MEMO

To: Biological and Physical Sciences Task Force Members
From: Michele Crump
Re: First assignment

Dear Task Force Members;

As a first assignment, I would like you to look over the following questions edited from the Libraries Strategic Planning charge. Please survey your colleagues (informally) using these questions and provide me with the feedback. Let’s set the timeframe at two weeks for the completion of this process, which means that the feedback will be due to me by email on October 29. In the next step, I’ll compile the information you’ve gathered and redistribute it to the group. Because I know that everyone is busy this time of year, I hope that we can carry out our discussion of issues through email. Please let me know if you have questions about this approach or the queries listed below. Thank you again for agreeing to serve on this task force!

To begin discussions, consider the following questions, but feel free to elaborate on any Library service issues that might be mentioned as you interview colleagues:

1. What information does the Library have about its environment and the information needs of its users? What surveys or other studies should be conducted (LibQual, OCLC WorldCat Collection Analysis, hours of operation, etc.)? What relevant information is available from strategic planning at other ARL institutions? (Primarily a Library Question)
2. What expansion is needed in collection resources, in access, information delivery, and other services, in spaces for reading, research and discovery for undergraduates? For graduate students? For faculty?
3. What collections and services should the Libraries provide that it does NOT now provide?
4. What collections and services are no longer needed and should be discontinued?
5. What physical spaces are needed or helpful? Should the Libraries reconfigure/expand/shrink its physical spaces for users? For materials? Which spaces need to be on the main campus? Which spaces need to be more closely co-located with user groups?
6. What do library clients expect? Does the Library meet expectations?
7. What is/is not online and what is the expectation for the Libraries to provide what is missing?
8. How effective is the virtual library: its accessibility, ease of use? How intuitive is it?
9. What do we need to do? For whom do we need to do it? When do we need to do it?