April 4, 2013

MEMORANDUM

TO: CSU Presidents

FROM: Ephraim P. Smith
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: Planning for Libraries of the Future

In February 2012, the Libraries of the Future Taskforce was established with six Los Angeles basin campuses (CSU Dominguez Hills, CSU Fullerton, CSU Long Beach, CSU Los Angeles, CSU Northridge and Cal Poly Pomona) to develop recommendations to facilitate the transformation of libraries to better support the success of students and faculty in their academic endeavors.

In February 2013, the Libraries of the Future Taskforce presented its initial recommendations to the Council of Presidents. The recommendations were positively received and the taskforce is moving forward with the next steps. This memo serves three purposes:

1. To provide easy access to Library of the Future Taskforce Reports
2. To provide guidance on campuses developing the “vision-strategy” document
3. To solicit campus interest in conducting a print collection analysis of their book title holding for the purpose of deselection.

1. **Library of the Future Taskforce Reports**: The PowerPoint presentation, executive summary, and full report of the Libraries of the Future Taskforce can be viewed and downloaded from the CSYou intranet website ([https://csyou.calstate.edu/Projects-Initiatives/Libraries-of-the-Future/Pages/default.aspx](https://csyou.calstate.edu/Projects-Initiatives/Libraries-of-the-Future/Pages/default.aspx)) and can be used to support your campus discussions and planning. The intranet site also provides the charge for the taskforce and a forum for the CSU campus community to comment on the reports.

2. **Libraries of the Future “Vision-Strategy Document”**: The Libraries of the Future Taskforce recommendations include suggestions to campuses developing their vision for how their own libraries can better serve students, faculty, and the campus community in the 21st century. The recommendations also suggest ways that individual campuses can connect the vision statement for their campus to strategies for transforming their current library capabilities, resources, and services. The Vision-Strategy document will become part of each of the 6 LA basin library’s plans as they move forward as well as for the libraries in the second wave of CSU campuses interested in participating in the print collection.
analysis and deselection processes (which includes the local and regional archiving of low circulation books (see part 3 of this memo).

The following guidance from LOFT should support campuses developing their “vision-strategy” document for their library of the future.

1. Each campus provost will establish a taskforce to develop their campus’ “vision-strategy” document in a timely manner drawing membership from multiple campus stakeholders that could include librarians, faculty leaders, deans/associate deans, faculty development staff, academic technology staff, learning assistance center staff, staff from centers for students with disabilities, and staff from facilities.

2. The LOFT report may provide useful language for your campus’ “vision-strategy” document and highlight how your campus’ library of the future will be better integrated into the CSU network of libraries resources, services, and expertise. You can also use other strategic planning documents to provide some context for your document, including CSU Access to Excellence, past Council of Library Directors Strategic Plan, your campus’ strategic plan, academic plan, and library plan-as available.

3. A useful structure of the “vision-strategy” document should include:
   A. Description of the strategic outcomes most important to your campus:
      a. Student success (retention, graduation rates, high impact practices, etc.)
      b. Faculty success (research, recruitment, instructional support, tenure & promotion, etc.)
      c. Institutional success (shared services, cost-efficiencies, cost-avoidances, improved facilities utilization, supporting for new and existing academic programs, etc.)
   B. Description of the current status of your libraries resources and services. As a minimum, please include the items below, and provide specifics.
      a. Essential collections for campus academic program
      b. Adequacy of current space to meet materials collection needs
      c. Ability of current facility to manage closed archiving of materials collections (compact storage, robotic systems, etc.
      d. Current ability to meet library collections and services needs (staffing, facilities, technology, etc.)
   C. Vision of the future status of your libraries resources and services. As a minimum, please include the items below, and provide specifics.
      a. Services to be delivered from within the library and the benefits of concentrating them in a learning commons framework
      b. Develop existing synergies (Where are the synergies on your campus between the library and student support services, faculty development, research, teaching and learning, other academic resources?)
      c. Develop new synergies (Where do you need to make better connections between the library and functions/operations that support research and scholarship, teaching and learning, community service?)
   D. Campus priorities and initiatives aligned with their library of the future vision-strategy.
E. Recommended Timeline: Campuses should complete their vision-strategy before June 30, 2013 so they can begin their projects in the summer of 2013. Developing plans by the fall 2013 semester/quarter is also an option. Vision-Strategy documents will be “living documents” and we expect revisions as your Library of the Future project progresses.

3. Print Collection Analysis: The LA Basin campuses have piloted the first phase of the print collection analysis process with support from consultants. These campuses will be proceeding to the second phase of developing their deselection candidates and sharing deselection strategies.

A number of campuses outside the LA Basin have expressed interest in starting the first phase of print collection analysis for their campuses. We need formal statements of interest from campuses for the Chancellor’s Office to plan, pay, and support the successful implementation of the vendor’s services. If your campus wants to participate in LOFT’s print collection analysis project, please send the following information to Kara Perkins (kperkins@calstate.edu)

1. Campus Name
2. Campus Contact Person (Name, title, phone, email)
3. Draft Vision-Strategy statement
4. Agreement to provide library staff support required to conduct the print collection analysis
5. Agreement to provide a deselection strategy upon the completion of the analysis

If you have any questions concerning information in this memo or the Libraries of the Future Initiative, please contact Gerry Hanley (ghanley@calstate.edu; 562-951-4259).

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c: CSU Provosts/Vice Presidents for Academic Affairs
    CSU Vice Presidents of Business/Administration
    CSU Vice Presidents for Student Affairs
    CSU Library Directors