THINK GLOBALLY...SEARCH LOCALLY

A Strategic Plan

for the Implementation of

a Multitype Library System

in Saskatchewan

PART II

Multitype Library System Workbook

The Minister's Multitype Library Development Advisory Committee

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INTRODUCTION

Development of the multitype library system begins with the concept of establishing partnerships among the four library sectors in the province: postsecondary, public, school and special libraries. A multitype library system is a cooperative system in which any two or more types of libraries participate to deliver library service. The Provincial Library will also be one of the partners and the partnership may be extended to include other information providers in any community.

Part I of the strategic plan outlines the course for future development of libraries in Saskatchewan. The Multitype Library Development Advisory Committee hopes that this document will be circulated widely among all the potential partners, stakeholder groups and the broader community.

Part II is structured as a workbook and contains the detailed implementation plan. It is intended as a working document for libraries and other partners to use as they build their part of the multitype library system.

The left hand page lists the strategy and the action as well as a brief explanation of the Advisory Committee's thinking behind creation of the action.

The right hand page repeats the strategy and action statements in their briefest form and identifies what specific activities should be undertaken, who should do them and when should they be done. Actions for which either the Multitype Library Board (MLB) or Provincial Library (PL) are responsible, are identified. The Committee suggests that partners look at the action necessary at the provincial level and determine if there is a comparable action which would be appropriate at the local level.

The Notes portion of the page is provided for potential partners to record the action steps to be taken locally.

PART II MULTITYPE LIBRARY SYSTEM WORKBOOK

GOAL 1:

DEVELOP THE MULTITYPE SYSTEM

OBJECTIVES:

1.   Strong independent libraries and communities, working in partnership, will ensure the successful development of a multitype library system.

2.   Other information providers will be integral partners in the multitype library system.

STRATEGY 1:

To establish a Multitype Library Board to facilitate the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 1: Appoint a Multitype Library Board representative of the constituent groups and employ participatory decision-making. Proposed representation:

> Designated Positions (10 members)
>> 4 library directors, one from each library sector [public, special, school (Saskatchewan School Libraries Association, subject council of the Saskatchewan Teachers Federation*), post-secondary]
>> 1 Provincial Librarian
>> 1 Saskatchewan Library Trustees' Association *
>> 1 Saskatchewan School Trustees' Association *
>> 1 Saskatchewan Library Association *
>> 2 additional representatives from special and postsecondary - for a minimum of 2 representatives from each of the four sectors
>
> At Large Positions (maximum 5 members)
>> 1 other information provider
>> 1 Saskatchewan Urban Municipalities Association *
>> 1 Saskatchewan Association of Rural Municipalities *
>> 2 members - consider criteria necessary for balance - north/south, urban/rural, governance/operational - or interests - Indian and Métis, gender, users
>> * Organizations will be asked to submit three names from which the member can be chosen. All other appointments will be made by the Minister in consultation with the broader community.

A board which brings together people from the various types of libraries is necessary because, under existing structures, there is no place which currently brings together representatives of the 6 partners and the key stakeholders. The Multitype Library Board (MLB) will represent the four library sectors as well as have representatives from the key stakeholders and other potential partners.

Key stakeholders include library and school trustees, the professional associations for library workers in Saskatchewan, and others responsible for the management of libraries. Other information providers may include: organizations like museums and archives; government agencies such as research centres, rural service centres, business information centres; associations including cultural groups and freenets; and any other individual or organization that provides information for free dissemination or sale. Representatives on the Board may be chosen based on current initiatives of the Board. For example, if there is a project underway to network library and museum databases,

the other information provider position may be offered to a museum representative.

STRATEGY 1:

To establish a Multitype Library Board to facilitate the cooperative
development, maintenance and evaluation of the multitype library system.

ACTION 1: Appoint a Multitype Library Board representative of the constituent
groups and employ participatory decision-making.

WHAT	**BY WHOM**	**W** **H** **E** **N**
Appoint the Board	Minister	Year 1

NOTES

STRATEGY 1:

To establish a Multitype Library Board to facilitate the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 2: Review and implement the Terms of Reference for the Multitype Library Board.

