Description of Organization

The Daedalus University Library serves the students, faculty, and staff of Daedalus University, located in Fictitious Beach, Kansas, in all departments and fields of study. Though the majority of the student body is at the undergraduate level, significant resources are dedicated to the university's graduate programs, in particular the Thucydides College of History which, on behalf of donors and recently awarded grants, is undergoing a major expansion in staff, materials, coverage, and programs.

Project Details

Statement and Need

As stated above, the Daedalus University's Thucydides College of History is currently undergoing an expansion in resources, staff, collections, and breadth. Consequently, in order to properly serve the growth of the college's expansion, the Daedalus University Library seeks to similarly expand its own history collection of materials and resources to adequately match the needs and scope of Thucydides College. Presently, the library's collection of materials for the study of history is sufficient for current studies, but it will be insufficient for the increased needs of students and faculty in the near-future. Therefore, just as Thucydides College is expanding in order to better serve their students, purpose, and mission, so, too, must the university's library also expand to continue effectively serving its student body.

Goals

The goal of this project is, explicitly, for the Daedalus University Library system to enhance its capabilities and resources, specifically in regards to its history collection, in order to compensate with the increased need and higher expectations of the significant, concurrent expansion of the Thucydides College of History. With the completion of this project, the library

aims to have greatly increased its collection of history materials and documents, both analog and digital, as well as acquire additional resources, such as databases and a subject specialist librarian for the express purpose of handling the collection and maintaining future communications with Thucydides College. A subject specialist does not necessarily require hiring a new employee, and could, instead, involve the training of a current employee to fulfill the position's requirements, but the presence of a subject specialist is one of the best strategies to ensure the library provides quality services (Noh, 2011, pp. 178 and 180). The subject specialist, in addition to their eponymous duties and liaison responsibilities, will also assist in and/or direct the teaching of information literacy to students and faculty within Thucydides College, which necessitates strong collaboration (Øvern, 2014, p. 49). They must, furthermore, not operate autonomously from Thucydides College of History, nor should they neglect contact, as either can quickly cause deterioration between the library and college (Øvern, 2014, p. 42).

To better determine what will be obtained by the library through this project, and to accurately measure the effectiveness of the project post-completion, the library will work closely in tandem with staff and students (of both undergraduate and graduate levels) of Thucydides College and conduct surveys of these users groups as well. In conducting surveys, the library will be able to ascertain which specific titles, databases, journals, and other resources are preferred by the user communities, base acquisition decisions upon this information, and identify what needs are currently not being met (Liebst, 2016, p. 751). Additional surveys will be taken to gain measurements of opinions within the college on the library's current state of resources to establish an understanding of the users, as well as how they currently utilize library facilities and services (Liebst, 2016, p. 753). Such data will be compared to surveys of the same inquiries one month, six months, and eighteen months following project completion. These surveys will also

be compared with surveys taken of the library in its entirety, in order to contrast the project

department with other library departments and the institution as a whole.

The activities and objectives detailed in the following sections are for the advancement of

the library's capabilities, and are in accordance with the ACRL's Standards for Libraries in

Higher Education. By the expansion of the library's departmental history collection, the library

will both "provide access to collections sufficient in quality, depth, diversity, format, and

currency" in order to "enable users to discover information in all formats" (Association, 2011).

The employment or training of a subject specialist librarian will, likewise, ensure personnel

excellence and aid in the engagement of the university's campus (Association, 2011).

Activities

The library's appurtenance expansion in support of Thucydides College's own expansion

intends to acquire and incorporate the following:

- The hiring of a new librarian or the training of a current library staff member for

    the dedicated position of subject specialist working with the library's collection of

    history resources, and to act as liaison with the university's history department to

    aid in the completion of the project and maintain future discourse on resources

    and vendors. Individuals may:

    - Have a degree in LIS from an ALA-accredited university with appropriate

        training in the subject field; or

    - A degree or background in or relating to history, with either previous

        training and experience in librarianship, or willingness to undergo training

        in library procedures and duties.

    - Work experience in an academic setting is preferred.

- ○ Applicants will be screened via phone or video-conference prior to being selected for more in-depth in-person or video-conference interviews. Such screenings will address candidate background and qualification concerns and inquiries as raised by the selection committee, and will be conducted by at least two selection committee members at one time, in accordance to hiring policies (Association, 2017).

- Surveys and discussions with faculty and students of Thucydides College must be initiated prior to the acquisitions process in order to procure the most efficient and desirable resources with minimal cost waste. Such surveys will, additionally, quantify currently used history resources, and gauge the qualitative data on individual and group opinions of current library performance, and desired future performance. Surveys will be conducted generally to all users affiliated with Thucydides College, with additional questions considered separately on condition of the user's user group (faculty, undergraduate, or graduate) as each group uses library services and material differently (Association, 2013; Liebst, 2016, p. 725). Students who do not use the library will also be sought and asked to answer questions in the hopes of understanding why they currently do not use the library, and what may appeal to them (Association, 2013).

  - ○ Due to this activity being one of the earliest to be initiated, the new history subject specialist may not yet be present to assist, in which case the full responsibility of this task falling to current library staff or a contracted agency.

- ○ Surveys will primarily be conducted via email, delivered to the communications office of Thucydides College, from where they will then be forwarded to all faculty and students involved with the college.

