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ABSTRACT

This 5-year master plan reflects the Nevada State Library and Archives' continuing commitment to providing open access to comprehensive state of the art information services and to preserving Nevada's valuable information resources. The planning process is indispensable to the design of systems and programs which will meet the changing information demands of government, business, and the public. Ten major goals are stated which are each linked to specific objectives representing a collective image of the way library and information services should develop as we move toward the year 2000. The goals address issues in the areas of: state information policy; public services; library development; archives and records management; collections and preservation; literacy and lifelong learning; program enhancement; outreach and public information; continuing education; and staffing and funding. The goals and objectives are followed by a detailed action plan--the mechanism by which the plan will be achieved. The action plan identifies: what specific actions must be taken; person(s) or divisions responsible for each action; and deadlines for completing each action. (JLB)

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# MASTER PLAN

## 1993 - 1996

ED 366 341

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# NEVADA STATE LIBRARY & ARCHIVES

NEVADA STATE LIBRARY AND ARCHIVES

# MASTERPLAN

1993-1996



**NSLA**

NEVADA STATE LIBRARY AND ARCHIVES CARSON CITY, NV 89710

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NEVADA STATE LIBRARY AND ARCHIVES

**MASTERPLAN**

1993 - 1996

**PREFACE**

This five-year masterplan reflects Nevada State Library and Archives' continuing commitment to providing open access to comprehensive state of the art information services and to preserving Nevada's valuable information resources. The planning process is indispensable to the design of systems and programs which will meet the changing information demands of government, business, and the public.

Ten major goals are stated--each linked to specific objectives which represent a collective image of the way library and information services should develop as we move toward the year 2000. The goals and objectives are followed by a detailed action plan--the mechanism by which the plan will be achieved. The action plan identifies: what specific actions must be taken; person(s) or divisions responsible for each action; and deadlines for completing each action.

These goals and strategies were developed by staff working at all levels of every NSLA Division. The best thinking of each staff member was considered through brainstorming sessions over a six-month period during which ideas and projections for improving services were identified and progressively refined.

Technological innovations, which pervade every aspect of life today, will increasingly form the basis for quality information service delivery in the future.

# NEVADA STATE LIBRARY AND ARCHIVES

## MISSION STATEMENT

The Nevada State Library and Archives serves government, business, libraries and citizens by providing a full range of information services including reference and research; archival and records management; library planning and development; blind and physically handicapped programs; family literacy programs; and development of state information policy to ensure public access to government information in all formats.

## **GOALS**

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**1**

### **State Information Policy**

**Create a comprehensive State Information Policy to insure open access to government information and public records in all formats.**

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**2**

### **Public Services**

**Develop specialized services to meet information needs of public officials and agencies, business and libraries throughout the state.**

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## **OBJECTIVES**

**Provide leadership to develop State Government Information Policy in collaboration with Department of Administration, Data Processing and others.**

**Promote legislation defining public records to include all nonpublished information created or received by government agencies and public officials in all formats.**

**Recommend standards and adopt regulations in cooperation with Department of Data Processing to maintain integrity of electronic records and increase access to information.**

**Define public service patterns department-wide based on requirements and capabilities of the new NSLA facility.**

**Provide reference and research services to public officials and governmental agencies.**

**Establish a Business and Industry Data Center (BIDC) in statute.**

**Coordinate the services of Central Libraries Automation Network (CLAN).**

**Extend full range of NSLA services to state offices located in Southern Nevada.**

## **GOALS**

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**3**

### **Library Development**

**Coordinate programs and services of Nevada's libraries to ensure maximum access to information and resources for all citizens.**

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**4**

### **Archives and Records Management**

**Preserve, maintain, protect and increase access to current information and historical records of the territory and the state.**

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## **OBJECTIVES**

Promote increased federal, state and private support for statewide library development.

Provide consulting and coordination of programs to develop and enhance areas of public library services and technologies.

Develop statistical data and surveys for management decision making.

Plan statewide library services in cooperation with local libraries.

Promote interlibrary cooperation and sharing of resources through access to collections and databases.

Appraise government records stored in the State Archives and prioritize for processing.

Publish guides for all holdings and enter bibliographic information into national research databases.

Develop additional State Records Center space in new NSLA facility.

Develop and maintain schedules for management and disposition of Executive Branch and local government records in all formats.

## **GOALS**

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**5**

### **Collections and Preservation**

**Develop, maintain, and preserve specialized in-depth collections in the areas of public administration, Nevada and information science.**

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**6**

### **Literacy and Lifelong Learning**

**Support opportunities for literacy training and programs for lifelong learning.**

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## **OBJECTIVES**

**Identify and coordinate collections and information resources in state government agencies and facilitate public access to them.**

**Build and maintain collections for governmental and professional development and research.**

**Plan and develop a conservation/preservation program with a state-of-the-art treatment laboratory.**

**Plan and maintain a disaster preparedness program, prioritizing all collections for rescue and emergency recovery treatment.**

**Coordinate statewide literacy training activities with community based organizations (CBOs), school district programs, community colleges, and others who serve adult non-readers.**

**Create awareness of literacy programs and services through publication of statewide directory and cooperation with the PLUS Task Force (Project Learning United States).**

**Develop a Literacy Resource Center with print and non-print media including a computer learning laboratory.**

**Develop and consult on programs of lifelong learning and enrichment for children, youth, and adults from multi-cultural populations.**



## **GOALS**

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7

### **Program Enhancement**

**Develop state programs based on national library and archives initiatives and federal laws and regulations.**

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8

### **Outreach and Public Information**

**Create outreach programs and publications to inform other government agencies and the public about NSLA services and resources.**

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## **OBJECTIVES**

Enhance Nevada's participation in information and cultural programs offered by Library of Congress, National Library Service, National Archives and Records Administration, National Endowment for the Humanities, etc.

