

TECHNOLOGY PLAN

2013

SUBMITTED: 15 MARCH 2013

VISION STATEMENT

The Jesse M. Smith Memorial Library will strive to provide easy access to diverse materials, services, and programs in an atmosphere which encourages the free flow of ideas to educate, entertain, enrich and inform the residents of the Town of Burrillville. The library will serve as the community's principle resource for reference and periodicals. Special emphasis will be placed on supporting students at all academic levels, and on stimulating the interests of young children to develop an appreciation for reading and learning. Additionally, the library will strive to continue to acquire up-to-date technology, which will allow patrons access to the latest in educational, informational, and recreational services. The library will use telecommunications and information technology to complement and support its overall mission and role.

The library will upgrade and acquire the technology necessary to provide the public with full access to the latest in on-line information services for purposes of education, information, and recreation. Additionally, the library will ensure that staff training in the new technologies will keep pace with the changes, so that they will be able to provide efficiently for our patrons needs.



GOALS, OBJECTIVES & ACTIVITIES

1. KEEP STAFF UP-TO-DATE ON AVAILABLE TECHNOLOGY.

- **Provide staff with information about technology currently available in the library (ongoing), as per Staff Technology Training & Continuing Education Guidelines**
 - > Circulate informative memos when new technology becomes available
 - > Provide basic hands-on training to staff so they will have some familiarity with new technology
 - > Allow staff reasonable self-training time during regular work hours
 - > Provide “cheat sheets” and FAQ sheets for ready reference
 - > Make all staff aware of training opportunities available through OSL, OLIS, and through other training providers
 - > Allocate time and funds for staff training to the extent that the fiscal budget allows

2. KEEP PUBLIC AWARE & UP-TO-DATE ON AVAILABLE TECHNOLOGY.

- **Patrons will be made aware of available technology and information resources**
 - > Put reminders in the monthly newsletter
 - > Feature reminders on the library web site
 - > Send press releases to local newspapers
 - > Continue to develop public training programs using wireless or Computer Lab and present them throughout the year

3. LIBRARY PLANNING

- **Continue to provide Patrons with the best possible telecommunications and information technology**
 - Work with OSL to continue to develop and implement technology that will serve the community in the present, and adapt to accommodate changing needs and necessary expansions in the years to come.

4. MAINTAIN & UPGRADE EQUIPMENT.

- **OSL compliance**

- > Keep abreast of OSL technology requirements and planning
- > Budget or request grants for funds to maintain full compliance with OSL Standards

- **Library equipment purchase, maintenance, & expansion**

- > Budget to purchase replacement equipment as needed.
- > Budget for maintenance of existing equipment until equipment becomes obsolete.
- > Budget for increases in equipment purchasing and increases in technology personnel required
- > Budget for increases in technology personnel required

EVALUATION

This Technology Plan will be reviewed annually to monitor progress towards meeting objectives and goals. Additionally, the Plan will be reviewed and amended in response to information about new developments and opportunities in the fields of telecommunication and information technology that may impact the needs of the public or the library.

BUDGET

Annual operating budget requests will include line items for equipment & maintenance, travel & conference (continuing education), electronic media to support technology needs of the library as deemed sufficient to achieve goals.

In addition, grants shall be sought to allow additional improvements.



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