

KHAZAR UNIVERSITY
LIBRARY & INFORMATION CENTER
ACTION PLAN 2022 - 2024

THEME 1: ACCESS FOR ALL

Support access by all in our community to ideas, learning, information and stories.

LIC - Library & Information Center;

ITD - Information Technology Department.

Key strategy 1.1: Provide collections and resources that are aligned with the needs of the Khazar University Community

Action No.	Action	Department	Completion Date(s)	Performance Indicators
1.1.1	Pursue collection management and development strategies which promote maintenance of a balanced, relevant collection (in many formats - digital, print, multi-media), and which provides optimal support for the University's academic programs regarding teaching and research activities	LIC	Ongoing	Recommendations/Collection development strategy
	1.1.1.1. Seek opportunities to convert serials and printed sources to electronic format where possible, feasible and supported by user needs and preferences.	Acquisition department	January 2022-December 2024	Digital formats documents
	1.1.1.2 Continue increasing eBook and database access; add new resources based on user input and curricular needs.	Acquisition department	January 2022 – December 2024	New digital resources

	<p>1.1.1.3. Expand use of patron driven acquisitions programs.</p> <p>1.1.1.4. Continually assess usage data (ILS and database accesses) and communicate with primary users to inform decisions on retention of existing resources, and future acquisitions.</p>	<p>Acquisition department</p> <p>Cataloguing department</p>	<p>Ongoing</p> <p>January 2022 – November 2024</p>	<p>Raise patron-driven acquisition programs</p> <p>Usage data</p>
1.1.2	Regularly monitor and evaluate library collection, both print and electronic	Acquisition department	ongoing	Evaluation
1.1.3	Write-off of outdated newspapers and journals from the library collection	<p>Acquisition department</p> <p>Dunya School (Baku)</p> <p>Dunya School (Sumqait)</p> <p>Dunya School (Ganja)</p>	January 2022- March 2024	Number of writing-off documents
1.1.4	Relocate library core collection to meet users need	Acquisition department	June 2022- September 2024	Relocation collection
1.1.5	Order, receive, claim and make a payment	Acquisition department	Ongoing	Book & Journals Order
1.1.6	Borrow, renew and return library items	Circulation department	Ongoing	Overdue notes

Key strategy 1.2: Utilize new technologies to maximize access to collections and information resources

Action No.	Action	Department	Completion Date(s)	Performance Indicators
1.2.1	<p>Review and evaluate the library's Integrated Library System (ILS Follett), make improvements in the online public access catalog.</p> <p>1.2.1.1 Lunch reader's digital cards for the new coming students</p> <p>1.2.1.2 Check out services for the new one</p>	Cataloguing Department	<p>September 2022- January 2024</p> <p>September 2022- September 2024</p> <p>Ongoing</p>	<p>Review and evaluation ILS Follett</p> <p>Student card with patron's barcode</p> <p>Number of digital and print reader's cards</p> <p>Correct copies in the catalog</p>
1.2.2	<p>Advance access to scholarly information and resources by contributing to the creation of digital information, using Institutional Repository (IR)</p> <p>1.2.2.1. Revise DSpace Communities and collection as part of assessment and add new ones</p> <p>1.2.2.2. Develop collection in DSpace on Coronavirus pandemic</p> <p>1.2.2.3. Backup are: configs, source code modifications, database, and asset store</p>	<p>LIC</p> <p>LIC, ITD</p> <p>LIC</p>	<p>January 2020- December 2021</p> <p>Ongoing</p> <p>January 2022 - 2023</p> <p>Regularly</p>	<p>Institutional repository development</p> <p>Recommendations</p> <p>New collections in DSpace</p> <p>Back up DSpace content</p>

1.2.3	Continually review, evaluate, and improve the library's website to ensure that it meets user needs, promotes ease of access to information resources and incorporates up-to-date technologies and effective user interface design features.	LIC ITD	January 2022 – December 2024	Planning phase
	1.2.3.1 Apply a variety of strategies (surveys, focus groups, observations, etc.) to assess user satisfaction with the library website design and address deficits.	LIC Quality Assurance Center	September 2022- December 2023	Survey
	1.2.3.2 Continue review, update, improve, and delete unnecessary materials	LIC ITD	October 2022	Reviewing
	1.2.3.3. Implement library's chat service (Ask a librarian)	LIC ITD	October 2022	Implementation
	1.2.4.4 Optimize overall LIC web site and individual resources for mobile access.	LIC ITD Internet Institute	November 2022	Recommendations

