

Five-Year Professional Development Plan

- **2020-2021**

| GOALS | STEPS | RESOURCES |
|--|---|---|
| Accumulate more professional library experience | <ul style="list-style-type: none">- Volunteer at the local libraries and institutions- Continue studying different parts of the information field- Acquire certification in different types of libraries (public, academic, etc.) | Indeed, job-coaching services, certification websites |
| Continue to familiarize myself with information technologies | <ul style="list-style-type: none">- Continue studying digital library programs and tools- Review and practice different technological programs and tools | CONTENTdm, Scratch, Oxygen, Open Refine, ArchivesSpace, library technology journals |
| Conduct networking efforts with libraries/institutions | <ul style="list-style-type: none">- Reach out to local institutions for interviews and tours- Participate in events/programs planned by the library | Facebook, Twitter, Indeed, professional references |
| Establish and increase my online presence | <ul style="list-style-type: none">- Join different library social media groups- Create a daily blog/journal about my professional growth | Facebook, Twitter, library journals, |
| Obtain a general, entry-level job position at a library | <ul style="list-style-type: none">- Continually applying to a variety of library jobs online- Learn about the libraries that are posting these jobs- Learning and applying the listed skills that the institution requires | Indeed.com, LinkedIn, Archivesgig, job-coaching services |

- **2021-2022**

| GOALS | STEPS | RESOURCES |
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| Learn how to use and adapt to emerging information technologies | <ul style="list-style-type: none"> - Take workshops on relevant technologies - Conduct extensive research on relevant technologies | My library, Internet, technology trend books, journals |
| Stay informed on relevant current events in the library and information field | <ul style="list-style-type: none"> - Follow postings, blogs, and journals of fellow librarians - Follow prominent library and information groups on social media sites - Ask my colleagues and superiors | Facebook, library journals, blogs, library databases, colleagues |
| Learn from my colleagues and supervisors | <ul style="list-style-type: none"> - Continually ask them questions - Take notes on how they handle different scenarios in the library | Internet, colleagues, users |
| Join relevant professional organizations | <ul style="list-style-type: none"> - Gain extensive knowledge about the ALA and its organizations - Join at least one organization - Attend professional conferences | Facebook, my library, professional library organizations, Internet |
| Continually get involved with the library's community | <ul style="list-style-type: none"> - Create programs and events that involve the community - Participate in promotions and events that are planned by my library - Conduct needs assessments to determine what the community's wants and needs are | Facebook, local community, Internet, journals |

- **2022-2023**

| GOALS | STEPS | RESOURCES |
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| Continue to study different library technologies. Specifically, study archiving technologies | <ul style="list-style-type: none"> - Learn and work more with ArchivesSpace - Learn and work more with CONTENTdm - Get more familiar with archiving tools and equipment | Internet, professional references, videos |
| Obtain an library job in archiving | <ul style="list-style-type: none"> - Use ArchivesGig to look for archival jobs - If current place of employment has an archival or special collections department, apply and transfer there | ArchivesGig, Indeed, employer, professional references |
| Begin writing professionally | <ul style="list-style-type: none"> - Conduct research on the community to see what their needs are - Do research on chosen subject by looking at journals, books, etc. - Begin writing blog posts and a library journal of my own | Local community, Internet, library, library online databases |
| Continue to get more involved in the community | <ul style="list-style-type: none"> - Create events that get the community involved in developing the library's collections - Go out and promote the library's collections at local events | Library, Internet, local community |
| Gain success and recognition in professional organization | <ul style="list-style-type: none"> - Continue to attend ALA conferences and events - Participate in conferences and | Facebook, library, professional organization, Internet |

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| | give presentations | |
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• **2023-2024**

| GOALS | STEPS | RESOURCES |
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| Continually promote the archive's special collections | <ul style="list-style-type: none"> - Create/update a social media page for the department that promotes its collections and events - Teach the community about what the department offers | Facebook, Twitter, Instagram, library, local community |
| Reach out to other organizations that can help the special collections department | <ul style="list-style-type: none"> - Conduct research on the other organizations - Write grant proposals to other organizations - Collaborate with them on events that benefits both them and the library | Local community, Internet, library |
| Continue learning all I can about the techniques and tools of an archivist | <ul style="list-style-type: none"> - Learn from my archival supervisor - Conduct online/physical research on the subject | Archival supervisor, Internet, YouTube, library databases |
| Learn how to work with other departments of the library and establish positive relationships | <ul style="list-style-type: none"> - Walk around the library and introduce myself to the other departments - Reach out to the other departments and propose ideas and events that benefit us both | Library, Facebook, local library event postings |
| Get even further involved in the library's local community | <ul style="list-style-type: none"> - Take part in local community events that allow me to promote the library and the department's collections | Local community, library, local website, Facebook |

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| | <ul style="list-style-type: none"> - Gather donated materials from the community and use to create local archival collections. | |
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• **2024-2025**

| GOALS | STEPS | RESOURCES |
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| Obtain an archival supervisory position at another local public or academic library | <ul style="list-style-type: none"> - Use ArchivesGig and Indeed to apply for jobs | ArchivesGig, Indeed, Facebook, library, local community |
| Learn how to lead and supervise a special collections staff | <ul style="list-style-type: none"> - Ask current supervisor for tips and advice - Self-teach myself through the means of the Internet - Refer to past classes for notes | Archival supervisor, Internet, YouTube, notes from past library and undergraduate classes |
| Continue writing professionally and publish journals and articles | <ul style="list-style-type: none"> - Continue conducting more research into my chosen subject - Compile it all together, analyze, and present it in a journal - Work with the library to publish my journal | Library, online library databases, online library journal websites |
| Continue promoting the department's collections | <ul style="list-style-type: none"> - Set up exhibitions to show off some of department's hidden gems - Guest speak at faculty's classes to talk about the collections and what they have to offer | Facebook, Twitter, library, faculty |
| Continue getting involved in selected ALA organization | <ul style="list-style-type: none"> - Continue attending conferences and give presentations - Take part in panel discussions | Professional organization, library |