Contribute data and access information through national networks, i.e. National Research and Education Network (NREN), OCLC, and RLIN (Research Libraries Information Network).

Collaborate with the Governor's Office and the Nevada Department of Education to implement a state program based on the six educational goals of AMERICA 2000.

Implement the Americans with Disabilities Act. Educate librarians on requirements and expand access to library programs for disabled populations.

Develop outreach programs enhancing visibility of NSLA programs and services to increase use and support of the agency.

Publish literature to inform government agencies and the public about NSLA services and resources.

Support the formation of a Friends of the Nevada State Library and Archives.

Recruit and train volunteers to assist with public relations, exhibits, and other functions.

## **GOALS**

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**9**

### **Continuing Education**

**Provide continuing education opportunities for librarians and archivists, para-professional and clerical staff, trustees, and others.**

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**10**

### **Staffing and Funding**

**Develop a specialized staff and funding resources to implement and maintain the programs described in this plan and improve quality of services and collections.**

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## **OBJECTIVES**

Plan and implement continuing education programs with certified training for post graduates, professionals, paraprofessionals, and clericals involved in information and archival services.

Develop and conduct in-service training modules on unique NSLA programs and services.

Design and implement workshops on topics of high need and special interest to librarians, archivists, trustees, and others.

Coordinate with universities to offer formal programs leading to a Master of School Library/Media Services and a Master of Library Science.

Recruit, train and retain highly qualified research professionals.

Add staff to meet minimum federal standards and state statutory directives.

Seek increased federal and state funding to maintain existing programs and provide a full range of library and archives services to a rapidly expanding population.

Write proposals and acquire grant funding from public and private sources to support special projects and programs and enhance NSLA collections and services.

NEVADA STATE LIBRARY AND ARCHIVES

# MASTERPLAN

1993-1996

APPENDIX

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**GOAL 1 STATE INFORMATION POLICY**

**OBJECTIVE 1:** Provide leadership to develop state government information policy in collaboration with Department of Administration, Data Processing and others.

| ACTION  | WHO   | BY WHEN |
|---|---|---------|
| 1. Inventory and coordinate access to automated information compiled by state government agencies in cooperation with the Department of Data Processing and the Department of Administration. | State Librarian; Division Heads; Records Management                                     | 1995    |
| 2. Cooperate with agencies developing Geographic Information Systems to ensure standardization of data entry.   | State Librarian   | 1993    |
| 3. Incorporate the function of micrographics into the records management program of the Nevada State Library and Archives.  | State Librarian; State Archives and Records Administrator; Records Manager; Legislature | 1995    |
| 4. Develop a plan for microfilming executive branch records.  | Archives and Records  | 1995    |
| 5. Develop a forms management program for the executive branch, including elimination of legal-size paper.  | State Librarian; Archives and Records   | 1995    |



**GOAL 1 STATE INFORMATION POLICY**

**OBJECTIVE 2:** Promote legislation defining public records to include all non-published information created or received by government agencies and public officials in all formats.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Define records, non-records, publications, and other key terms in statutes as they relate to information received or produced by state and local governments. | State Librarian; State Archives and Records Administrator; Legislature | 1993    |
| 2. Support legislation to define the right and method of public access to records.   | State Librarian; State Archives and Records Administrator; Legislature | 1993    |
| 3. Play an active leadership role in promoting access to government information through discussions, meetings and agency education.                              | State Librarian; NSLA  | Ongoing |



**GOAL 1 STATE INFORMATION POLICY**

**OBJECTIVE 3:** Recommend standards and adopt regulations in cooperation with Department of Data Processing to maintain integrity of electronic records and increase access to information.

| ACTION   | WHO                                   | BY WHEN |
|--|---------------------------------------|---------|
| 1. Participate in setting standards for open architecture electronic systems through the Data Processing Technical Advisory Committee.                   | State Librarian                       | 1993    |
| 2. Establish procedures for appraising records to be created as new electronic files at the time of design.  | Records Manager                       | 1993    |
| 3. Develop a plan for records management and archival storage and access to electronic records deemed of permanent legal and/or archival/research value. | State Librarian; Archives and Records | 1995    |
| 4. Establish a technical committee directed by NSLA to develop plans for transfer of permanently valuable electronic records to stable storage media.    | State Librarian; Archives and Records | 1996    |



**GOAL 2 PUBLIC SERVICES**

**OBJECTIVE 1:** Define public service patterns department-wide based on requirements and capabilities of the new NSLA facility.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Provide a single point of access at the public services reference desk for referral of clients to all program areas.      | State Library Services; Archives and Records                         | 1993    |
| 2. Develop a service plan to ensure full public access to collections and services for all NSLA clients, including disabled. | State Library Services; Archives and Records                         | 1993    |
| 3. Consolidate reference functions from various departments and consolidate circulation functions separate from reference.   | State Library Services; Archives and Records                         | 1993    |
| 4. Define all public areas, activities, interrelationships and staffing requirements to provide the best service possible.   | State Library Services; Archives and Records                         | 1993    |
| 5. Develop publications for clients which assist them in their use of NSLA services and collections.                         | State Library Services; Archives and Records; Publications Committee | 1993    |