Key strategy 1.3: Plan for flexible library spaces that attract and meet evolving community and library needs

Action No.	Action	Department	Completion Date(s)	Performance Indicators
1.3.1	Support planning that incorporates a variety of user seating options, including small group study areas, comfortable lounge seating, booths, moveable furniture	Vice-Rectors Repair and Construction Office LIC	October 2021	Plan for flexible library space
1.3.2	<p>Encourage and support the use of library space for students and staff</p> <p>1.3.2.1 Library group study room (visiting statistics)</p> <p>1.3.2.2 Group study reserving for certain days and time from classrooms and KU Centers</p> <p>1.3.2.3 Update and improve library exhibition space as part of the Learning Commons renovations.</p> <p>1.3.2.4 Work on physical organization of the ISBN Special Collections area and assess future space needs</p>	<p>LIC</p> <p>LIC</p> <p>LIC Life Long Learning Centre</p> <p>LIC KU Departments</p> <p>LIC</p>	<p>September 2022-December 2024</p> <p>September 2022-December 2024</p> <p>September 2022-December 2024</p> <p>September 2022-December 2022</p> <p>January 2022</p>	<p>Recommendations</p> <p>Statistics</p> <p>Planning phase</p> <p>Planning phase</p> <p>Planning phase</p> <p>Planning phase</p>
1.3.3	Review KU LIC floor plan to maximize use of space and improve service delivery	LIC	November 2022	Planning phase

Key strategy 1.4: Identify and develop strategies to reduce barriers to access

Action No.	Action	Department	Completion Date(s)	Performance Indicators
1.4.1	Collaborate with vendors to simplify access to online resources and services.	LIC EBSCO, Delbanco	Ongoing	Number of vendors
1.4.2	Library RFID system development 1.4.2.1 Upgrade RFID gates system	LIC	January 2022	Radio Frequency anti-theft detection
1.4.3	Discovery Services to maximize the value and usefulness of the KU LIC Collection	LIC EBSCO	January 2022- December 2022	Report

Key strategy 1.5: Expand service delivery beyond the library walls out into the community and the online environment

Action No.	Action	Department	Completion Date(s)	Performance Indicators
1.5.1	Integrate Follett Destiny in all KULIC branches by VPN (Virtual Private Network)	LIC IT Office KU LIC branches	May 2022- December 2024	Integrated Follett Destiny network
1.5.2	Monitor developments and opportunities to extend access to Wi-Fi internet	LIC IT office	Ongoing	Opportunities identified
1.5.3	Review and evaluate participation in KU community events to maximize positive library outcomes.	KU LIC branches	Ongoing	Review and evaluate demonstrated benefit to library and community
1.5.4	Create and utilize a variety of communication vehicles to regularly alert community	All departments	Ongoing	Opportunities identified

	<p>members to new and existing services and resources:</p> <p>1.5.4.1. Presentations to students (new coming orientation), faculty and staff, at student or faculty meetings.</p> <p>1.5.4.2. Social Networking tools. (Facebook, Instagram, etc.)</p> <p>1.5.4.3. Newsletters - print and/or email.</p>			
1.5.5	Develop ISBN services to manage ISBN publication process	LIC Khazar University Press	Ongoing	ISBN prefix and numbers for users
1.5.6	Develop, post, and promote library-produced print and online guidance and advertisement booklets	LIC	January 2022- December 2023	Number of booklets

Key strategy 1.6: Ensure services development and staff skills are aligned with the achievement of service delivery goals

Action No.	Action	Department	Completion Date(s)	Performance Indicators
1.6.1	<p>Change organizational chart of the LIC</p> <p>1.6.1.1. Complete the updating of job descriptions</p>	LIC	May 2022- December 2023	Job descriptions
1.6.2	Continue to develop staff digital literacy skills and capacity to support university research	LIC LIC branches	Ongoing	Number of trained staff

