to explore/provide additional Starbucks seating</td>
<td>Dean</td>
<td>Summer 07</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Redesign the circulation area (phased approach)</td>
<td>Dean/Mary/Lance Consultants</td>
<td>Summer 07</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Clutter Reduction committee (suggestion from Wow and How)</td>
<td>Kirk – Chair Berk, Joyce, Sue, Mel</td>
<td>May 30</td>
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</table>
**Shippensburg University**  
*Lehman Library Action Plan 2012*

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<thead>
<tr>
<th>Goal</th>
<th>Vision</th>
<th>Steps/Tasks</th>
<th>Who?</th>
<th>Do</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Resources</td>
<td><strong>A viable up-to-date collection with few holes</strong></td>
<td>Identify status of current collection – weeding project:</td>
<td>Committee/staff</td>
<td>Summer 07</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>See approved plan (appendix)</td>
<td>Barb</td>
<td>Summer 07</td>
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<tr>
<td></td>
<td></td>
<td>Ensure issues resolved (depreciable assets)</td>
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<tr>
<td></td>
<td><strong>Includes databases relevant to curricula areas, core journals,</strong></td>
<td>Begin Weeding project</td>
<td>Assigned staff/faculty</td>
<td>6/6/07</td>
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<tr>
<td></td>
<td><strong>relevant multi-media and supportive reference materials</strong></td>
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<td></td>
<td></td>
<td>Plan for a permanent/standing library advisory committee (internal) to</td>
<td>Berk, Doug, Aaron</td>
<td>4/13/07</td>
<td>Completed</td>
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<tr>
<td></td>
<td></td>
<td>meet each semester: See appendix for membership</td>
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<td></td>
<td>Gain approval for internal Library Advisory Committee</td>
<td>Dean</td>
<td>4/30/07</td>
<td>Completed</td>
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<tr>
<td></td>
<td></td>
<td>Meeting of Internal Advisory Committee (tentative name: University Library Committee -- ULC)</td>
<td>Dean to schedule</td>
<td>Fall 07</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Complete Weeding Project</td>
<td>Assigned staff/faculty</td>
<td>May 2009</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Information Commons Task Force -- assigned to rethink area and make</td>
<td>Aaron – chair</td>
<td>August 07</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>recommendations</td>
<td>Michael Anderson, Berk,</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Kirk, Mike Y., Doug, Shelly</td>
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<tr>
<td></td>
<td></td>
<td>Develop a print and electronic serials management project</td>
<td>Barb – Chair,</td>
<td>September 07</td>
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<td>Aaron, Kirk, Joyce,</td>
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<td></td>
<td>Signe, Chantana, Kathy,</td>
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<td>Karen T., Laurie</td>
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### Shippensburg University
#### Lehman Library Action Plan 2012