**GOAL 2 PUBLIC SERVICES**

**OBJECTIVE 2:** Provide reference and research services to public officials and governmental agencies.

| ACTION  | WHO  | BY WHEN |
|---|--|---------|
| 1. Identify and incorporate changing technologies which improve research services and delivery of information.  | Automation Committee                         | Ongoing |
| 2. Respond to referrals from or to other agencies to ensure governmental research inquiries are properly answered.  | State Library Services; Archives and Records | Ongoing |
| 3. Increase provision of accurate and current census information to public officials and governmental agencies through the State Data Center program.       | Reference Section; State Data Center         | Ongoing |
| 4. Join appropriate consortia/networks and participate in relevant agreements to ensure access to information and materials for NSLA clients.               | NSLA   | Ongoing |
| 5. Identify the information needs of state agencies outside of Carson City and determine which needs can be satisfied locally and which can be met by NSLA. | State Library Services; Archives and Records | 1994    |
| 6. Recruit and retain research professionals.   | NSLA   | 1993    |
| 7. Identify the training needs of research staff and provide in-service and on-the-job training.  | NSLA   | 1993    |
| 8. Staff the Legislative Hotline to meet growing demand for services.   | State Library Services                       | 1993    |



**GOAL 2 PUBLIC SERVICES**

**OBJECTIVE 3:** Establish a Business and Industry Data Center (BIDC) in statute.

| ACTION  | WHO  | BY WHEN |
|---|--|---------|
| 1. Support legislation in conformance with need for data on planning and economics.                         | State Librarian; State Library Services; Legislature | 1993    |
| 2. Coordinate with the U.S. Bureau of the Census to provide training and consultation on developing a BIDC. | State Data Center Librarian; State Library Services  | 1993    |
| 3. Develop a proposal to implement the BIDC to support provision of specialized economic data.              | State Data Center Librarian; State Library Services  | 1993    |
| 4. Coordinate the BIDC with ongoing State Data Center services and affiliate organizations.                 | State Data Center Librarian                          | 1994    |

**GOAL 2 PUBLIC SERVICES**

**OBJECTIVE 4:** Coordinate the services of Central Libraries Automation Network (CLAN).

| ACTION  | WHO                                       | BY WHEN |
|---|---|---------|
| 1. Provide public access catalogs of the eleven county CLAN network to libraries, government agencies, homes and offices.                           | State Library Services; CLAN Coordinator  | 1993    |
| 2. Expand public access through inclusion of all materials held by participating libraries (government publications, archives, serials, maps, etc.) | State Library Services; CLAN Coordinator  | 1995    |
| 3. Expand public services through addition of local, network-wide and statewide databases.  | State Library Services; CLAN Coordinator  | 1995    |
| 4. Add access to commercial bibliographic and full-text databases locally and through telecommunications networks such as NREN and Internet.        | State Library Services; CLAN Coordinator  | 1993    |
| 5. Enhance handicapped access to CLAN Network by upgrading technology.  | State Library Services; CLAN Coordinator  | 1993    |
| 6. Establish hardware and software standards to promote ease of use.  | CLAN Planning Committee; CLAN Coordinator | 1993    |



**GOAL 2 PUBLIC SERVICES**

**OBJECTIVE 5:** Extend full range of NSLA services to state offices located in Southern Nevada.

| ACTION  | WHO  | BY WHEN |
|---|------|---------|
| 1. Plan development of a facility in Las Vegas to house records management, programs for the blind and physically handicapped, literacy, information services to state government, and library development. | NSLA | 1995    |
| 2. Acquire office space in Las Vegas to provide access to NSLA services and programs to meet specific information needs of state agencies.  | NSLA | 1995    |

**GOAL 3 LIBRARY DEVELOPMENT**

**OBJECTIVE 1:** Promote increased federal, state and private support for statewide library development.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Assist to public libraries in funding and building modern library facilities.   | Nevada Council on Libraries; State Librarian; Library Development Officer  | 1995    |
| 2. Promote state aid to public libraries for adequate collections based on matching local public funding for library materials.  | Nevada Council on Libraries; State Librarian; Library Development Officer  | 1993    |
| 3. Seek increased state funding for the continuation and enhancement of the statewide database.  | Nevada Council on Libraries; State Librarian; Library Development Officer  | 1993    |
| 4. Seek increased state aid for technology linkages to provide statewide interlibrary resource sharing and support funding for document delivery service among all libraries in the state. | State Librarian; Library Development Officer; Information Nevada Committee | 1993    |
| 5. Seek and support federal, state and local legislation that builds an informed Nevada citizenry.   | State Librarian; Division Heads  | Ongoing |
| 6. Investigate and develop further federal (non-LSCA) and private funding sources for NSLA and public libraries.   | NSLA   | Ongoing |



**GOAL 3 LIBRARY DEVELOPMENT**

**OBJECTIVE 2:** Provide consultation and coordination services to develop and enhance areas of public library services and technologies.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Pursue consultation and coordination services in continuing education, automation and technology, multicultural and special populations and adult, children's and young adult services. | State Librarian; Library Development Officer | 1996    |
| 2. Develop and implement methodology for evaluation of public library services.  | State Librarian; Library Development Officer | 1995    |