Proposed Terms of Reference:
1. The mandate of the Board is to implement the Strategic Plan prepared by the Multitype Library Development Advisory Committee.
2. The Board will receive and consider the results of the consultations carried out by the Interim Multitype Library Development Advisory Committee and its sub-committees.
3. In the first year, the Chair will be appointed by the Minister from the members. The committee should determine its own chair for succeeding years on an annual basis.
4. All positions will be for 2 years. In the first year half the positions will be appointed for 3 year terms and half will be for 2 years. Half the positions will change each year. Members may serve a maximum of 2 terms.
5. The secretariat to the board will be the Provincial Library.
6. Members' expenses will be paid.
7. Honorariums will be provided to association representatives. Library staff will receive honorariums only if replacement staff are required.
8. The full Board shall meet at least 3 times a year.
9. The Board may establish its own rules of operation including creation of an Executive Committee and sub-committees as required.

The terms of reference for the Board recommended by the Advisory Committee set out the mandate and operating conditions of the Board and are designed to obtain maximum participation by potential partners, to foster communication with the partners and stakeholders and to allow the Board to operate as inexpensively as possible.

The Advisory Committee or its sub-committees may consult with the community on the Strategic Plan and may make recommendations to the new Multitype Library Board based on those consultations.

The Board has been given a large task in the strategic plan. They may not be able to conduct all of the necessary business at meetings of the full board. Provision has been made to create subcommittees which will work on specific tasks or projects. The Provincial Library (PL) will continue to serve as the secretariat to the Multitype Library Board (MLB).

STRATEGY 1:

To establish a Multitype Library Board to facilitate the cooperative
development, maintenance and evaluation of the multitype library system.

ACTION 2: Review and implement the Terms of Reference for the Multitype
Library Board.

WHAT	**BY WHOM**	**WHEN**
Implement the terms of reference	MLB*	Year 1

* MLB means Multitype Library Board

NOTES

STRATEGY 1:

To establish a Multitype Library Board to facilitate the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 3:   Develop an operational plan for the Multitype Library Board.

Future boards will decide what needs to be done on an annual basis and will develop annual operational plans. It is expected that this will take one two-day meeting per year and that they will then consult with their respective communities to endorse the plan.

STRATEGY 1:

To establish a Multitype Library Board to facilitate the cooperative
development, maintenance and evaluation of the multitype library system.

ACTION 3:   Develop an operational plan for the Multitype Library Board.

WHAT	BY WHOM	W H E N
Determine what needs to be	MLB	
		Annually
included in the operational plan by reviewing the Strategic Plan		
Prepare a draft plan	PL*	
Consult with stakeholders	MLB	
Revise plan	MLB/PL	
Implement the plan	MLB/ partners	

* PL means Provincial Library

NOTES

STRATEGY 1:

To establish a Multitype Library Board to facilitate the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 4:   Act in a consultative role in administration of the special initiatives funds and other financial opportunities until operational and financial plans are completed.

It is recommended that the Multitype Library Board have input in the allocation of special initiatives funds of the Provincial Library to develop the multitype library system.

The Board may also play a role in seeking other funding sources.

STRATEGY 1:

To establish a Multitype Library Board to facilitate the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 4: Act in a consultative role in administration of the special initiatives funds and other financial opportunities until operational and financial plans are completed.

WHAT	BY WHOM	WHEN
Request the Minister recognize the	MLB/PL	
		Year 1
role of the Board in making recommendations in the allocation of funds.		
Develop recommendations based on priorities.	MLB	
		Ongoing

NOTES

STRATEGY 2:

To involve all libraries and communities of interest in the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 1: Work with other interested groups to promote libraries in a multitype library system.

Special needs groups may include people with disabilities, ethnocultural groups, people who lack literacy skills and others who have difficulty using standard library services. The best way to ensure participation in the multitype library system is to involve as many groups as possible in the planning stages. This also ensures that plans will be made taking into account the needs of special target groups.

STRATEGY 2:

To involve all libraries and communities of interest in the cooperative
development, maintenance and evaluation of the multitype library system.

ACTION 1: Work with other interested groups to promote libraries in a multitype
library system.

WHAT	BY WHOM	W H E N
Identify other interested or special needs groups	Partners/MLB/PL	
		Ongoing
Assess needs of groups identified	Partners	
		Ongoing
Identify ways to meet needs	MLB/Partners	

NOTES

STRATEGY 2:

To involve all libraries and communities of interest in the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 2:   Facilitate the development of cooperative collection policies in order to:
- increase the breadth and depth of materials available
- share resources for special services and collections in all libraries in the province
- prevent unnecessary duplication

Establishing a database to serve as a clearinghouse for information relevant to multitype library system development is identified as a strategy later in this document. Information about library collections could be assembled by Provincial Library, entered into this database, and made available to all partners. Participants can be involved in maintaining the integrity of the information on the database.