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Organizational Structure</td>
<td>Pursue reporting line to the provost, explore and develop a more effective and efficient organizational structure and develop a higher profile on campus</td>
<td>Bring access services and references services closer (use Tech services model) -- recommendations</td>
<td>Access Services committee</td>
<td>December 07</td>
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<tr>
<td></td>
<td></td>
<td>Develop Job Description for an Associate Dean</td>
<td>Berk – chair, Doug, Shelly, Mary, Aaron, Mike Gardner or Mike Y., Kathy, Barb</td>
<td>June 15, 07</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schedule a library wide meeting with the President in the fall. Topic: How can the library help SU improve our performance?</td>
<td>Dean</td>
<td>December 07</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Develop and initiate a marketing campaign?</td>
<td>Access Services committee</td>
<td>December 07</td>
<td></td>
</tr>
<tr>
<td>Goal</td>
<td>Vision</td>
<td>Steps/Tasks</td>
<td>Who?</td>
<td>Due</td>
<td>Status</td>
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<tr>
<td>Customer Service</td>
<td>Satisfied Customers</td>
<td>Charge to Access Services committee</td>
<td>Berk --chair; Mary, Sue, Signe, Doug, Mel, Joyce Diane, Hope, Theresa, Instructional librarian and Tech person</td>
<td>Form committee May 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review Polices and procedures/goals in circulation (Access services), reference, archives, information technology, service delivery. What can we do better?</td>
<td>Berk --chair; Mary, Sue, Signe, Doug, Mel, Joyce Diane, Hope, Theresa, Instructional librarian and Tech person</td>
<td>Form committee May 10</td>
<td>Recommendations Due December 07</td>
</tr>
<tr>
<td></td>
<td>Proactive versus reactive, flexible and fair – a vision of service beyond the rules. The lobby should become a service area</td>
<td>Review Lib-Qual results</td>
<td>Doug</td>
<td>Summary and proposal due May 4</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Share Lib-Qual results with all</td>
<td>Retreat</td>
<td>May 10</td>
<td></td>
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<td></td>
<td></td>
<td>Revisit plans/procedures for document delivery/microfile/fiche/scanner/ printer issues</td>
<td>Committee</td>
<td>December 07</td>
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<td></td>
<td></td>
<td>Recommend training as need indicates (revisit Myers/Briggs)</td>
<td>Committee</td>
<td>December 07</td>
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<td></td>
<td></td>
<td>Develop regular on-going library-wide training plan/program (bi-annually)</td>
<td>Committee</td>
<td>May 08</td>
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**Shippensburg University**  
**Lehman Library Action Plan 2012**

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<th>Status</th>
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<tbody>
<tr>
<td>Budget</td>
<td><em>Understanding of the process at all levels</em></td>
<td>Send budget and narrative annually to all faculty and staff for their review</td>
<td>Dean</td>
<td>April 2007</td>
<td>Completed</td>
</tr>
</tbody>
</table>
|              | *The budget should be flexible and support or grow all dimensions of the library and the collection as well as professional development of librarians and staff. It should also include promotion of the library services, including events and exhibitions. The case must regularly be made for increased support* | Solicit faculty and staff input for priorities and a “wish list” each December/January  
- In-house plans for each area  
- Incorporate Public/Access and IT groups into budget recommendation process  
- Program review preparation | All, Committee: Aaron --Chair, Mike Y., Shelly, Doug, Mary, Joyce, Dean | January 08   |          |
|              |                                                                        | Advocate/Plan for increased library support  
Making the case                                         | Dean          |           |          |
<p>|              |                                                                        | Initiate and manage Friends of the library program (FOL)                                        | Dean – Chair Foundation, Kathy, Cindy, Barb, Karen | May 07     | On-going |
|              |                                                                        | Work with the Foundation to organize an External Advisory Council                                  | Foundation, Dean, faculty and staff | April-May 07 | Begun    |
|              |                                                                        | Gain approval for and initiate Internal Advisory Council (ULC)                                   | Dean, faculty and staff | First meeting- fall 07 |          |
|              |                                                                        | Dean meet regularly with Foundation representative                                              | Dean          | On-going  |          |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Responsible</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/11/2009</td>
<td>Meet with the President: Topic – How can the library help Shippensburg improve performance?</td>
<td>Dean</td>
<td>Fall 07</td>
</tr>
</tbody>
</table>
### Shippensburg University
### Lehman Library Action Plan 2012

