



LIBRARY

MISSION

The NEIT Library seeks to provide an organized, balanced, and varied collection to support the goals of the institution. By providing a wide range of materials, the Library attempts to furnish a broad foundation for research for an undergraduate technical education. Through various means of instruction, the Library teaches the information literacy skills necessary to support lifelong learning for personal and professional growth. The NEIT Library seeks to provide access to resources in other libraries through cooperative agreements.

GOALS

I. SERVICE

A. *Clientele*

1. Provide resources and services to currently enrolled students, graduates, staff, and faculty at NEIT.
2. Share resources with the members of the Rhode Island Interrelated Library Network to which the Library belongs.
3. Share resources with the members of OCLC (Online Computer Library Center) to which the Library belongs.
4. When possible, extend assistance to clientele outside of the NEIT community (i.e. local businesses).

B. *Service*

1. Develop full learning resources and services.
2. Provide a quiet study area for the college community.
3. Provide services and resources during day and evening hours.
4. Provide appropriate equipment within the Library for faculty and student use of media.
5. Increase awareness of Library services and resources among faculty, staff, students, and RHILINET libraries.
 - a. Develop and maintain publications that describe the Library's resources and services and make them available in the Library and/or distribute them in classes.
 - b. Develop and maintain a website that provides resources to members of the college community from any computer with Internet access.
 - c. Provide requested information about services and resources to RHILINET members.

6. Increase the use of the Library.
 - a. Increase borrower's rate as measured by the number of materials circulated or accessed.
 - b. Increase the use of the Library's website by providing useful and timely information.
 - c. Continually assess the need to expand and update the Library facility and resources.
7. Provide telephone and e-mail reference service when appropriate.

C. *Resources*

1. Provide computers and appropriate software in the Library.
 - a. Maintain a working knowledge of reference software to assist in the use of computers.
 - b. Research and purchase software as the need arises.
2. Provide relevant periodicals
 - a. Continually evaluate periodical collection in relation to its relevancy within the curriculum and its usefulness as a regional resource.
 - b. Continually evaluate the balance between online full-text periodical databases and the print collection.
 - c. Investigate free subscription sources to obtain worthwhile periodicals to increase collection variety for minimum cost.
 - d. Investigate and evaluate online periodical databases to support the curriculum.
 - e. Evaluate periodical holdings by means of studying frequent interlibrary loan requests for specific titles.
 - f. Keep abreast of changes in technology in order to deliver periodical resources in appropriate formats.
3. Improve the reference collection
 - a. Continually evaluate the collection for currency and relevance.
 - b. Continually evaluate existing electronic resources and online databases and investigate new titles as they become available.
4. Provide a collection of print, non-print, and web resources useful for students seeking remedial and/or developmental assistance in computational, writing, and reading skills.
5. Provide a collection of print, non-print, and web resources useful for students seeking career planning assistance.
6. Provide a relevant, up-to-date book collection.
 - a. Conduct a complete inventory of the book collection every three years. After completing the inventory, withdraw all titles that have been missing for two or more inventories, replace all titles that are still available, and make note of subject areas in the collection that need improvement.
 - b. Continually revise and update the collection based on changes in the curriculum and in the technologies, and in

- response to reference questions requiring more support materials.
- c. Update the technical collection by consulting with faculty members on new additions to the technical portion of the collection.

II. RESOURCE MANAGEMENT

A. *Location of Resources.*

1. Develop full learning resources and services – on-site and online.
2. Provide a secure storage area for media.
3. Provide an after-hours book drop at the Library building.

B. *Organization and Delivery of Resources and Services.*

Provide an organized, readily accessible collection of print, non-print, and online materials/resources.

C. *Provide adequate staffing for efficient Library operation.*

1. Secure and train appropriate staff.
2. Assess the need for more professional and paraprofessional staff.

III. ADMINISTRATIVE OR DIRECTIONAL GOALS

A. *Budget*

1. Ensure an adequate budget to maintain and improve Library services and resources
 - a. Collect statistics, generate reports, and disseminate information as requested.

B. *Cooperation with Other Organizations*

1. Continue and further develop cooperation with all types of libraries.
2. Participate in resource-sharing for better access to materials.
 - a. Facilitate the use of interlibrary loan for Library users.
 - b. Respond to all requests from RHILINET and OCLC system users.

C. *Publicity of Resources and Services*

1. Maximize participation of faculty and students in achieving goals as well as formulating and implementing Library policies and procedures.
 - a. Report on Library progress and services at meetings of the Academic and Administrative Policy Committee.
 - b. Solicit suggestions from faculty members, students, and staff when they use any of the Library's resources.