Development and maintenance of the database would be a significant expense but collection and dissemination of information was seen as a key strategy for the implementation of a multitype library system.

STRATEGY 2:

To involve all libraries and communities of interest in the cooperative
development, maintenance and evaluation of the multitype library system.

ACTION 2: Facilitate the development of cooperative collection policies in order to:
- increase the breadth and depth of materials available
- share resources for special services and collections in all libraries in
the province
- prevent unnecessary duplication

WHAT	BY WHOM	WHEN
Identify existing collection strengths and weaknesses in the province	Partners	Year 3 to 5 as required
Disseminate that information through the clearinghouse	MLB/PL	
Facilitate discussions	MLB/Partners/ library associations/ others participants	

NOTES

STRATEGY 2:

To involve all libraries and communities of interest in the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 3: Encourage and facilitate libraries to work together to realize cost savings through joint ventures.

Participants may have ideas for joint ventures and they would be able to mount the information on the clearinghouse database. This would allow others to react to the information, suggest modifications, and eventually join the venture if appropriate. Such opportunities should be actively sought out and advertised as widely as possible among those most likely to benefit from them.

STRATEGY 2:

 To involve all libraries and communities of interest in the cooperative
 development, maintenance and evaluation of the multitype library system.

ACTION 3: Encourage and facilitate libraries to work together to realize cost savings
 through joint ventures.

WHAT	BY WHOM	WHEN
Identify and seek potential ventures	Participants	Ongoing
Disseminate information through the clearinghouse	MLB/PL	Ongoing

NOTES

STRATEGY 2:

To involve all libraries and communities of interest in the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 4: Encourage all libraries and communities of interest to plan within the context of the multitype system and facilitate sharing of those plans.

Ideally each autonomous library will begin to think in terms of operating in a multitype library system milieu. They will make long and short term plans with multitype issues always influencing their decisions.

No action plans should be made that would prevent future cooperation even if no obvious cooperative choices present themselves today. Plans which library systems make, that do have a multitype component, should be shared with all other library systems, again making use of the clearinghouse database.

STRATEGY 2:

To involve all libraries and communities of interest in the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 4: Encourage all libraries and communities of interest to plan within the context of the multitype system and facilitate sharing of those plans.

WHAT	BY WHOM	WHEN
Ensure information about the the Strategic Plan is widely available as outlined in Goal 4 - Communications Plan	MLB/Partners Participants	Ongoing
Collect and disseminate individual library action plans through the clearinghouse	PL	Ongoing

NOTES

STRATEGY 2:

To involve all libraries and communities of interest in the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 5:   Cooperate with Indian and Métis peoples to define their participation in the multitype library system, when they see their involvement as separate from any of the four sectors (postsecondary, public, special and school). Facilitate their participation in the system.

With current developments in Indian self-government it is not clear how library services for First Nations and Métis people will develop. In any event, the Multitype Library Board wants to clarify that participation by Aboriginal people is desirable and that they have the right to determine how that participation will be manifested.

This intent should be communicated as widely as possible to ensure that Indian and Métis people are able to determine how and when it is appropriate for them to participate.

Communication of the Strategic Plan is a key strategy for development of the multitype library system. This information should be part of the Communication Plan which will be developed as part of the overall strategy.

STRATEGY 2:

To involve all libraries and communities of interest in the cooperative development, maintenance and evaluation of the multitype library system.

ACTION 5: Cooperate with Indian and Métis peoples to define their participation in the multitype library system, when they see their involvement as separate from any of the four sectors (postsecondary, public, special and school). Facilitate their participation in the system.

WHAT	BY WHOM	WHEN
Ensure that information about the Strategic Plan is widely available as outlined in Goal 4 - Communications Plan.	MLB/PL Participants	Ongoing
Cooperate as required	MLB/ Participants	Ongoing

NOTES

GOAL 2:

IMPLEMENT A MULTITYPE LIBRARY SYSTEM

OBJECTIVES:

1. Libraries will have effective mechanisms in place for sharing resources including human, physical and technical resources among all libraries throughout the province.