3/11/2009

<table>
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<tr>
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<th>Who?</th>
<th>Due</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>Develop and implement a meaningful, library-wide assessment plan that annually gathers both quantitative and qualitative data that informs the regular review of the strategic plan (action plan) and drives decision-making</td>
<td>Appoint a committee to oversee the assessment process</td>
<td>Dean--Chair Doug, Barb, Mary, Berk, Kirk, Joyce, Shelly</td>
<td>September 07</td>
<td></td>
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<td></td>
<td>What do we want to know?</td>
<td></td>
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<tr>
<td></td>
<td>How many? (people, instruction, books, circulation numbers)</td>
<td></td>
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<td></td>
<td>Use? Cost/benefit analysis)</td>
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<td></td>
<td>How well?</td>
<td></td>
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<tr>
<td></td>
<td>Establish baselines</td>
<td></td>
<td>Committee</td>
<td>December 07</td>
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</tr>
<tr>
<td></td>
<td>• Analyze Lib-LiQual results</td>
<td></td>
<td>Kirk</td>
<td>Fall 07</td>
<td></td>
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<tr>
<td></td>
<td>• Review current data gathering procedures and review data</td>
<td></td>
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<td></td>
<td>• Review current data collection via I/R (Mark Pilgrim)</td>
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<td>• Implement new Instructional Assessment (SAILS)</td>
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<tr>
<td></td>
<td>Determine what the institution wants/needs to know</td>
<td></td>
<td>Committee</td>
<td>Fall 07</td>
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<tr>
<td></td>
<td>• Advisory Council (external and internal) agenda item</td>
<td></td>
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<tr>
<td>3/11/2009</td>
<td>Results of the meeting with the President</td>
<td>Committee</td>
<td>Spring 08</td>
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<tr>
<td></td>
<td>Develop a library-wide assessment plan to include quantitative and qualitative data (focus groups and interviews)</td>
<td>Committee</td>
<td>May 08 (and annually)</td>
<td></td>
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<tr>
<td></td>
<td>Committee to prepare meaningful, robust annual report (including a narrative) through the dean</td>
<td>Committee</td>
<td>May 08 (and annually)</td>
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Appendix
Introduction

The faculty and staff of Lehman Library have conducted several SWOT analyses over the years. In the effort to move beyond the simple analyses to the development of a 5 year action plan that includes goals and assessment for 2012, four retreats were conducted with faculty and staff in spring 2007. (Faculty: February 2 and March 30 and April 13; Staff: March 9). Previously identified Strengths, Weaknesses, Opportunities and Threats were reviewed for accuracy and currency; relevant additions/changes were made and Strengths and Weaknesses were focused into 5 major areas:

1. Facilities
2. Staffing
3. Resources: Equipment
4. Resources: Collections/Information
5. Programs and Services

Every faculty and staff member was given dots and asked to identify their 5 top areas of concern. Staff additions to the SWOT analysis are identified in red; both faculty and staff priorities are listed by the number of dots noted – faculty in black – staff in red. The areas receiving the largest number of dots form the basis of the action plan.

OPPORTUNITIES

New President
New Dean
Advisory Committee
Extended Studies
New classroom (205)
Revisiting reporting structure
Media-IDDS
Retirements
Organization and services
Integration of Blackboard and library services
Weeding
SBDC (Small Business Development Center)
Accreditation
New Recreation Center

THREATS

Budget (8 dots)
Encroaching Space Claims (4 dots)
ITS need for security vs. dept. need for service
Declining student enrollments and quality

FACILITIES
Strengths
- Central Location (lends self to activity – to meet others)
- Possibilities of a wide variety of activities in spaces (205, 120 A/B)
- Learning Center is here
- Starbucks
- Proximity to Luhrs
- Laptops
- InfoTech Courtyard

Weaknesses (* mentioned in LibQual)
- **Layout/Design** (7 dots) (2 dots)
- Power outlets
- HVAC (2 dots)
- **Confusing arrangements** (6 dots)
- *Lack of Study space (individual, group, no whiteboards) (1 dot)
- *Not inviting
- *Noise
- Faculty and Staff privacy (few private offices)
- **Little comfortable furniture** (3 dots)
- Worn/mismatched carpeting (1 dot)
- 106 Lab space and 120 A/B space effectiveness (no doors)
- Laptops (when in lab use, out of circulation; password management)
- InfoTech courtyard (2 dots) – quiet space needed
- Poorly designed service points
- Signage
- Restrooms
- Safety issues – (downstairs exits; fire supression)
- Faculty study rooms (functionality issues)