**GOAL 3 LIBRARY DEVELOPMENT**

**OBJECTIVE 3:** Develop statistical data and surveys for management decision making.

| ACTION  | WHO                         | BY WHEN  |
|---|-----------------------------|----------|
| 1. Coordinate annual statistical data-gathering for all public libraries.   | Library Development Officer | Annually |
| 2. Analyze, refine and expand data-gathering instruments to cooperate with national programs and meet the needs of the state for reliable library data. | Library Development Officer | Annually |
| 3. Disseminate statistical information for libraries in the state.  | Library Development Officer | Ongoing  |

**GOAL 3 LIBRARY DEVELOPMENT**

**OBJECTIVE 4:** Plan statewide library services in cooperation with local libraries.

| ACTION  | WHO   | BY WHEN |
|---|---|---------|
| 1. Coordinate statewide planning to develop and enhance all aspects of library service in the state, including the designated LSCA activities.                  | State Librarian; Library Development Officer                                | Ongoing |
| 2. Provide a formal information link to all library planning and advisory groups which impact statewide library services.                                       | Library Development Officer   | 1993    |
| 3. Coordinate completion of statewide masterplan for library development in Nevada.   | State Librarian, Library Development Officer; Head of Planning and Programs | 1993    |
| 4. Coordinate implementation of recommendations made by the Nevada Governor's Conference on Libraries, 1990, and the White House Conference on Libraries, 1991. | State Librarian; Library Development Officer; Head of Planning and Programs | 1995    |

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**GOAL 3 LIBRARY DEVELOPMENT**

**OBJECTIVE 5:** Promote interlibrary cooperation and sharing of resources through access to collections and databases.

| ACTION   | WHO   | BY WHEN |
|--|---|---------|
| 1. Develop a resource sharing package to provide on-going funding from the legislature for interlibrary cooperation.   | Information Nevada Committee  | 1993    |
| 2. Encourage all public libraries to develop internal interlibrary loan policies compatible with the statewide policy. | Information Nevada Committee; Library Development Officer                   | 1993    |
| 3. Develop statewide access to databases provided by the University of Nevada NALIS system.                            | State Librarian; Asst Director for State Library Services; CLAN Coordinator | 1994    |
| 4. Acquire funding to provide materials from commercial services to clients.   | State Librarian; Asst Director for State Library Services                   | 1993    |
| 5. Acquire access to government-owned and privately published databases.   | Asst Director for State Library Services; Head of Technical Services        | 1995    |





**GOAL 4 ARCHIVES AND RECORDS MANAGEMENT**

**OBJECTIVE 1:** Appraise government records stored in the State Archives and prioritize for processing.

| ACTION  | WHO   | BY WHEN |
|---|---|---------|
| 1. Define levels of archival processing and description.                | State Archives and Records Administrator;<br>Archives Manager | 1993    |
| 2. Develop appraisal criteria to prioritize holdings for processing.    | State Archives and Records Administrator; Archives Manager    | 1993    |
| 3. Prioritize holdings for different levels of processing.              | State Archives and Records Administrator; Archives Manager    | 1994    |
| 4. Propose and implement a plan for the processing of archival records. | State Archives and Records Administrator; Archives Manager    | 1994    |

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**GOAL 4 ARCHIVES AND RECORDS MANAGEMENT**

**OBJECTIVE 2:** Publish guides for all holdings and enter bibliographic information into national research databases.

| ACTION  | WHO  | BY WHEN |
|---|--|---------|
| 1. Define levels of description and cataloging for archival records.                          | Archives Manager; Cataloger                                | 1993    |
| 2. Prioritize holdings for appropriate level of description.                                  | State Archives and Records Administrator; Archives Manager | 1993    |
| 3. Identify records series to be cataloged into the statewide catalog and national databases. | State Archives and Records Administrator; Archives Manager | 1994    |
| 4. Plan for public access to computer inventories.  | Archives Manager; Automation Committee                     | 1993    |
| 5. Catalog archival records and publish guides in standard format.                            | Archives Manager   | Ongoing |



**GOAL 4 ARCHIVES AND RECORDS MANAGEMENT**

**OBJECTIVE 3:** Develop additional State Records Center space in new NSLA facility.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Plan mechanical, environmental and security-support systems for the occupancy of undeveloped space in the facility by the State Records Center. | State Archives and Records Administrator;<br>Records Manager               | 1994    |
| 2. Identify equipment needs to store and protect records in the available space.   | State Archives and Records Administrator;<br>Records Manager               | 1994    |
| 3. Include plans for increased space in the budget process.  | State Librarian; State Archives and Records Administrator; Records Manager | 1994    |

**GOAL 4 ARCHIVES AND RECORDS MANAGEMENT**

**OBJECTIVE 4:** Develop and maintain schedules for management and disposition of Executive Branch and local government records in all formats.