2. Saskatchewan residents will have access to all libraries in the province.

3. Information needs of Saskatchewan residents will be met by strong libraries with appropriate staffing, funding, resources, and facilities.

4. A sustainable multitype library system will be strengthened by ongoing formal evaluation by all of the partners.

STRATEGY 3:

To conduct ongoing research about multitype library systems.

ACTION 1:   Collect and disseminate statistical and demographic information required for the development and maintenance of a multitype library system.

All libraries collect statistics of various sorts about their operations. Many report statistics to an agency which collects statistics for like libraries, for example, Provincial Library collects information for all public libraries in Saskatchewan; the Universities contribute statistics to the Council of Prairie Universities.

However, it is currently no one library's job to collect statistics which relate to the services of all types of libraries. These statistics would not normally be collected, compiled or analyzed, yet they will be needed as a multitype function. That will become a function of the Multitype Library Board through its secretariat Provincial Library.

Provincial Library will use the clearinghouse database to record, analyze and disseminate statistical information which is necessary to develop and maintain the multitype system.

STRATEGY 3:

To conduct ongoing research about multitype library systems.

ACTION 1: Collect and disseminate statistical and demographic information required for the development and maintenance of a multitype library system.

WHAT	BY WHOM	WHEN
Assess needs	MLB	Annually
Determine methodology for data collection	MLB	Annually
Collect information	PL	Annually
Analyze information	MLB/PL	Annually
Disseminate to participants	PL	

NOTES

STRATEGY 3:

To conduct ongoing research about multitype library systems.

ACTION 2:   Develop and maintain a clearinghouse for information concerning multitype library initiatives.

Provincial Library should begin immediately to develop a database to serve as a clearinghouse for multitype library system information. This is information which does not relate to any one library or type of library but rather to libraries which come together in a multitype system.

Information is key to this endeavour and being able to access that information in the most effective manner possible will be important. Many areas of development will require this type of clearinghouse information, from book collections to library statistics to technical requirements for database connectivity.

The cost of developing and maintaining such a database will be significant.

STRATEGY 3:

To conduct ongoing research about multitype library systems.

ACTION 2: Develop and maintain a clearinghouse for information concerning multitype library initiatives.

WHAT	BY WHOM	WHEN
Communicate the need to send information on multitype projects to the clearinghouse	MLB	Year 1/more frequently at first
Collect information	PL	Ongoing
Actively seek out information on multitype projects	PL	Ongoing
Disseminate information	PL	Ongoing
Establish policies and procedures for the operation of the clearinghouse	MLB/PL	Year 1 annual review

NOTES

STRATEGY 3:

To conduct ongoing research about multitype library systems.

ACTION 3:   Conduct a five year review of multitype library system.

Evaluation of the success of a project is an important component of developing and maintaining a viable, effective and efficient service. An independent evaluation should take place after five years of sustained effort towards development of the multitype library system.

This evaluation may lead to recommendations for a new strategic plan or only modify slightly the path libraries are already on in the province. In any case, evaluation needs to be done to ensure continued effective development.

STRATEGY 3:

To conduct ongoing research about multitype library systems.

ACTION 3:   Conduct a five year review of multitype library system.

WHAT	BY WHOM	WHEN
Establish performance measures	MLB	Year 2
Research appropriate evaluation mechanism	PL	Year 3
Select an evaluation mechanism	MLB	Year 4
Do evaluation External	Year 5 Evaluator	

NOTES

STRATEGY 3:

To conduct ongoing research about multitype library systems.

ACTION 4:   Identify materials and collections in the province that have regional, provincial or national significance and ensure access to them is preserved for Saskatchewan residents.

Provincial Library and any of the partners may identify books and other library materials which are important to the people of Saskatchewan, Canada and beyond. The Multitype Library Board should have the mandate and authority to recommend preservation of such materials in some appropriate manner or at least provide some options to ensure that access to significant materials is preserved.

STRATEGY 3:

To conduct ongoing research about multitype library systems.

ACTION 4: Identify materials and collections in the province that have regional, provincial or national significance and ensure access to them is preserved for Saskatchewan residents.

WHAT	BY WHOM	WHEN
Research criteria/factors which make materials of regional, provincial or national significance.	PL	Year 1
Conduct a survey to locate collections	PL	Periodic
Develop a process and standards to ensure that access to significant material is preserved	MLB	Year 1

NOTES

STRATEGY 4:

To ensure the community is the point of entry to the multitype library system based on the concept "Think globally - Search locally".

