Nathaniel P. Hill Library
Technology Plan
St. George's School
2013-2016

ST. GEORGE'S SCHOOL PROFILE AND MISSION STATEMENT

St. George's School is a private, Episcopal boarding school in Middletown, Rhode Island. In 1896, the Rev. John Byron Diman, founder of St. George's School, wrote in his "Purposes of the School" that:

> "the specific objectives of St. George's are to give its students the opportunity of developing to the fullest extent possible the particular gifts that are theirs and to encourage in them the desire to do so. Their immediate job after leaving school is to handle successfully the demands of college; later it is hoped that their lives will be ones of constructive service to the world and to God."

As we begin the 21st century, we continue to teach young women and men the value of learning and achievement, service to others, and respect for the individual. We believe that these goals can best be accomplished by exposing students to a wide range of ideas and choices in the context of a rigorous curriculum and a supportive residential community. Therefore, we welcome students and teachers of various talents and backgrounds, and we encourage their dedication to a multiplicity of pursuits—intellectual, spiritual, and physical—that will enable them to succeed in and contribute to a complex, changing world.

NATHANIEL P. HILL LIBRARY MISSION STATEMENT

Nathaniel P. Hill Library serves as a vital center of campus intellectual life. It supports the academic program by providing outstanding services, resources, and facilities for research and study. The library also advances the broader educational mission of the school by awakening interest in a broad range of ideas, by inspiring a love of learning and scholarship, and by ensuring that students and faculty are effective users of ideas and information and by providing spaces where all members of the school community can explore multiple curiosities about their world.

NATHANIEL P. HILL LIBRARY TECHNOLOGY VISION STATEMENT

Nathaniel P. Hill Library is committed to providing accurate, current, and accessible information in a wide range of formats. We continually assess the collection and supporting technologies, refining and revising them to support our mission. We endeavor to represent a multiplicity of ideas in our collection, to provide equitable access to information, and strive to empower students to be critical thinkers, enthusiastic readers, skillful researchers, ethical users of information, and to enable them to create new knowledge.

FACILITY OVERVIEW

Nathaniel P. Hill Library is located on the St. George's School campus. The Library is open to all members of the St. George's School community. Members of the larger community may request access to the collection by appointment, which may be granted at the discretion of the

librarians. Nathaniel P. Hill Library is a member of the Ocean State Libraries consortium, which provides access to the collections of university and public libraries nationwide.

The Library of Rhode Island (LORI), a multi-type statewide library network, administered by the Office of Library and Information Services (OLIS) to foster and facilitate resource sharing and cooperation among the state's libraries and library personnel. It is physically manifested by the network of specific libraries of all types that have agreed to share their resources and services with each other, and to engage in other cooperative projects.

The Library was renovated in 2011. This LEED* Gold certified building houses 30,000 volumes, including nonfiction and fiction collections, 1,500 reference titles and an audiovisual collection. The Library also subscribes to print newspapers and magazines, numerous electronic databases including JSTOR, ProQuest Research Library and historical newspaper archives, and is a member of the Ocean State Libraries (OSL) consortium, Library of Rhode Island (LORI) and Online Computer Library Center (OCLC) which allow the SG community access to the collections of university and public libraries nationwide. The Library provides a multi-tiered Information Literacy instruction program to teach the research process and support the development of lifelong learning skills. Additionally, reference and circulation service is available during the 80+ hours the library is open per week.

**LEED is an internationally recognized green building certification program.*

TECHNOLOGY ASSESSMENT

Library staff work in collaboration with St. George's School Technology staff to identify, incorporate, and distribute technology within the Library environment and Information Literacy programs. The Director of Library Services & Archives reports to the Assistant Head of School for Academics and manages library resources, programs, and services. The Director of Technology, reporting to the Director of Operations, manages all aspects of Technology at the institution including infrastructure, business systems, and academic systems. The Technology Department supports initiatives in Academic Technology, Administrative Technology, Audiovisual Technology, Mobile Computing, Network, and Telecom.

Administrative Technology

The Technology Department provides Nathaniel P. Hill Library staff members with Windows 7 desktop machines in office areas and the Circulation Desk. Asset check in/out is processed at the Circulation desk via barcode or optical scanner, supporting mobile devices. Both full-time librarians participate in a school-issued Laptop Program, currently harnessing Lenovo X1 Carbon Touch Ultrabooks, running Windows 8. Laptops are refreshed every four years. Staff members may access multiple network printers in the Library, including a multifunction color copier, scanner, printer, and fax.