| ACTION   | WHO  | BY WHEN    |
|--|--|------------|
| 1. Provide for an ongoing procedure for the inventory and appraisal of executive branch records and the review of existing schedules five or more years old. | Records Manager                                    | 1993       |
| 2. Educate state agencies on records management principles, including the authorized destruction of records.   | Records Manager                                    | Ongoing    |
| 3. Review and update local government minimum retention schedules every two years.   | Records Manager                                    | Biennially |
| 4. Support legislation to allow local governments to submit records series for appraisal and approval of minimum retention.                                  | State Librarian; Archives and Records; Legislature | 1993       |
| 5. Transfer appraised records with archival-research and/or long-term legal value to the State Archives.   | Archives and Records                               | 1993       |
| 6. Plan for the transfer of inactive records to the expanded State Records Center.   | Records Manager                                    | 1994       |
| 7. Automate inventory control to track records.  | Records Manager                                    | 1995       |



**GOAL 5 COLLECTIONS AND PRESERVATION**

**OBJECTIVE 1:** Identify and coordinate collections and information resources in state government and facilitate public access to them.

| ACTION  | WHO  | BY WHEN |
|---|--|---------|
| 1. Complete an inventory of state agency collections in all formats to determine what information resources exist.  | State Library Services                             | 1995    |
| 2. Coordinate, publicize, and provide access to collections and information resources in state government agencies. | State Librarian; State Library Services            | 1995    |
| 3. Acquire state publications and archival records as part of NSLA collections.                                     | Head of Technical Services; State Archives Manager | Ongoing |
| 4. Develop a policy with the Budget Division on state agency purchases to prevent unnecessary duplication.          | State Librarian                                    | 1993    |



**GOAL 5 COLLECTIONS AND PRESERVATION**

**OBJECTIVE 2:** Build and maintain collections for governmental and professional development and research.

| ACTION  | WHO   | BY WHEN    |
|---|---|------------|
| 1. Obtain materials in all formats to satisfy the research needs of NSLA clients.                           | State Library Services; Collections Committee             | Ongoing    |
| 2. Collect all state and local government publications and state government records as required by statute. | Head of Technical Services; Archives Manager              | Ongoing    |
| 3. Catalog federal government publications as required by U.S. Government Printing Office.                  | Cataloging Section  | 1995       |
| 4. Revise and maintain a collection development policy as the basis for informed purchase decisions.        | Head of Technical Services; Collections Committee         | Biennially |
| 5. Seek appropriations to purchase materials and maintain currency of collections.                          | State Librarian; Asst Director for State Library Services | 1993       |
| 6. Provide materials in alternative formats, i.e. braille, audiotape, voice synthesization and large print. | State Library Services                                    | 1994       |

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**GOAL 5 COLLECTIONS AND PRESERVATION**

**OBJECTIVE 3:** Plan and develop a conservation/preservation program with a state-of-the-art treatment laboratory.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Develop and implement a plan to meet the conservation, preservation, repair and bindery needs of all collections. | Archives and Records; State Library Services | 1993    |
| 2. Plan a conservation laboratory with state-of-the-art equipment and supplies.                                      | State Archives Manager                       | 1994    |
| 3. Operate a conservation laboratory for libraries and historical organizations in Northern Nevada.                  | NSLA   | 1996    |
| 4. Use permanent paper for legal and other publications and records having long-term value.                          | State Librarian; Archives and Records        | 1993    |
| 5. Develop and implement a plan to eliminate the use of legal-size paper in state government.                        | State Librarian; Archives and Records        | 1995    |
| 6. Preserve unique Nevada materials by transferring to more stable formats.  | State Library Services; Archives and Records | 1996    |

**GOAL 5 COLLECTIONS AND PRESERVATION**

**OBJECTIVE 4:** Plan and maintain a disaster preparedness program, prioritizing all collections for rescue and emergency recovery treatment.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Determine preservation needs, policies and procedures.  | State Library Services; Archives and Records                                       | 1994    |
| 2. Develop a disaster preparedness plan to appraise NSLA collections and prioritize materials for rescue and emergency recovery treatment. | State Library Services; Archives and Records                                       | 1994    |
| 3. Designate and train staff to carry out rescue and emergency procedures.   | Asst Director for State Library Services; State Archives and Records Administrator | 1994    |





**GOAL 6 LITERACY AND LIFELONG LEARNING**

**OBJECTIVE 1:** Coordinate statewide literacy training activities with community based organizations (CBOs), school district programs, community colleges, and others who serve adult non-readers.

| ACTION  | WHO                       | BY WHEN  |
|---|---------------------------|----------|
| 1. Identify and help develop literacy providers in local communities and recruit them as affiliates to Nevada Literacy Coalition. | Nevada Literacy Coalition | Ongoing  |
| 2. Co-sponsor two statewide and three regional literacy conferences per year.   | Nevada Literacy Coalition | Ongoing  |
| 3. Maintain a training calendar and inform literacy providers of training activities.   | Nevada Literacy Coalition | Ongoing  |
| 4. Sponsor regional long-range planning meetings for applicants for Adult Basic Education (ABE) funding.                          | Nevada Literacy Coalition | Annually |
| 5. Develop, promote and sponsor a state training team with Laubach Literacy Action.   | Nevada Literacy Coalition | 1993     |



**GOAL 6 LITERACY AND LIFELONG LEARNING**

**OBJECTIVE 2:** Create awareness of literacy programs and services through publication of statewide directory and cooperation with the PLUS Task Force (Project Learning United States).