1.6.3	Ensure policies and practices support improvement to customer service outcomes	LIC LIC branches	Ongoing	Recommendations
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Key strategy 1.7: Library and information services for disabled students with visual impairment

Action No.	Action	Department	Completion Date(s)	Performance Indicators
1.7.1	Provision of online resources and loan systems	LIC	June 2022	Recommendations
1.7.2	Provision of large print books, special talking books, e-library service including video and audio	LIC	July 2023	Recommendations
1.7.3	Provision of large version of library website for disabled students with visual impairment	LIC Internet Institute	October 2023	Additional specific version of library web site
1.7.4	Development of positive partnerships with organizations and services who support people with a disability	Khazar University Center for students with disabilities	July 2022	Partnership

THEME 2: Collaboration

Build community capacity through collaboration and partnerships.

2.1 Work with community partners to deliver services and programs that strengthen community capacity outcomes

Action No.	Action	Department	Completion Date(s)	Performance Indicators
2.1.1	Grant applications participation in partnership with community groups identified in the grant mapping process	LIC Development Center Quality Assurance Center	February 2022	Process map will be completed
2.1.2	Develop joint program to develop information literacy for adults and young adults	LIC Baku Dunya School Library Development Center Quality Assurance	May 2023	Joint program
2.1.3	Review recruitment and recognition of volunteers processes	LIC	Ongoing	Review
2.1.4	Continue to develop partnership with Agape University (USA)	LIC	January 2022	Access to Library information Portal will be continued
2.1.5	Extend and strengthen networks and links with member of the Azerbaijani Library and Information Consortium	LIC AZLIC	December 2022	Network participations

2.2. Work closely with faculty and researchers to promote and expand librarian involvement in instruction and information literacy consultation in support of academic programming and student learning outcomes

Action No.	Action	Department	Completion Date(s)	Performance Indicators
2.2.1	Promote strong alignment with all of the University's Faculties, Schools and research institutes	LIC	February 2022 - November2023	Opportunities will be identified
2.2.2	Explore and add opportunities for the embedding of librarians in different academic endeavors and projects	DC LIC	May 2023	Opportunities will be identified
2.2.3	Seek and implement ideas for innovation and alternatives to traditional instruction methodologies through professional development, networking, readings, and collaboration with university faculty	LIC Education faculty Quality Assurance Center	June 2022	Ideas for innovations
2.2.4	Educate faculty about information literacy principles and strategies, as well as library resources and services.	LIC KU academic department staff Institute of Education Policy Quality Assurance Center	May 2023	Information literacy guides

THEME 3: A Strong Future

Secure LIC ongoing position as a sustainable and relevant service

3.1. Take a leadership role in ensuring the ongoing relevance of the academic library

Action No.	Action	Department	Completion Date(s)	Performance Indicators
3.1.1	Based on needs assessment, explore new approaches to teaching, learning and research support and new strategic directions	LIC	April 2022- September 2023	Recommendations
3.1.2	Facilitate the creation of online learning objects and Instructional Repository web content that can be used broadly across disciplines or adapted for specific disciplines	LIC IT Office	February 2022- October 2024	IR learning objects
3.1.3	Maintain ongoing relationships with community leaders and promote the value of the Library and information services.	All departments KU Community	Ongoing	Number of relationships
3.1.4	Participate in professional bodies, networks and user groups to share knowledge, information and experience to advocate the role of academic libraries.	All departments	Ongoing	Number of participations

3.1.5	Raise the profile of LIC by encouraging staff to present at professional forums	All departments	Ongoing	Representations will be made
3.1.6	Facilitate librarians' access to professional development opportunities relating to identified needs (e.g. online course development and e-learning)	All departments	May 2022- September 2024	Number of trained staff
3.1.7	Hold events and/or build specific resource collections within the library to draw more visitors to the library. Collaborate with staff departments, student groups, or individuals to host exhibitions, events, or programming of interest to the university community	LIC KU faculty	September 2022- December 2024	Number of events
3.1.8	Journal indexed by LIC on the library fields	LIC	December 2023	Indexed journals