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Subject: Plan de trabajo de la Biblioteca 2013/2014
Attachments: [Plantilla de Plan de Trabajo-editado Biblioteca final.docx](#)

Estimado Dr. Riestra:
Adjunto el Plan de Trabajo de la Biblioteca.

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Polytechnic University of Puerto Rico

Work Plan 2013-2014

Department/Office: Library
Department Head: Mirta Colón
Date: October 25, 2013

Introduction

The Library is an academic unit with the mission to offer the university community the information services needed to achieve academic excellence and develop leaders with the knowledge and skills that will help them become professional, responsible and successful citizens. This statement is consonant with the university's mission and all library services are directed towards achieving it.

Institutional Goals 2010-2015

1. Increase the recruitment of talented and underrepresented students
2. Increase the retention, persistence, and graduation rates of students
3. Improve integration with society
4. Develop organizational structures, processes, and infrastructure to support high quality education
5. Recruit, retain, promote, and compensate faculty members who significantly contribute to the institutional development
6. Encourage and develop graduate and undergraduate research

Key Institutional Objectives 2013-2014

1. To fully meet the requirements for reaccreditation
2. To improve the retention and graduation rates
3. To expand the offer of distance learning
4. To expand academic offering through the development and implementation of new academic programs
5. To increase the recruitment of local students and to develop outreach recruitment platforms for international students

Relationship between Institutional Goals and Institutional Key Objectives

The following table presents the relationship between the Institutional Key Objectives for 2013-2014 and the goals of the Institutional Strategic Plan 2010-2015:

Institutional Key Objective	Institutional Goals Addressed
1	1, 2 y 4
2	All
3	1, 2 y 6
4	1, 3 y 4
5	2 y 4

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The Annual Work Plan of the Library is presented in the following table.

Key Institutional Objective	Specific Departmental Objectives	Activities Attached to Specific Objectives	Itinerary	Assessment Criteria	Resources and Budget
To fully meet the requirements for accreditation	1.1 Comply with requirements of the different accreditation agencies.	1.1.1 Identify criteria and requirements that apply to library and information resources to work specific aspects for compliance. 1.1.2 Develop performance indicators based on ACRL Standards for Libraries in Higher Education ¹ to meet outcomes-based assessment	Annually		
	1.2 Collaborate with faculty to develop information literacy skills and lifelong learning into curriculum.	1.2.1 Integrate information literacy skills development activities in one intermediate and one advance level course in each program.	Annually	Information literacy skills development will be reflected in at least one course syllabus of each program.	

Key Institutional Objective	Specific Departmental Objectives	Activities Attached to Specific Objectives	Itinerary	Assessment Criteria	Resources and Budget
<p>To improve the retention and graduation rates</p>	<p>2.1 Provide access to information resources in different formats through a collection of open stacks, access to public catalog terminals and various types of loans.</p> <p>2.2 Provide safe and comfortable physical space needed for study and research.</p>	<p>2.1.1 Identify student's information needs and provide a text book collection according that support the curriculum.</p> <p>2.2.1 Extended hours during week's eleven and twelve of every quarter, offering study space for individuals and groups 24/7</p>	<p>All year round</p> <p>Quarterly</p>	<p>Monthly use statistics</p> <p>Quarterly statistics will be measure with the 3M System at the Library entrance</p>	
<p>2.3 Collaborate with faculty to embed information literacy outcomes into curricula, courses and assignments.</p>	<p>2.3.1 Orientate ATUL students about information search and the services and resources available at the Library.</p>	<p>2.3.1 Orientate ATUL students about information search and the services and resources available at the Library.</p>	<p>A workshop with practical exercises or presentation will be offered to ATUL students each quarter</p>	<p>Students will achieve a passing score on a quiz given after the presentation or workshop.</p>	
<p>2.4 Provide students with guidance and support in the information research process</p>	<p>2.4.1 Provide one-on-one assistance in research methodology, essays writing and bibliography citing.</p>	<p>2.3.2 The Program Coordinator will meet and collaborate with faculty to facilitate information literacy skills activities, assignments, modules and other strategies r information literacy skills workshops to students.</p>	<p>Quarterly</p>	<p>Students include a variety of appropriate resources in bibliographies. Students give positive evaluation to classes given by librarians. Assessment is based on ACRL Information Literacy Competency Standards for Higher Education¹.</p>	

Key Institutional Objective	Specific Departmental Objectives	Activities Attached to Specific Objectives	Itinerary	Assessment Criteria	Resources and Budget
i. To expand the offer of distance learning	<p>3.1 Maintain technological infrastructure to keep current with advances in teaching and learning technologies, supporting changes on modes of information and facilitating access to multiple resources.</p> <p>3.2 Integrate library resource access into institutional web and other informational portals.</p>	<p>3.1.1 Exercise a plan for maintenance, upgrading, replacement of equipment, applications and resources as needed.</p> <p>3.2.1 Add "Ask the Librarian" link in the Blackboard platform.</p> <p>3.2.2 Maintain access to electronic collections and services through the Web page, Catalog, databases, blog and ask the librarian.</p>	<p>Continuously all year round</p> <p>Spring 2014</p> <p>Continuously</p>	<p>Preventing non access activities to resources due to infrastructure, equipment or application failures.</p> <p>Verify link activation</p> <p>Monthly user statistics</p>	
l. To expand academic offering through the development and implementation of new academic programs	<p>4.1 Enable users to discover information developing support research tools</p>	<p>4.1.1 Create pathfinders and articles review on new academic programs topics.</p>	<p>During the year</p>	<p>Publish at least three articles reviews and two pathfinders in the Library Blog.</p>	
j. To increase the recruitment of local students and to develop outreach recruitment platforms for international students	<p>5.1 Engage in collaboration with other academic institutions, professional organizations and community activities to bring opportunities of networking, promotion and visibility to the University.</p>	<p>5.1.1 Visit one school to promote architecture and engineering resources during Library Week</p> <p>5.2.1 Participate in at least four events that promote networking with colleagues.</p>	<p>April 2014</p>	<p>Evaluation form of the activity</p>	