Library staff hardware includes:

- Lenovo All-In-One Touch desktops, Windows 7

- Lenovo X1 Carbon Touch ultrabooks, Windows 8
- Ricoh multifunction color copier
- Canon multifunction color copier (Library Archives)
- Epson high resolution scanner (Library Archives)
- HP black & white printer (Circulation Desk)
- Barcode scanner for asset check in/out
- Optical scanner for asset check in/out via mobile application (Key Ring)

Audiovisual Resources

The Library boasts a number of locations for users to utilize audiovisual technology, including five study rooms and two classrooms. Each study room is equipped with a wall-mounted, flat panel display, power, and connections for video and audio. The Wilson Duggan Teaching Space offers an open classroom environment with an LCD projector and motorized, drop down screen. Users may bring a laptop to connect to any of these devices after borrowing the appropriate cable(s) from the Circulation Desk. DVD players, peripherals, and power adapters may also be borrowed from the Circulation Desk.

The Davenport Room is equipped with a wall-mounted, flat panel, SMART Board interactive display in addition to two LCD projectors, one motorized screen, and one SMART Board interactive whiteboard. This space includes ceiling speakers and electronic shades. The room is controlled by a Crestron processor, managed from a wall-mounted, removable Crestron touchscreen. The Davenport's video conferencing solution (Cisco Jabber) is used weekly by faculty and staff. The space may accommodate forty participants.

Library End-User Technology

Public computers are available on the main floor of the Library. Computers are joined to the St. George's School domain and offer guest access. Users have the option of selecting from Lenovo All-In-One machines or Apple iMacs. All machines run DeepFreeze to control the content saved on the machine and remove any changes made by end-users. DeepFreeze resets the machines daily. Faculty, staff, and students are welcome to bring their own devices to the Library and connect to the wireless network. Our 1:1 Laptop Program provides each student with a Mac or PC laptop that they keep throughout their tenure at St. George's. Faculty laptops are refreshed every four years.

End-user accessible technology includes:

- 802.11n wireless connectivity
- Lenovo All-In-One Touch desktops, Windows 7
- Apple iMacs, Lion
- Ricoh Multifunction Color Copier
- Flat panel displays in each study room
- SMART Board interactive flat panel
- SMART Board interactive whiteboard
- Power and data drops throughout facility

A LibGuides hosted website is maintained by Library staff, providing end-users with access to electronic databases, instructional documentation, and virtual training videos. School-issued computers include all necessary productivity tools for business and academic tasks at the institution. Staff/faculty end-users receive business applications based on institution role and daily responsibilities.

Library electronic resources include:

- LibGuides - Library Custom Portal
- NoodleTools
- OSL E-Zone
- Over 60 Online Databases

Campus software applications/services:

- Canvas Learning Management System (Instructure)
- Adobe Suite CS3 (CC/CS6 to be deployed 2014)
- Microsoft Office Professional 2010/2011/2013
- Anti-virus and anti-malware
- Google Apps for Education
- SMART Notebook & Tools
- Audacity

GOALS

Goal 1: Upgrade and maintain the technology, resources, and library spaces so they continue to enhance the user experience of the various constituencies within the school community, including students, faculty, administrators, staff, and faculty families.
Objective A: Develop and maintain a defined technology life cycle for Library computers, audiovisual equipment, and peripherals (2014).
Activities for Implementation: ● Work with Technology staff to identify and prioritize replacements and software upgrades based on a strategic life cycle. ● Meet with Technology staff quarterly, at minimum, to plan and evaluate upgrade needs. ● Advocate for sufficient library funding and responsibly oversee the budget.
Objective B: Implement a self-checkout station for end-users at the Circulation Desk (2014).

Activities for Implementation:

- Identify the appropriate location at the Circulation Desk to deploy self-checkout hardware, including machine and optical scanner.
- Work with Technology to procure supporting hardware, install required software, and secure station equipment.
- Include self-checkout station in future lifecycle planning with Technology Department.

Objective C: Identify and implement electronic archive management/storage solution (2016).

Activities for Implementation:

- Continue to digitize archival materials for electronic storage.
- Research, identify, and evaluate potential solutions for external, electronic archive storage.
- Migrate internally stored, electronic archives to new storage/management solution.

Objective D: Identify archives Collection Management software options that will enhance intellectual control of the archives collections (2016).

Activities for Implementation:

- Define needs.
- Research options by consulting like institutions, researching specific products, and setting up trials.
- Select potential solutions and request funding for software.

Objective E: Update Integrated Library System (ILS) to Innovative Interfaces, Inc. (III): Sierra (2013).