ACTION 1:   Develop a set of protocols for the multitype library system.

In order for the multitype library system to operate effectively, protocols will need to be established for library functions. The Multitype Library Board needs to take responsibility for development of such protocols in consultation with the library community, and for the ongoing updating, revision, renegotiation and other maintenance of those protocols.

STRATEGY 4:

To ensure the community is the point of entry to the multitype library system based on the concept "Think globally - Search locally".

ACTION 1: Develop a set of protocols for the multitype library system.

WHAT	BY WHOM	WHEN
Research and draft a set of multitype protocols relevant to the special needs of Saskatchewan libraries	PL	Year 1
Review protocols	MLB	Year 1
Consult with multitype partners	MLB/PL/ Participants	Year 1
Revise and approve draft protocols	MLB	Year 1
Implement protocols	Participants	Year 1

NOTES

STRATEGY 5:

To develop standards for participation in the multitype library system. These standards should be set at levels which recognize the unique needs and circumstances of each sector.

ACTION 1:   Prioritize, develop and set minimum standards for participating libraries for:
- human resources levels
- access through automation to all collections at all levels in the province and beyond
- bibliographic control
- multitype interlibrary loan agreements that allow maximum access for all types of libraries
- document delivery
- additional standards as required

Participating libraries need to adhere to standards of operation to be effective participants in the multitype library system. Standards will need to be developed for all operational aspects of library service: bibliographic records, interlibrary loans, document delivery, human resources allocation and training, development and maintenance of library materials and collections.

The Board may need to continue development of standards as long as there are other functional areas which require standards to be developed. This process may happen over a period of many years.

STRATEGY 5:

To develop standards for participation in the multitype library system. These standards should be set at levels which recognize the unique needs and circumstances of each sector.

ACTION 1: Prioritize, develop and set minimum standards for participating libraries for:
- human resources levels
- access through automation to all collections at all levels in the province and beyond
- bibliographic control
- multitype interlibrary loan agreements that allow maximum access for all types of libraries
- document delivery
- additional standards as required

WHAT	BY WHOM	WHEN
Prioritize the order of development of the standards	MLB	Year 1
Identify and research other multitype standards	PL	Year 1
Draft a set of standards relevant to the unique needs of Saskatchewan libraries	PL	Year 1
Review draft standard	MLB	Year 1
Consult with multitype partners	MLB/PL Participants	Year 1
Revise and approve standard	MLB	Year 1
Implement standard	Participants	Year 1

NOTES

STRATEGY 5:

To develop standards for participation in the multitype library system. These standards should be set at levels which recognize the unique needs and circumstances of each sector.

ACTION 2:   Outline the advantages for libraries to achieve minimum standards.

It will be important to identify the advantages of achieving the minimum standards and to inform potential partners what those are as a means of encouraging adoption of the standards.

STRATEGY 5:

To develop standards for participation in the multitype library system. These standards should be set at levels which recognize the unique needs and circumstances of each sector.

ACTION 2:   Outline the advantages for libraries to achieve minimum standards.

WHAT	BY WHOM	WHEN
Document the advantages	MLB	Year 1
Communicate advantages as outlined in Goal 4 - Communications Plan		

NOTES

STRATEGY 5:

To develop standards for participation in the multitype library system. These standards should be set at levels which recognize the unique needs and circumstances of each sector.

ACTION 3: Require all participating libraries to include in their policies, a commitment to provide their respective communities with access to the multitype library system.

Before libraries join the multitype library system, they will be required to have a written policy and/or update their present policies. They need to include a commitment to providing their communities with access to the system.

STRATEGY 5:

To develop standards for participation in the multitype library system. These standards should be set at levels which recognize the unique needs and circumstances of each sector.

ACTION 3: Require all participating libraries to include in their policies, a commitment to provide their respective communities with access to the multitype library system.

WHAT	BY WHOM	WHEN
Inform libraries of participation standards as per Goal 4 - Communications Plan	MLB	Year 1
Review and revise existing policies to ensure consistency with multitype library system standards	Participants Joining	Before

NOTES

STRATEGY 6:

To secure funding for the multitype library system.

ACTION 1:   Prepare a financial plan for the multitype library system.

