

## **Lincoln County Libraries Technology Plan 2010-2012**

Lincoln County Public Libraries

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The Lincoln County Libraries are committed to providing patrons access to the outside world through a variety of electronic methods. Technology will help serve the patrons in their ability to research, collate and present information. The combination of hardware, software, and electronic databases will provide patrons with a greater amount of information that can be provided within the physical walls of the three libraries.

Technology will be used to:

- Provide access to current periodicals
- Provide access to research material
- Provide efficient access to library materials through an electronic card catalog
- Provide real time circulation for the three libraries
- Provide access to OCLC for research and ILL purposes
- Provide Internet access to patrons
- Provide at home services via OPAC
- Provide a microfilm reader and printer
- Provide facsimile and copy services
- Provide wireless capabilities
- Provide on-going technology training for patrons and staff
- Provide other services as technology develops
- Provide optimum sharing of resources

### **Goals**

Goal 1:

Provide access to a greater amount of information than is available within the physical boundaries of the libraries.

- Subscribe to electronic databases
- Participate in state wide contracts for electronic resources as often as possible
- Provide and maintain Internet access for patrons, including wireless networks
- Market and promote electronic resources both internally and externally
- Maintain a website with information, links to databases and card catalog capabilities and periodically review content
- Enhance public knowledge of available technology resources

**Goal 2:**

Maintain and enhance an up-to-date computer network throughout the three libraries.

- Replace hardware on a consistent schedule
- Update software on a consistent schedule
- Explore ways to improve OPAC
- Evaluate network on a yearly basis for any improvements or updating of equipment
- Provide continuing education to technology librarian

**Goal 3:**

Provide technology training and professional development for staff members.

- Mandatory once a year review of all existing databases and circulation system for all staff
- Participate in state, region, and local training
- Identify individual staff needs and address through one-on-one training
- Reporting and presentation by staff members who participate in training

## **Professional Development Strategy**

In order to maintain familiarity with ever changing technology, the staff of the Lincoln County Libraries is required to attend a once a year training day. All electronic resources, such as databases, are reviewed. Throughout the year any major changes to the circulation system or databases are addressed through individual library meetings. In addition to the large group setting, the Technology Librarian provides individual assistance to each staff member regarding specific questions and needs. The Technology Librarian is also on call to assist any patron needs that are beyond the capability of the staff. Besides internal training, there are other opportunities presented throughout the year. Staff is encouraged to identify seminars and meetings offered by such organizations as Montana Library Association, Tamarack Federation, Offline and

Flathead Community College that will enhance their technology knowledge. There are funds budgeted every year for travel, fees and lodging related to professional development. Generally, the director coordinates the professional development.

The once a year training is mandatory for all staff. Because of the small staff size, every employee needs to be familiar with all the resources that benefit patrons. With a Technology Librarian on staff, individual and group training can be provided on a as need basis depending on needs. More advanced training can be assigned by the director depending on a staff member's duties and interests. All internal training will consist of a classroom component and a hands-on portion. Outside training will vary, but hands-on elements are preferred.

Staff can and are encouraged to use regular work time to keep abreast of technology especially that which is used for their specific job duties. Staff is encouraged to attend outside training, which is budgeted for each year. Those staff members who do participate in outside training are expected to share their knowledge with other staff members through presentations at staff meetings.

### **Assessment of Present Technology**

See Appendix A

### **Budget for Technology**

See Appendix B

### **Evaluation Process of Technology Plan**

The Lincoln County Libraries Technology Plan is written as a three year plan and is approved by the Board of Trustees. Each year the plan is reviewed and revised as needed. The Technology Librarian and Director are responsible for reviewing the plan and for any revisions. During each review, potential training opportunities will be identified for the next year. These potential topics will be marked for internal or external training opportunities. Throughout the year, training topics will be solicited from staff in addition to those identified by the Technology Librarian and the Director. All training should maintain the focus of enhancing the patron's access to information.

Before each training session, whether external or internal, the expected benefits will be identified. After each training session, the expectations will be compared with the actual training to evaluate how this training will help staff and the patrons fulfill future needs. After each external training, the staff member will be expected to submit a summary and make a presentation to other staff about the specific topic as a way of reinforcing the training and sharing the knowledge gained.

Staff will conduct periodic trainings for patrons regarding databases, OPAC, and other relevant information sources. The staff will also conduct training on in regards to changing technologies and updates to library equipment. Use rates of things like databases will be tracked.

The Technology Librarian will record updates of both hardware and software to ensure accurate records about the equipment.

## Appendix A – Assessment of Present Technology

### Technology Plan 2010-2012

#### A. VISION STATEMENT

The Lincoln County Library system envisions a library environment where patrons can access the resources they need through the use and adoption of technology. Through the adoption of new technology, library staff will enhance their ability to assist patrons in two main areas. First, increased technology adoption will allow staff to increase productivity and positive outcomes in basic library practices. Second, increased technology training will allow staff to assist patrons in gaining their own technology-based skills. With the support and guidance of trained library staff, library patrons will: gain valuable technology skills; understand what resources are available to them through the library; and come to view the library as an environment supportive of lifelong learning.

#### B. MISSION STATEMENT

The Lincoln County Libraries are committed to providing information access, recreation and cultural activities for the diverse needs of our communities.

#### C. TECHNOLOGY INVENTORY - CURRENT AND PROJECTED

Inventory Category	Current Count	Projected - 2010	Projected - 2011	Projected - 2012
<b>Networks</b>				
Client Server	2			
Peer to Peer	3			
<b>Computers</b>				
Server	1			
Workstation	5			
Workstation (Networked)	41			
<b>Peripherals</b>				
<b>Internet Connections</b>				
DSL	3			
<b>Telecommunications</b>				
Touch Tone Handset	7			
Cordless	2			
FAX	3			

**Software Subscriptions**

Ebsco Auto Repair	Yes			
Ebsco Research	Yes			
HeritageQuest	Yes			
Infotrac	Yes			
Overdrive	Yes			
DearReader	Yes			

## Appendix B – Summary Budget

### A. SUMMARY BUDGET

<b>Goals</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	
<b>Goal:</b> Provide access to a greater amount of information than is available within the physical boundaries of the libraries.	\$6000	\$6500	\$7000	
<b>Goal:</b> Maintain and enhance an up-to-date computer network throughout the three libraries.	\$5000	\$5000	\$5000	
<b>Goal:</b> Provide technology training and professional development for staff members.	\$1000	\$1000	\$1000	
<b>Total Costs</b>	<b>\$12000</b>	<b>\$12500</b>	<b>\$13000</b>	