STAFFING
Strengths
- Well qualified
- Reputable
- Involved
- Faculty matters
- Articulate
- Service oriented
- Longevity and experience
- **Open doors**

Weaknesses
- **Lack of access to professional development (budget issues for travel and tech training)** (6 dots)
3/11/2009

Staffing issues (management, scheduling issues resulting)
Organizational Structure (7 dots)
Fiscal control (Budgeting and poor planning process)
Faculty/staff relationship (3 dots)
Consistent enforcement of policies and rules for all (3 dots)
Classification of positions

3. RESOURCES: EQUIPMENT
Strengths
- Laptops
- 3 smart classrooms
- Desktop equipment
- ILLiad
- Electronic Reserves

Weaknesses
- Assessment
- Building
- Budget (need to see overall picture; maintenance costs; equipment supplies in all areas) (4 dots) (2 dots)
- Journals (Health and science related)
- Staff untrained in media equipment use (1 dot)
- Outdated equipment (microform; photocopier etc.)

4. RESOURCES: COLLECTIONS/INFORMATION
Strengths
- Adequate (barely)
- Electronic Resources
- KLN
- PALCI
- Historic Collections in some disciplines

Weaknesses
- Policies on collection development (1 dot)
- Electronic collections (gaps in some disciplines; control of subject collection subscriptions
- Rethink Tech services (4 dots)
- Systems (management of equipment)
- Assessment
- Outdated books and journals (7 dots) (5 dots)
- Fair share of university Budget (5 dots)
- OPAC
- VRL
- U-borrow (constant program issues)

PROGRAMS/SERVICES (* mentioned in LibQual)
Strengths
- Instruction (LibQual results)
3/11/2009

References services (virtual and real)
Distance Ed
Web Site
Handouts

Weaknesses
Assessment (1 dot)
Liaisons (1 dot)
Web-Site (ownership and budget) (5 dots)
Reference
Ship to Shore currency
Disaster Recovery (1 dot)
Customer Services (top to bottom, including student workers – Media hours) (5 dots)
Education/Training needed
Organizational Structure (3 dots)
Tech support for students
Dispersion of related collections ((Luhrs)
Policies
Free Printing (wasteful)
Information sharing with students and staff outside the library (TV? Kiosks?) (2 dots)
Facilities

Main Level (People space)
- 24 hr. Study Space (new addition?)
- All relevant faculty office (together)
- Reduce circulation space
- Enclose/Expand tech courtyard area
- Reference desk more visible (straight ahead as enter?) Redesign Learning Center
- Group study space
- New Collections/New Video Area/SU Authors Display Area
- New furniture/Improved layout
- Improved library instruction lab

Upper Level (Quiet space)
- All General Collections
- Quiet Study
- Small Faculty Work office redesign – Combine, move files to different storage area
- YPC Collection (Luhrs – if space is enlarged)
- 205 Archive/Special Collections/Public Study Area/Meeting/Displays

Lower Level (Work space)
- Redesign of the Technical Services area
- Promotion/Tenure storage (Empty office-Collections)
- Group study
- Periodicals
- Gov Docs
- Media services – Storage only (remain in Grove until new addition)
- IDDS (Where LC is)
- Current collections areas = Media services?
- Student study rooms where IDDS is currently
- Lower level service point

Circulation area (Reduce – change footprint?)
- Move Starbucks ancillary area to window
- 6 foot wall/bookcase to separate from circulation
- Create “work room”
- New counters and shelving underneath
- New desk/work stations
Beginning May 2007 the Ezra Lehman Memorial Library will begin weeding the General Collection. The first subject areas to be weeded will include the sciences, medicine, technology, military science, and library/information resources.

It has been many years since materials in the Lehman Library have been reviewed for their accuracy, authoritativeness, curricular value, and condition. Responses from the recently conducted LibQual survey indicated that faculty and students are unhappy with the datedness of the collection.