| ACTION   | WHO                       | BY WHEN  |
|--|---------------------------|----------|
| 1. Incorporate data on new and existing programs and trainers in revised edition of Nevada Literacy Directory. | Nevada Literacy Coalition | Annually |
| 2. Operate a toll free statewide literacy information and referral telephone line.                             | Nevada Literacy Coalition | Ongoing  |
| 3. Participate in revision and implementation of PLUS Task Force Literacy Publicity Plan.                      | Nevada Literacy Coalition | 1993     |
| 4. Develop a speakers bureau to inform service organizations, business and communities of literacy needs.      | Nevada Literacy Coalition | 1993     |

**GOAL 6 LITERACY AND LIFELONG LEARNING**

**OBJECTIVE 3:** Develop a Literacy Resource Center with print and non-print media including a computer learning laboratory.

| ACTION   | WHO                       | BY WHEN |
|--|---------------------------|---------|
| 1. Select, purchase and organize collection of print and non-print media for core collection in Literacy Resource Center.                            | Nevada Literacy Coalition | Ongoing |
| 2. Set up a computer learning laboratory as a model and for use by local programs and people involved in literacy instruction for adult non-readers. | Nevada Literacy Coalition | 1993    |
| 3. Host in-service workshops at the Literacy Resource Center.  | Nevada Literacy Coalition | 1993    |

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**GOAL 6 LITERACY AND LIFELONG LEARNING**

**OBJECTIVE 4:** Develop and consult on programs of lifelong learning and enrichment for children, youth, and adults from multi-cultural populations.

| ACTION   | WHO                       | BY WHEN |
|--|---------------------------|---------|
| 1. Provide on-site consultation on literacy program development and organization.  | Nevada Literacy Coalition | Ongoing |
| 2. Collect and disseminate information on a variety of literacy programs for special populations.  | Nevada Literacy Coalition | Ongoing |
| 3. Acquire training for inter-generational and/or family literacy programs and assist in implementation of projects in Nevada communities. | Nevada Literacy Coalition | Ongoing |
| 4. Identify sources of funding and assist literacy providers with proposal writing activities.   | Nevada Literacy Coalition | Ongoing |

**GOAL 7 PROGRAM ENHANCEMENT**

**OBJECTIVE 1:** Enhance Nevada's participation in information and cultural programs offered by Library of Congress, National Library Service, National Archives and Records Administration; National Endowment for the Humanities, etc.

| ACTION   | WHO   | BY WHEN |
|--|---|---------|
| 1. Select, develop and implement programs and projects based on the interests, needs, and demands of Nevada citizens.                            | NSLA  | Ongoing |
| 2. Acquire information about programs and funding opportunities.   | NSLA  | Ongoing |
| 3. Coordinate with local librarians and archivists to determine criteria for programs and write proposals to support projects in Nevada.         | Head of Planning and Programs; Division Heads   | Ongoing |
| 4. Administer grants and direct project activities with librarians and others involved in State Library and Archives programs.                   | Designated Project Director; Office of State Librarian  | Ongoing |
| 5. Participate in national meetings, forums, and organizations.  | NSLA  | Ongoing |
| 6. Coordinate efforts to meet standards for Regional Libraries Serving the Blind and Physically Handicapped set by the National Library Service. | Asst Director for State Library Services; Regional Librarian for Blind and Physically Handicapped | 1993    |
| 8. Establish Nevada Center for the Book at NSLA in cooperation with the Library of Congress.   | State Librarian; Head of Planning and Programs  | 1995    |

**GOAL 7 PROGRAM ENHANCEMENT**

**OBJECTIVE 2:** Contribute data and access information through national networks, i.e. National Research and Education Network (NREN), OCLC, and RLIN.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Compile and analyze data on library and archival programs and projects throughout Nevada.   | Library Development Officer; Head of Planning and Programs; State Archives and Records Administrator | Ongoing |
| 2. Capture and disseminate information and statistics on programs, i.e. continuing education, library planning and development, information policy, literacy, and other relevant programs. | Library Development Officer; Head of Planning and Programs   | Ongoing |
| 3. Implement access to INTERNET, NREN and BITNET.  | State Library Services   | 1993    |
| 4. Implement OCLC Cataloging, EPIC and First Search services.  | Asst Director for State Library Services;<br>CLAN Coordinator  | 1993    |



**GOAL 7 PROGRAM ENHANCEMENT**

**OBJECTIVE 3:** Collaborate with the Governor's Office and the Nevada Department of Education to implement a state program based on the six educational goals of AMERICA 2000.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Participate with state administrators and educators on a committee to develop and refine state educational goals in line with AMERICA 2000. | State Librarian; Head of Planning and Programs, Literacy Coordinator | 1993    |
| 2. Collaborate with Adult Basic Education to develop and implement programs to provide opportunities for life-long learning.                   | State Librarian; Nevada Literacy Coalition                           | 1993    |
| 3. Broaden literacy programs to include intergenerational activities, with programs for pre-school learners.                                   | Nevada Literacy Coalition  | 1994    |



**GOAL 7 PROGRAM ENHANCEMENT**

**OBJECTIVE 4:** Implement Americans with Disabilities Act (ADA). Educate librarians on requirements and expand access to library programs for disabled populations.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Acquire information and expertise on implementing the Americans with Disabilities Act.                              | State Librarian; Head of Planning and Programs; State Library Services; Regional Librarian | 1993    |
| 2. Create awareness of ADA requirements through newsletters and dissemination of regulations to librarians and others. | Head of Planning and Programs  | 1993    |
| 3. Provide training and consulting on implementation of ADA regulations in libraries and archives.                     | Head of Planning and Programs  | Ongoing |
| 4. Implement ADA as it relates to NSLA's facility, services, activities and staff.                                     | NSLA   | 1993    |
| 5. Establish an advisory group representative of disabled populations to advise NSLA of their service needs.           | Head of Planning and Programs; State Library Services                                      | 1993    |