Ability to do more with the resources available is one of the driving forces behind establishment of the multitype library system. Individual libraries will be able to save money through shared services and resources. The Committee is concerned that the system not require a great deal of additional funding. At the same time, it is necessary to realize that the work outlined will require funds. Ways must be found to assure such funding.

STRATEGY 6:

To secure funding for the multitype library system.

ACTION 1:   Prepare a financial plan for the multitype library system.

WHAT	BY WHOM	WHEN
Use the operational plan to determine what needs to be included in the financial plan.	MLB	Year 1
Establish requirements for funding multitype library system actions which would not be funded by any other party	MLB	Year 1
Determine options for funding the multitype library system. Consider direct and indirect funding sources	MLB/PL	Year 1
Prioritize options for funding the multitype library system and create links between needs and sources	MLB	Year 1
Prepare draft plan	PL	Year 1
Review draft plan	MLB	Year 1
Consult with stakeholders	MLB/PL Participants	Year 1
Revise and approve the plan	MLB	Year 1
Implement the plan	MLB/partners	Ongoing

NOTES

STRATEGY 6:

To secure funding for the multitype library system.

ACTION 2:   Establish formal funding protocols/agreements for participants.

If systems can realize some cost savings through participation in cooperative projects then they may be willing or able to contribute to cost-sharing the funding of other cooperative ventures which will be of mutual benefit.

STRATEGY 6:

To secure funding for the multitype library system.

ACTION 2:   Establish formal funding protocols/agreements for participants.

WHAT	**BY WHOM**	**WHEN**
Research agreements	PL	Year 1
Develop model agreements	PL/ Participants	Ongoing
Facilitate agreements	MLB	Ongoing

NOTES

STRATEGY 7:

To support education and training of library personnel within the multitype library system.

ACTION 1:   Train and educate staff in the delivery of services within the context of a multitype library system particularly for operational changes in areas such as: protocols, standards, attitudes, or technology.

Staff will require training to help them determine how operating in a multitype context should be different. The Multitype Library Board can play a role in assisting this process.

STRATEGY 7:

To support education and training of library personnel within the multitype library system.

ACTION 1: Train and educate staff in the delivery of services within the context of a multitype library system particularly for operational changes in areas such as: protocols, standards, attitudes, or technology.

WHAT	BY WHOM	WHEN
Identify training needs for the transition to operation of a multitype system	MLB/	Year 1 Participants
Develop multitype training program modules	MLB/PL Participants	As Required
Inform participants of availability of training modules through the clearinghouse	PL	Ongoing
Implement training	Participants	Ongoing

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STRATEGY 7:

To support education and training of library personnel within the multitype library system.

ACTION 2:   Develop and maintain a clearinghouse for educational and training needs and opportunities relevant to library personnel in the province.

Coordinating training opportunities may require no more effort than simply informing library personnel about what is available and letting local people organize their own participation. This task may easily be accomplished through the clearinghouse.

STRATEGY 7:

> To support education and training of library personnel within the multitype library system.

ACTION 2: Develop and maintain a clearinghouse for educational and training needs and opportunities relevant to library personnel in the province.

WHAT	BY WHOM	WHEN
Collect information about needs and opportunities for ongoing training	PL	Ongoing
Enter information to clearinghouse database	PL	Ongoing

NOTES

STRATEGY 7:

To support education and training of library personnel within the multitype library system.

ACTION 3:   Coordinate joint educational and training opportunities to maximize benefits to individual institutions.

There may be situations where a more proactive role is required to accomplish the greatest benefits in staff training in a multitype context. In such cases, it will be the responsibility of the Provincial Library to bring the needs and opportunities to the attention of the appropriate bodies. Together the Provincial Library and the Board may determine that it is necessary to take more formal steps to assess training needs.

STRATEGY 7:

To support education and training of library personnel within the multitype library system.

ACTION 3: Coordinate joint educational and training opportunities to maximize benefits to individual institutions.

WHAT	BY WHOM	WHEN
Monitor clearinghouse information	PL	Ongoing
Broker opportunities - bring attention to needs, pull people together to meet needs	PL	Ongoing
Identify remaining unmet needs	PL/MLB	Ongoing

NOTES

STRATEGY 7:

To support education and training of library personnel within the multitype library system.