Studies have shown that careful weeding of a collection increases book use and user satisfaction as patrons are able to locate up-to-date and accurate information that relates to their academic needs. In addition, weeding the collection will permit library staff to restore the General Collection to A-Z order (it is currently split with various Library of Congress classes on different levels) and provide much needed space for students and new technologies. Once the initial project is completed, ongoing weeding will be incorporated into the regular maintenance of the collection.

Procedures used in weeding allow for the careful review of library materials. Books are considered for de-selection using the following criteria:

- Multiple copies
- Worn or damaged items
  - These items will be evaluated for replacement
- Older or unneeded editions
- Textbooks
- Dated or incorrect information
- Incomplete series
  - These items will be evaluated for completion
- Superfluous materials that do not relate to the mission of the university and library, e.g.
  - Curriculum that is no longer taught
  - Best sellers older than 10 years whose authors are no longer publishing
- Materials that have not circulated in more than 10 years
  - This criterion will be modified to 20 years for some disciplines

Books will not be eligible for de-selection if they are identified as:

- Core materials for each discipline
- Classics in the field
- Literary classics
- Primary sources
- Regional materials
Materials authored by Shippensburg University faculty, students and alumni
- Works deemed to be of historical value
- Books that are the “last copy” of a significant title in the Pennsylvania State System of Higher Education

Books that are removed from the stacks will be given a “Circulation Review” status and placed in a designated stack area for evaluation. Titles will be checked against standard collection development tools such as Resources for College Libraries and ChoiceReviewsOnline to assure that core materials and classics are not inadvertently removed.

In September 2007, departmental faculty will be invited to examine the books selected for review and identify materials they wish to retain. Materials will also be evaluated by library faculty. Additionally, title lists of books, organized by Library of Congress Classification numbers, will be linked to the library’s website for review.

Once materials have been withdrawn from the library’s automated system they will be disposed of in accordance with guidelines provided by the Pennsylvania State System of Higher Education.

If you have questions concerning the weeding project, please contact Barbara Rotz, Collection Management Librarian (bdrotz@ship.edu or ext. 1027).

04-24-07
NOTE: Books must remain in LC order throughout the whole process.

A. Criteria & Reports:
   - A trial run of Vs (Naval Science) and Zs (Bibliography, Library Science, Information Sources) will be initiated in Spring 2007. [Time Frame for the entire project: V-Z—Spring 2007, Q-U—Summer 2007, A-D—Fall 2007/Spring 2008, E-P—Summer 2008.] General Collection titles in Compact Shelving and Oversize collections will be incorporated into the process.
   - Weeding reports will run according to LC class using the following criteria
     - Materials published before 1997 (Note: In some disciplines, this will be modified to an earlier date.)
     - Materials with no circulation statistics
     - All reports will include the following information:
       - Barcode
       - Call number
       - Title
       - Enumeration (volumes, issues, etc.)
       - Publisher date
       - Comments field
       - Header information – page #’s, date
     - Reports will be reviewed by the Access Services supervisor for accuracy

B. Review:
   - Access Services staff (and graduate assistants) will perform the following review:
     - Titles will be searched against core lists of academic materials such as Resources for College Libraries and Choice Reviews Online. Subject specific guides will be incorporated depending on the discipline being weeded.
       - If materials are included in core lists, the name of the resource (e.g., “RCL” or “CRO”) and the current date will be noted next to the barcode on the book and on the report page in the comments field.
     - Materials listed in core lists and/or guides will be remain in the stacks.