**GOAL 8 OUTREACH AND PUBLIC INFORMATION**

**OBJECTIVE 1:** Develop outreach programs enhancing visibility of NSLA programs and services to increase use and support of the agency.

| ACTION  | WHO                                     | BY WHEN  |
|---|---|----------|
| 1. Develop an orientation program for all state employees on how to utilize NSLA services and resources.  | NSLA                                    | 1993     |
| 2. Develop a self-guided tour of NSLA programs and facilities.  | State Librarian; State Library Services | 1993     |
| 3. Develop exhibits for conferences held by associations and organizations and for display in state agencies such as Economic Development, Tourism and Department of Museums and History.                                       | NSLA                                    | 1994     |
| 4. Send press releases and work with the media to develop library PSAs and coverage for specific NSLA programs, i.e. Literacy, Poets in Person, Regional Library, State Data Center, Federal and State Depository Program, etc. | Head of Planning and Programs; NSLA     | Ongoing  |
| 5. Expand participation in radio and television presentations.  | NSLA                                    | 1993     |
| 6. Target articles for local, state and national agency newsletters, and professional publications i.e., Personnel News, Nevada Historical Society Quarterly, and Library Journal.  | NSLA; Head of Planning and Programs     | Annually |
| 7. Schedule speaking engagements on NSLA programs and services such as Regional Library, State Data Center, etc.  | NSLA                                    | Ongoing  |

**GOAL 8 OUTREACH AND PUBLIC INFORMATION**

**OBJECTIVE 2:** Publish literature to inform government agencies and the public about NSLA services and resources.

| ACTION  | WHO  | BY WHEN    |
|---|--|------------|
| 1. Work with agencies and boards to develop and publish a variety of plans, i.e. Statewide Library Masterplan, Nevada Literacy 2000, Long-Range Plan for Nevada Libraries.                | State Librarian; Division Heads; Head of Planning and Programs | Biennially |
| 2. Publish training and special events calendars.   | Head of Planning and Programs                                  | 1993       |
| 3. Design and publish brochures and information sheets to assist clients in the use of services and collections.  | Section Heads; Publications Committee                          | 1993       |
| 4. Use packaged literature and media prepared by organizations such as Library of Congress, Government Printing Office, Bureau of Census and others to support related in-state programs. | Head of Planning and Programs; Section Heads                   | Ongoing    |

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**GOAL 8 OUTREACH AND PUBLIC INFORMATION**

**OBJECTIVE 3:** Support the formation of a Friends of the Nevada State Library and Archives.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Develop a non-profit organization to support the Nevada State Library and Archives through fundraising. | State Librarian; Head of Planning and Programs | 1993    |
| 2. Coordinate with University of Nevada, Reno Friends of the Library to maximize planning and cooperation. | State Librarian; Head of Planning and Programs | 1993    |



**GOAL 8 OUTREACH AND PUBLIC INFORMATION**

**OBJECTIVE 4:** Recruit and train volunteers to assist with programs, public relations, exhibits and other functions.

| ACTION   | WHO                           | BY WHEN  |
|--|-------------------------------|----------|
| 1. Identify special projects which could be developed and/or accomplished by volunteers.   | Section Heads                 | 1993     |
| 2. Write job descriptions for volunteer assignments, i.e. Volunteer Coordinator, Exhibits Manager, Tour Manager.   | Division Heads                | 1993     |
| 3. Recruit and train volunteers and match skills/aptitudes with specific job functions i.e. Regional Library for the Blind and Physically Handicapped; Literacy Hotline Manager. | Division Heads; Section Heads | 1993     |
| 4. Reestablish the Talking Books Advisory Group to help with exhibits, special projects, etc.  | Regional Librarian            | 1993     |
| 5. Recognize volunteers for their contributions.   | State Librarian; Supervisors  | Annually |

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**GOAL 9 CONTINUING EDUCATION**

**OBJECTIVE 1:** Plan and implement continuing education programs with certified training for post graduates, professionals, paraprofessionals, and clericals involved in information and archival services.

| ACTION  | WHO  | BY WHEN |
|---|--|---------|
| 1. Develop legislation for certification of public librarians.  | State Librarian; Library Development Officer; Certification Committee        | 1993    |
| 2. Develop formal university continuing education credit program in cooperation with NSLA.                          | State Librarian; Library Development Officer; Continuing Education Committee | 1993    |
| 3. Promote the importance and benefits of a certified continuing education program for library personnel in Nevada. | State Librarian; Library Development Officer; Continuing Education Committee | 1993    |

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**GOAL 9 CONTINUING EDUCATION**

**OBJECTIVE 2:** Develop and conduct in-service training modules on unique NSLA programs and services.

| ACTION   | WHO                           | BY WHEN |
|--|-------------------------------|---------|
| 1. Develop training packages for library staff and state agency staff on the Regional Library for the Blind and Physically Handicapped; the State Data Center; the State Publications Distribution Center; Records Management and Archival Collections, etc. | Section Heads                 | 1993    |
| 2. Conduct in-house orientation and on-the-job training of new employees.  | Section Heads                 | Ongoing |
| 3. Train library staff in all aspects of public service including sensitivity to disabled, illiterate, minorities, etc.  | Division Heads                | Ongoing |
| 4. Schedule monthly training for staff development on changing practices, methods, and technology.   | Head of Planning and Programs | 1993    |



