LINCOLN PUBLIC LIBRARY
Technology Plan
2001-2006

Mission Statement:

The library strives to provide patrons of all ages access to information, educational and cultural reading materials, and services in traditional and innovative formats. As the community's recreational reading and information resource, our goal is to help library users become lifelong learners. The library is a living, growing entity that responds to meet its patron's changing needs.

The Lincoln Public Library is very much aware of the need to remain abreast of developing technologies. The need to incorporate various forms of technology is essential in realizing the library's mission, and therefore will continue to be a vital issue as the library continues to evolve. The staff recognizes that the Technology Plan will involve continual evaluation and revision.

The need for a new library will warrant more attention being directed toward planning a Technology Lab. Library staff will visit several libraries with existing computer or technology labs to ascertain what will and won't work for Lincoln patrons, as well as to garner new ideas and insights.

Patrons are expecting and demanding a wider array of electronic resources and equipment. The library must work towards meeting this demand in order to meet the information needs of our patrons. Ease of use is a primary concern for both staff and patrons.

I. Public Services

A. Continue to enhance and develop electronic resources for public access

1. Purchase additional resume programs to load on selected stations. Microsoft Office XP is loaded on all adult public access computers. Since Microsoft Word includes several resume templates, as well as a resume wizard, we have decided that the purchase of additional software in unnecessary.
2. Investigate the addition of a scanner for public use.
3. Consider the addition of reference via e-mail. Online forms may be a possibility. The library's web page includes an extensive Reference section which provides several links as well as the address to contact Reference for information.
4. Provide clear and thorough documentation for electronic resources available in the library.
5. Evaluate current subscriptions to the Periodical Databases via patron statistics, input by Reference Librarians, and professional literature. The library decided to drop a database due to redundancy. Evaluations are always ongoing.
6. Identify materials from the Local History collection which may be candidates for digitization.
7. Write selection policy for digital preservation of materials. We have written a very rough draft.
8. Investigate the purchase of 2-3 laptops to be borrowed and used within the library premises. The library would not have to set up permanent areas for desktops, which would aid in saving needed space. Additional laptops will instead be purchased for the wireless lab.
9. Develop various programs for school age children involving internet and word processing instruction.

10. Offer a program to patrons that would instruct them on how to construct a simple web page. A class on web page design was held for teens.

B. Improve and expand services to users who use the library remotely

1. Continue to allow access to electronic databases to remote users
2. Continue to maintain current and timely information about library events and services on the library's web page.

II. Collection Development

A. Continue to select, organize and maintain a quality collection of electronic resources

1. Design and load pages that will serve users who attend computer classes offered in the library, as well as all other users who would benefit from information on computer use.
2. Design and load a Parent Resource page. The page will contain links to pages that contain quality information on parenting issues. The page will also include information on local programs, classes, schools, etc. that would be of interest to parents. A Parents page was created in 2002. Revisions are ongoing.
3. Refine and improve the library's web site. Ongoing
4. Investigate the purchase of licensing for online test databases, such as Learn-A-Test Online.
5. Investigate the purchase of licensing for an online antiques and collectibles database.

B. Select and acquire up-to-date library resources in electronic format

1. Investigate the collection of computer software on DVD. Many computers are now being sold with a DVD-ROM. DVD for home computers is an additional form of media that the library needs to investigate. Ongoing.
2. Investigate the feasibility of acquiring, and circulating e-books, as well as the necessary equipment, such as an e-book reading device.
3. Expand collection of circulating CD-ROM tutorials, as well as videocassette format, that focus on computer literacy. Consider purchasing tutorials in DVD format. We have expanded our collection of circulating VHS tutorials.

III. Facilities & Equipment

A. Evaluate and enhance electronic services to provide ease of use and access to library resources for the public.

1. Aggressively pursue the addition of a computer lab available for public use.
   a) Investigate various computer labs and layouts The Electronic Resources Librarian has been visiting existing labs as time permits.
2. Write a grant proposal for the acquisition of 13 notebook computers, 2 of which would be made available to patrons or use in the library. Additional lines would need to be dropped so that patrons could access the internet via the notebook computers. Thus, we would need to also investigate those areas in the library that would be able to support additional drops. The 11 remaining notebook computers would be reserved for computer classes held within the library. Notebook computers would be passed out to class members. The library has decided to pursue a wireless lab consisting of notebook computers. 8 laptops are currently being used for the lab. Two more are on order.

3. Purchase a machine to check and repair damaged CDs and DVDs, thereby increasing the longevity of these products. The library was able to purchase a DiskChek machine in 2004 with money from the Champlin Foundations.
4. Investigate the installation of additional electrical outlets.
5. Perform a cost analysis on the current color printer available for public use to discover if it would be more cost effective to purchase a color laser printer.
6. Consider replacing the older barcode scanners with new ones. Several have been replaced in 2004.

IV. Administrative and Support Services

A. Continue to monitor the need for updated software for all workstations within the library, as well as the server.

1. Investigate the current level of security on all machines. The increase in spyware and viruses via the internet has prompted the library to consider additional software for the computers such as Ad-aware from Lavasoft. Fortress may be replaced with Deep Freeze if it is economically feasible.
2. Request Atrion to evaluate the speed of the lines within the building.

B. To remain competent in using current technology and software

1. Develop a comprehensive plan for staff training
2. Pursue training on Windows 2000 server, as well as other IT related software and services.

C. To investigate alternative funding for the acquisition of new technology

1. Continue to pursue grant money from the Champlin Foundations
2. Identify at least 3 new grant sources for possible monies. Apply. Applied for grant monies from the Papito Foundation as well as the Masons.

V. Community Relations

A. Develop an effective means of communicating to the public the various technology related services offered

1. Investigate the inclusion and maintenance of a bulletin board on the library's web page.
2. Investigate the possibility of utilizing e-mail to communicate relevant library news to interested patrons.
3. Increase PR. Press releases that inform the patrons of the varied number of databases available for use are ongoing.
4. Survey patrons to determine needs and wants, as well as level of satisfaction. Survey has been completed and is currently being tabulated.

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