- ○ All information received will retain anonymity, with the survey taker's community status (faculty, graduate student, undergraduate student) being the only identifying factor.

- ○ Focus groups will be conducted for faculty, graduate students, and undergraduate students separately through a contracted agent or agency.

- A provisional increase in acquisitions through the purchasing of materials relevant to the history collection, including books, journals, and e-resources, to be carried out by the library's acquisitions department. Communication and cooperation with Thucydides College, as detailed in the previous activity, is essential. The library's acquisitions department will also converse with current and potential vendors to identify cost-affordable and efficient resources.

  - ○ This project seeks to acquire resources of the following types: books, e-books, audiobooks, journals, magazines, historical documents related to the university's mission and scope, databases, and any other resource which is deemed necessary or valuable during the development of the project.

  - ○ For the purposes of acquisition following project completion, an acquisitions policy will be established for Thucydides College wherein faculty and graduate students can submit requests for the purchasing of specific resources through an online form.

- Shelved materials of low use and/or determined value will be transferred into storage to provide space for new acquisitions. To minimize the valuable time of the librarians, this activity will be completed primarily through a contractor—under the supervision and directions of an assigned library staff member.

    - Before de-shelving current materials, an estimated measurement in linear footage of incoming materials must be estimated to confidently prepare sufficient space (Lumb, 1972, p. 259). However, due to the ongoing process of acquisition selection throughout the project, this estimated required space is liable to be increased or decreased.

    - The re-shelving process will need to be planned with suitable time prior to its undertaking in order to ensure clear instructions are given to, and understood by, all staff members and parties involved (Lumb, 1972, p. 259).

    - Incoming materials will be cataloged and shelved by normal collections staff and student employees once suitable space has been established.

- Office space for the newly hired history librarian will be established on the East Wing of the library's office space, where sufficient space is already present. Desk, light, computer, paper, accessory office supplies, and cubicle will all be provided.

- New acquisitions will necessitate the translation of metadata into the library's current ILS. Due to the possibly large spike in items, several student staff members may need to be trained to assist in this process.

- Any and all IT related processes that the project requires for completion, such as:

- Supplying the new librarian with proper software and hardware;

- Updating and creating pages on the library website to reflect the project status, resources, and completion;

- Cooperating with vendors to make e-resources, such as databases accessible to library users;

- Ensuring the acquisitions policy for Thucydides College is functional and accessible.

Budget

Budget will primarily be put towards the acquisition of materials, which is an as of yet undetermined cost that will depend heavily upon vendor contract agreements for databases and other online resources. Due to finite resources, however, the library seeks to spend no more than $150,000 on acquisitions. As the library is currently unattached to any consortium, there are no other institutions with which to share vendor costs—although this may be a long-term proposition to consider outside the limits of this current project. Additional large projected costs will amount from: the addition of a new subject specialist librarian, as necessary for the future vitality of the library's history collection; any and all contracted agents and agencies (e.g., contractors for moving or conducting surveys); office supplies for the new librarian (e.g., computer, desk, and cubicle); training of student and library staff; and IT related expenses (website design and management, vendor product accessibility, et cetera). Again, the principle cost associated with this project is in regards to the cost of acquisition, although the salary of an additional librarian will eventually meet and surpass the immediate costs of acquisition—sans recurring vendor product costs, such as database access.

Deliverables and Communication Plan

Daedalus University Library will maintain constant communication with Daedalus University's board, dean, president, faculty, and finance department, in addition to those of Thucydides College of History, through weekly progress reports and additional, as-needed notices. Decisions which go beyond the legal decision making powers of the library will be deferred to university decisions, as will purchases above $10,000, per University policy. Progress reports to both entities will ensure the project retains a trajectory in line with the abilities and goals of the university and college, and allows for any deviations to be quickly remedied or re-oriented.

Schedule and Timeline

For the minimization of interference with student studies and faculty operations, all activities and objectives which necessitate the removal, transition, and downtime of materials and resources will be initiated one day after the end of Spring Term (June 11, 2022), to be completed by the commencement of Fall Term (August 28, 2022). Such activities include the acquisition and shelving of new materials and the restructuring of current shelving to accommodate new materials. Any excess resources still remaining to be shelved will be of minimal interference. Performing the move of material during Summer Break will provide the maximum period of time of minimal interference to university activities and classes, while also promising less frequent interruptions of illness and inclement weather, as could be expected during Winter Break (Lumb, 1972, p. 255). Additional actions to be completed by the beginning of the next school year (August 28, 2022) are: the hiring and training of a new librarian for the specialization of the library's history collection and as the communications liaison with Thucydides College; suitable office space established for said new librarian; the acquisitioning of online resources, such as databases; policy development; surveying of community members; and

all IT work in the creation and access of new online resources. Consultations with vendors for new databases, journals, e-books, and other online resources will be begun by May 1, 2022, and continue indefinitely to maintain up-to-date resources. The input of metadata of new acquisitions is expected to be completed by December 31, 2022, however, this objective may be completed far earlier and is dependent upon the quantity of acquired materials as well as any current and future backlogs. The active completion date of this project (project operational but not fully complete) is scheduled to be August 28, 2022, with the project fully completed by December 31, 2022.

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