ACTION 4: Play a broker role in the delivery of formal library education, via distance education and other creative means, through local educational institutions. Library education may relate to:
- rural library training
- school librarianship
- library technician diploma
- master of library and information science degree
- other continuing education.

The Multitype Library Board can influence how formal library training for Saskatchewan library workers is designed and delivered. The Board should assess the need and act accordingly.

STRATEGY 7:

To support education and training of library personnel within the multitype library system.

ACTION 4: Play a broker role in the delivery of formal library education, via distance education and other creative means, through local educational institutions. Library education may relate to:
- rural library training
- school librarianship
- library technician diploma
- master of library and information science degree
- other continuing education.

WHAT	BY WHOM	WHEN
Identify education gaps MLB/	Year 3 Participants	
Develop possible alternatives	MLB	Year 3
Develop submissions to postsecondary educational institutions Participants	MLB/PL/	Year 3
Make presentations	MLB	Year 3
Assess action and determine next steps	MLB	Year 3

NOTES

GOAL 3:

CONNECT LIBRARIES OF ALL TYPES TO PROVIDE EQUITABLE ACCESS TO AND DELIVERY OF INFORMATION

OBJECTIVE:

1. The connection of libraries will provide the mechanism to ensure province-wide resource sharing that is affordable, fast, current, and distance neutral.

STRATEGY 8:

To develop a Province-wide Library Electronic Information System (PLEIS).

ACTION 1:   Coordinate the collection of information on computing and telecommunications technology.

Library staff need information technology and telecommunications information to guide their network development at the local level. Information can be made available through the clearinghouse. Participants may also contribute their own information and experience to the database.

STRATEGY 8:

To develop a Province-wide Library Electronic Information System (PLEIS).

ACTION 1: Coordinate the collection of information on computing and telecommunications technology.

WHAT	BY WHOM	WHEN
Research information on standards beginning with interconnectivity standards	PL	Year 1 and Ongoing
Enter information into the clearinghouse database	PL	Ongoing

NOTES

STRATEGY 8:

To develop a Province-wide Library Electronic Information System (PLEIS).

ACTION 2:   Promote and support the use of minimum standards to ensure interconnectivity of computerized databases housed in libraries or library systems at all levels.

Interconnectivity is impossible to achieve without adherence to both external standards and those developed by the Board. This information needs to be communicated to all potential partners through the clearinghouse.

STRATEGY 8:

To develop a Province-wide Library Electronic Information System (PLEIS).

ACTION 2: Promote and support the use of minimum standards to ensure interconnectivity of computerized databases housed in libraries or library systems at all levels.

WHAT	BY WHOM	WHEN
Disseminate information on interconnectivity standards through the clearinghouse	MLB/PL	Year 1
Determine activity necessary to promote and support the use of interconnectivity standards among potential partners	MLB/PL	Year 1

NOTES

STRATEGY 8:

To develop a Province-wide Library Electronic Information System (PLEIS).

ACTION 3: Cooperate with participants to support the development and enhancement of the Province-wide Library Electronic Information System (PLEIS).

This strategy relates to the nuts and bolts of development of the data network for libraries. Library decision-makers want to influence how the network develops in Saskatchewan so that it meets the needs of libraries, especially in rural Saskatchewan. Many libraries will require some assistance, financial, technical or other, to be able to connect to the network. The Multitype Library Board, Provincial Library and the participants themselves need to be involved in developing the network.

STRATEGY 8:

To develop a Province-wide Library Electronic Information System (PLEIS).

ACTION 3:   Cooperate with participants to support the development and enhancement of the Province-wide Library Electronic Information System (PLEIS).

WHAT	BY WHOM	WHEN	
Needs assessment	MLB/PL/ Participants	Ongoing	
Articulate the architecture	MLB/PL/ Participants	Ongoing	
Negotiate agreements with service providers	MLB/PL/ Participants	Ongoing	
Disseminate information	MLB/PL Participants	Ongoing	
Educate users	MLB/PL Participants	Ongoing	
Acquire necessary hardware, software, etc.			
Provide technical support to maintain and enhance the system.	MLB/PL/ Participants	Ongoing	"

NOTES

STRATEGY 9:

To facilitate the Province-wide Library Electronic Information System (PLEIS) becoming a fundamental part of the unified province-wide electronic data network.

ACTION 1:   Cooperate with all relevant organizations and interested parties to influence and support the continued evolution of a unified province-wide data network.