**GOAL 9 CONTINUING EDUCATION**

**OBJECTIVE 3:** Design and implement workshops on topics of high need and special interest to librarians, archivists, and trustees.

| ACTION   | WHO                             | BY WHEN  |
|--|---------------------------------|----------|
| 1. Develop a program of training opportunities provided by NSLA and other appropriate sources to meet training needs.  | State Librarian; Division Heads | 1993     |
| 2. Provide a minimum of one trustee workshop, two rural workshops, one Directors' workshop and three public services and archives related workshops, three State Data Center workshops and one Regional Library for the BPH workshop per year. | NSLA                            | Annually |
| 3. Send staff to recognized seminars, conferences and institutes to ensure their ability to provide leadership and training to the library and archival community.   | NSLA                            | Annually |



**GOAL 9 CONTINUING EDUCATION**

**OBJECTIVE 4:** Coordinate with universities to offer formal programs leading to a Master of School Library/Media Services and a Master of Library Science.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Implement the University of Arizona Master's of Library Science program through distance learning concepts.   | State Librarian; University Libraries        | 1993    |
| 2. Explore other alternatives for providing a Master's of Library Science program through Library and Information Science Distance Education Consortium (LISDEC), etc. | State Librarian; Library Development Officer | 1993    |
| 3. Increase number of Western Interstate Commission on Higher Education (WICHE) supported candidates for Master's Degree in Library Science.                           | State Librarian; Library Development Officer | 1995    |

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**GOAL 10 STAFFING AND FUNDING**

**OBJECTIVE 1:** Recruit, train and retain highly qualified staff.

| ACTION   | WHO  | BY WHEN |
|--|--|---------|
| 1. Add staff required for State Library Services services including reference, research, circulation, state publications, acquisitions, automation and telecommunications, regional library, hotline, etc. | State Librarian; Asst Director for State Library Services  | 1995    |
| 2. Add staff required for library development including consultants for public libraries, continuing education, special populations, buildings, statewide data gathering and clerical support.             | State Librarian; Library Development Officer   | 1995    |
| 3. Add staff required for micrographics, forms management, vital records protection, training, records center operation and record scheduling.   | State Librarian; State Archives and Records Administrator  | 1995    |
| 4. Add staff required for preservation and conservation.   | State Librarian; Asst Director for State Library Services; State Archives and Record Administrator | 1995    |
| 5. Add staff required for coordination of statewide literacy initiatives.  | State Librarian; State Literacy Coordinator  | 1995    |
| 6. Add staff required for clerical support for the Department.   | State Librarian; Division Heads  | 1995    |
| 7. Increase use of personnel from training programs such as American Association of Retired Persons (AARP) and Job Opportunities in Nevada (JOIN).   | Division Heads; Section Heads  | 1993    |



**GOAL 10 STAFFING AND FUNDING**

**OBJECTIVE 2:** Add staff to meet minimum federal standards and guidelines and state statutory directives.

| ACTION  | WHO   | BY WHEN |
|---|---|---------|
| 1. Analyze and compare NSLA staffing to minimum standards set for library, depository, Regional Library for Blind and Physically Handicapped, archives and records management programs. | State Librarian; Division Heads                           | 1994    |
| 2. Document deficiencies in staffing and seek increases to meet minimums.   | State Librarian; Division Heads                           | 1995    |
| 3. Identify statutory program requirements such as State Publications Distribution Center and seek staff to meet these requirements.  | State Librarian; Asst Director for State Library Services | 1995    |
| 4. Add staff to handle Machine Lending for the Blind and Physically Handicapped added to NSLA in 1991.  | State Librarian; Asst Director for State Library Services | 1995    |



**GOAL 10 STAFFING AND FUNDING**

**OBJECTIVE 3:** Seek increased federal and state funding to maintain existing programs and provide a full range of library, archives and records management services to a rapidly expanding population.

| ACTION   | WHO                             | BY WHEN  |
|--|---------------------------------|----------|
| 1. Articulate the need for increased funding from federal and state sources to meet service demands.           | State Librarian; Division Heads | Annually |
| 2. Identify cost effectiveness and savings by providing quality information to government and Nevada citizens. | State Librarian; Division Heads | 1994     |
| 3. Incorporate findings into NSLA Masterplan and the budget preparation process.                               | State Librarian; Division Heads | 1994     |

**GOAL 10 STAFFING AND FUNDING**

**OBJECTIVE 4:** Write proposals and acquire grant funding from public and private sources to support special projects and programs and enhance NSLA collections and services.

| ACTION   | WHO                           | BY WHEN    |
|--|-------------------------------|------------|
| 1. Survey libraries to assess needs for special projects and programs in relation to funding available through grants and donations. | Head of Planning and Programs | Biennially |
| 2. Research funding sources and write proposals to develop special collections and services in relation to stated needs.             | Division Heads; Section Heads | Ongoing    |
| 3. Seek private donations to enhance NSLA collections, services and facilities.  | State Librarian; NSLA         | Ongoing    |

