

Central Library Plan of Service

July 2016

Goal 1: Crandall Public Library will provide access to adult nonfiction materials, resources and information in all formats for SALS member libraries to fulfill the role of Central Library per the requirements of NYS Education Law.

CBA MATERIALS OBJECTIVE: To purchase materials in all formats to allow the central library to function as a major information, resource sharing provider in years 2017-2021. The material use will increase by 5 – 10% over the five years.

One quarter of the member libraries will participate in the Central Library Advisory Committee.

| Activities | Dates/Years |
|---|-------------------------------------|
| The collection development policy will be reviewed. The policy establishes a process to allocate central library resources (electronic, adult print and nonprint materials) using previous years use data and current trends. | The policy will be reviewed yearly. |
| Using the Polaris Integrated Library System, System and Central Library Staff will run and analyze the data to track CBA use. | The reports will be run quarterly. |
| The Crandall Public Library Central Library Advisory Committee and the SALS Board of Trustees Central Library Committee will meet annually to review and approve the CBA budget allocation. | January of each year. |
| The Central Library services will be promoted to the membership and public via meetings, email, workshops, blogs, etc. | 2017-2021 |
| The Crandall Public Library will report on its central library activities for the SALS System State Annual report and grant application and at the SALS Annual meeting. | 2017-2021 |

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INTERLIBRARY LOAN OBJECTIVE:

60% of the member libraries that choose to use the ILL service will report on a yearly survey that the service was satisfactory or excellent.

90% of the member libraries will report that they were aware of the ILL service each year.

| Activities | Dates/Years |
|--|-------------|
| The service will be publicized to member library staff and the public using a variety of methods. | 2017-2021 |
| Procedures will be promoted to member library staff and the public on how to request materials outside the SALS/MVLS borrowing area. | 2017-2021 |
| Questions regarding Central Library ILL Services will be incorporated in the SALS annual system use, value and satisfaction survey. | 2017-2021 |

GOAL 2: Crandall Public Library will provide information services to benefit member libraries and the people who reside in Hamilton, Warren, Washington and Saratoga counties.

Reference Services Objective:

In the SALS annual system use, value and satisfaction survey:

50% of member libraries using the service will report the service was satisfactory or excellent.

90% of the member libraries will report that they are aware of the service.

50% of the public using the service will report that they are satisfactory or excellent.

| Activities | Dates/Years |
|--|-------------|
| Questions regarding Central Library Information Services will be incorporated in the SALS annual system use, value and satisfaction survey. | 2017-2021 |
| The Central Library will collect data to determine the usage of services by people who reside within and without the Crandall Public Library District service area | 2017-2021 |
| The Crandall Public Library Central Library Advisory Committee and the SALS Board of Trustees Central Library Committee will meet annually to review the annual SALS use, value and satisfaction survey results and make the appropriate budget allocations for Central Library Development Aid. | 2017-2021 |
| Yearly informational workshops (one-on-one, webinar, virtual, etc) will be sponsored by the Central Library. Information may pertain to consumer health, job skills and employment, using electronic resources, etc. | 2017-2021 |