As the government, SaskTel or other organizations develop a province-wide data network, libraries in Saskatchewan want to be part of that development. We must be involved in network development efforts of other organizations to ensure that the needs of libraries are met.

STRATEGY 9:

To facilitate the Province-wide Library Electronic Information System (PLEIS) becoming a fundamental part of the unified province-wide electronic data network.

ACTION 1: Cooperate with all relevant organizations and interested parties to influence and support the continued evolution of a unified province-wide data network.

WHAT	BY WHOM	WHEN
Monitor current developments	PL/MLB partners	Ongoing
Lobby to influence development compatible with the multitype library system's needs	MLB	Ongoing
Keep abreast of new innovations	PL partners	Ongoing

NOTES

GOAL 4:

PROMOTE PARTICIPATION IN THE MULTITYPE LIBRARY SYSTEM

OBJECTIVE:

1.   Promotion will ensure the multitype library system will be used and valued by the people in Saskatchewan.

STRATEGY 10:

To regularly communicate with actual and potential partners in the multitype system.

ACTION 1: Develop a communication plan for actual and potential partners.

The potential partners in the multitype library system are the four library sectors, Provincial Library and other information providers. These partners are already well informed about many library science and technology issues. What is needed for this group is to ensure that there is regular communication of pertinent information about how libraries operate within a multitype environment. This can be achieved through development of a communications plan.

STRATEGY 10:

To regularly communicate with actual and potential partners in the multitype system.

ACTION 1:   Develop a communication plan for actual and potential partners.

WHAT	BY WHOM	WHEN
Determine potential partners	MLB/PL	Year 1
Determine key messages	MLB/PL	Year 1
Determine communication vehicles	MLB/PL	
Implement communication plan	MLB/PL	Year 1
Evaluate effectiveness of communication plan	MLB	Annual/ As necessary

NOTES

STRATEGY 11:

To educate stakeholders and the public on the benefits, possibilities, and responsibilities of participation in the multitype library system.

ACTION 1:   Develop a plan for educating stakeholders and the public.

Although stakeholders and the public are clients of the various library partners, we cannot assume they have a base of knowledge about library issues. A second communication plan will be required to inform these individuals. Stakeholders will need to know about the multitype library system including the benefits and possibilities. A systematic approach to this task is required.

STRATEGY 11:

       To educate stakeholders and the public on the benefits, possibilities, and responsibilities of participation in the multitype library system.

ACTION 1:   Develop a plan for educating stakeholders and the public.

WHAT	BY WHOM	WHEN
Determine key stakeholders and target audience	MLB/PL	Ongoing
Determine key messages	MLB/PL	Ongoing
Determine education vehicles	MLB/PL	Ongoing
Implement the plan	MLB/PL	Ongoing
Evaluate effectiveness of the plan	MLB/PL	Ongoing

NOTES

STRATEGY 11:

To educate stakeholders and the public on the benefits, possibilities, and responsibilities of participation in the multitype library system.

ACTION 2:   Develop and maintain a multitype library system information package.

An information package which could be used repeatedly with various groups of people would be a useful component of a communications plan.

STRATEGY 11:

To educate stakeholders and the public on the benefits, possibilities, and responsibilities of participation in the multitype library system.

ACTION 2: Develop and maintain a multitype library system information package.

WHAT	**BY WHOM**	**WHEN**
Update previous information package as outlined in the Communications Plan	MLB/PL/ Partners	Ongoing

NOTES

STRATEGY 11:

To educate stakeholders and the public on the benefits, possibilities, and responsibilities of participation in the multitype library system.

ACTION 3: Provide multitype needs assessment tools in order to support community involvement in decision making.

One of the ways to ensure support for the multitype library system is to involve the community in its development so that it will develop in such a way as to meet the needs of the community. There are tools which can be used to aid this process, but they may have to be adapted to a multitype situation and for use in Saskatchewan. Provincial Library and the participants can work together to develop appropriate tools.

STRATEGY 11:

To educate stakeholders and the public on the benefits, possibilities, and responsibilities of participation in the multitype library system.

ACTION 3: Provide multitype needs assessment tools in order to support community involvement in decision making.

WHAT	BY WHOM	WHEN
Research and design models	PL	Ongoing
Provide expertise	PL/ Participants	Ongoing
Submit needs and solutions or models to clearinghouse	Participants	Ongoing

NOTES

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