C. First Weed:
   - Books will be pulled from the general collection, compact shelving and oversize stacks by Access Services staff and student workers using the review report. Carts will be labeled Side 1 and Side 2 so books can be kept in LC order.
   - Students and staff working in the stacks will proceed in the following manner:
     - They will work from top to bottom and left to right.
     - They will indicate that a shelf has been completed by placing a sticker on the shelf.
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- If they are interrupted, they will turn down the last book reviewed to indicate where they should begin when they return and mark in pencil on the report.
- When returning to the stacks, they will erase the notation on the report.
  - Missing items will be noted on the report page
  - Items pulled with have P noted on the sheet
  - Items not pulled with have NP noted on the sheet
- A green dot will be placed beside the barcode and books will be taken directly to Government Documents to the designated area Circulation Review shelves.
- Only the first volume of large sets will be pulled and a note placed in it indicating the number of additional volumes in the stacks. A note will be placed in the second volume of the set to indicate the first volume is pulled for Circulation Review.
  - If materials are requested from the Circulation Review shelves for use by a patron, the status of Circulation Review will be removed and the green dot will be covered. When the patron is finished with the material it will be reshelved in the General Collection.
- Reports will be given to Mary to prepare in order to change the status to Circulation Review.
  - Status of missing items on report will be changed to missing in Voyager and these titles deleted from report
  - RCL or CRO titles will be deleted from report
  - Additional volumes designated on the report as not pulled will be deleted from the report.
  - All columns for remaining items will be deleted except the barcodes.
  - Status will be changed to Circulation Review using Gary Strawn’s location changer software by pulling in the barcodes

C. Second Weed:
- Hope, with Melanie’s assistance, will review shelves after the initial weed has been made by student workers. They will identify and tip the following:
  - Badly worn or damaged books.
- Label on shelf will be initialed by Hope or Melanie indicating the shelf had been reviewed.
- Books will be pulled
- Items will be charged to Repair
- These items will be shelved in Melanie’s office area and will be processed following standard review/replacement procedures for worn or damaged materials.

E. Third Weed:
- Hope, with Melanie’s assistance, will review shelves after second weed. They will identify and tip the following:
  - Multiple copies – rubber band together
  - Early editions of the same title
  - Series with missing volumes
  - Textbooks
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- Label on shelf will be initialed by Hope or Melanie indicating the shelf had been reviewed.
- Books will be pulled.
- Item status will be changed to Cataloging Review.
- These items will be shelved in Tech Services and will be processed following standard review procedures for multiple, outdated or incomplete materials.

F. Shelfreading:
- Once materials are pulled from the designated LC classes, the remaining materials will be shelf read.
- Items that are out of place will be brought back to the Circulation Department. They will be browsed, the weed/missing/lost lists will be checked and standard procedures followed if item appears on list.

G. Campus Notification (for materials processed during Spring and Summer 2007):
- At the end of Term V reports will be generated by LC class and links to these reports will be posted on library’s home page.
- The campus will be notified that materials are available for review via a Library alert and FACT.
- Materials will be available for review during the month of September.
- Library liaisons will review materials and select items for potential retention using the procedures listed below.
- Faculty reviewing materials will be asked to fill out a form providing their name, department, and reason to retain. The form will be placed in the book and the book will be tipped on the shelf.
  - Tipped materials will be placed on book trucks for review by library faculty.
- Following the review period, the Cataloging Department will delete bibliographic records for materials remaining on the shelves and process materials for discard.

H. Final Steps:
- After books have been deleted in the system and books not being discarded are returned to shelves, minor shifting will take place.
- After all discards are deleted from system (2009), another report will be run to check for those not found initially. If still missing, they will be deleted from the system.
PURPOSE: To advise the library in regards to budget, services, collections, and programs. To promote library support in general.

DUTIES:
- Review and react to library budget
- Discuss and advise on the direction and emphasis of library collections (print and electronic)
- Offer suggestions for library programs and outreach activities that can better support the students and faculty
- Help inform campus community of library strengths and needs

MEMBERSHIP (14):
- Dean of Library and Media Services (Chair of committee)
- Dean of Academic Programs and Services
- Dean of Arts and Sciences
- Dean of Education and Human Services
- Dean of Grove College of Business
- One faculty member appointed by each of the college councils (4)
- Library Department Chairperson
- One librarian at large
- One APSCUF representative
- One undergraduate student
- One graduate student

MEETINGS:
- Once per semester, or more if needed