

Reference Department Goals for FY2008

1. Improve patron access to library materials

- Look at ways to improve access to the collection
 - Weed and refine print reference materials for better coordination with non-fiction collection (possibly interfile reference books with non-fiction books)
 - Keep reference collection weeded, shelf-read and up-to-date
 - Continue to work with Tech Services to improve standing order list and procedures
 - Implement a continual review of non-fiction collection, including assigning sections to staff members for weeding, shelf-reading, straightening, order suggestions, etc. Try to find an automated tool (perhaps FileMaker) to make weeding easier and more accurate
 - Improve organization and access to periodicals collection by creating a comprehensive and up-to-date periodicals listing, referencing both print and online access
 - Add more website "Subject Guides" in a format most suitable for patron "findability"
 - Continue promoting database usage through existing methods (bookmarks, signs, links, staff training, etc.) as well as new technologies (federated searching, etc)
- Continue with website improvements, both to Reference section and all of website
 - Look for new tools or technologies to make adding and maintaining content easier
 - Strive for entire website meeting both design goals and accessibility standards
 - Continue to offer direct work and assistance on other areas of website (Reading Room, Children's Mural page, etc.)
 - Evaluate "site search" feature
- Provide better indexing of and access to the Vertical File
- Look at options to improve security in and use of the Oversize area
- Work with Barbara Morrison on patron-related technology issues, such as timer software for public computers, internet access issues, printing from wireless computers, etc.
- Continue to refine tax forms offerings and organization

2. Continue to refine desk area and operations

- Ensure all procedures and policies are documented and easily available to desk staff
- Review new technologies to see if paper-based methods can be improved upon
- Continue looking for areas of the desk that can be cleaned or better organized

3. Concentrate on professional development

- Keep current on journals, literature and blogs, for articles, book reviews and library trends
- Attend MVLC, NMRLS, NELA and other regional reference meetings
- Participate in staff, local, regional and national training opportunities
 - Promote training opportunities to staff