Activities for Implementation:

- Work with Technology staff and OLIS to upgrade and maintain the latest release of the III ILS, Sierra across the appropriate library machines.

Objective F: Provide access to technology, resources, and spaces for individual and group research and study, meetings, and enrichment programs (ongoing).

Activities for Implementation:

- Promote and encourage the use of the technology, resources, and spaces.
- Schedule the use of spaces, resources and technology, and provide assistance with setup and use of resources and technology.

Goal 2: Provide students, faculty and staff with resources which reflect current information needs and anticipates changes in technology and education.

Objective A: Stay current with new technology resources that will be useful to both students and teachers (ongoing).

Activities for Implementation:

- Read professional literature, attend professional meetings, engage in professional development opportunities.

Objective B: Define technology skill expectations for librarians and staff and provide training (ongoing).

Activities for Implementation:

- Identify staff goals in annual evaluation.
- Provide on-site training and/or provide support for off-site training.
- Meet mid-year to assess progress on goals and to determine if additional support is required to meet goals.

Objective C: Consider a variety of formats when selecting materials for the collection (ongoing).

Activities for Implementation:

- Seek out digital formats where appropriate.
- Consult reviews of digital resources in review literature.

Goal 3: Provide an outstanding Information Literacy Program to instruct students, faculty and staff in the use, evaluation and production of information and ideas through active use of a broad range of appropriate tools, resources, and information technologies. Seek opportunities to collaborate with faculty and the Technology Department in this endeavor.

Objective A: Provide students, faculty and staff with instruction and resources which reflect current information needs and anticipates changes in technology and education (ongoing).

Activities for Implementation:

- Maintain library website (LibGuides) to provide access to online resources.
- Provide IL instruction sessions for classes upon faculty request.
- Offer IL instruction sessions specifically tailored to faculty and staff.

Objective B: Promote the Information Literacy (IL) program to increase participation (ongoing).

Activities for Implementation:

- Market the IL program thru various venues, such as the library blog, library website, community emails, library newsletter, announcements at faculty and committee meetings , through informal conversation, and any other appropriate means.
- Advocate for and seek opportunities to collaborate with faculty and/or the Technology Department in developing effective instruction sessions.

Objective C: Serve on the Teaching and Learning Committee, participate in the process of the transition from semesters to trimesters, and advocate for the inclusion of IL skills and knowledge in the curriculum (2015).

Activities for Implementation:

- Communicate the importance of including Information Literacy skills and knowledge in the new curriculum.
- Advocate for collaboration with faculty and/or technology staff in developing a single trimester elective class which combines IL skills with subject content and/or technology skills .

Goal 4 : Market the library to the broader community.

Objective A: Partner with the Communications Department to update the Library section of the School website as part of a larger, institution-wide redesign (2015).

Activities for Implementation:

- Provide descriptive information which appropriately represents the library programs and resources.
- Provide support to the Communications Department throughout the process.

Evaluation

Nathaniel P. Hill Library staff meet bi-weekly to discuss current and emerging tasks within their respective areas. Staff are evaluated annually during Spring term. During that process, goals are set for the upcoming year. Technology skills and knowledge are addressed within this process. The Director schedules a mid-year meeting with each staff member to assess progress toward goals, and, where appropriate, to revise goals and/or identify additional support required to achieve goals.

The Director of Library Services & Archives meets with the Director of Technology quarterly, to assess the status of technology driven projects, throughout the year. Project timelines are defined, in advance, and aligned with fiscal budgets for both departments.

Progress on the Technology Plan goals and objectives will be tracked in the Library Annual Report which is written by the Director of Library Services and Archives and presented during the annual budget review process.

Budget

The Director of Library Services and Archives completes the budget request for the following fiscal year by the date defined by the Director of Finance, typically by mid-December. The Finance Committee meets during the February Board of Directors meeting to finalize the budget. Technology resources covered by the library budget include replacements of staff laptop computers, membership fees for the OSL consortium, Lyrasis, and OCLC, digital resources including e-books and online databases, ILS software, library-specific subscription based tools such as NoodleTools and Mindomo, hardware such as optical scanners, and other items as defined by developing technology needs.

The Director of Technology includes all computer and audiovisual hardware in the Technology Department annual budget review. Replacements and upgrades are based on hardware/software life cycle, consider warranties, and are adjusted as needed, based on Library requirements. Technology budget is reviewed with the Director of Finance in November and January to analyze trends, project spending, and make recommendations for new, mission-critical initiatives.

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