

Downtown Library Plan

INTRODUCTION

The Downtown Library Workgroup, comprised of staff from Downtown, Belle Isle, and administration, was formed in March 2017. The group was given a specific charge that included defining the unique services, product lines, or experiences offered Downtown and assessing the staff needed to support these services. The members were: Blake Barrett (DN), Kay Bauman (Member Services), Natalie Currie (BI), David French (DN), Buddy Johnson (DN), Melody Kellogg (Lead, District 1), and Risa Sargent (DN). The group met several times over three weeks and shared their final proposal with Metro staff on the intranet in April 2017. The following plan is based on that proposal and feedback received during the process.

OVERVIEW

Access and Engagement

1. DN staff will transition to the Access and Engagement service model according to the Alignment Project timeline and ensure a high quality of core library services - member engagement, community engagement, collection and facilities – at the Downtown Library and Wright.
2. Changes to the collection (see below) will provide opportunities for reduced stationary points of service and significantly expanded roving assistance.
3. The new service model will result in current staff having much greater capacity to spend time on tasks that support the system in achieving its goals. In addition to the engagement already occurring, such as John Rex Charter Elementary school visits, engagement staff will have the following responsibilities as assigned:
 - a) Expanded access to and engagement with members regarding Oklahoma history, genealogy and the Holocaust through special collections, online tools and staff specialties.
 - b) Researching and creating content for Wikipedia and other identified sources.
 - c) InterReach planning and execution for Downtown's Area of Dominant Influence to include schools and businesses.

Collection

1. Until the Collection Anywhere Center is established and guidelines are provided, DN will weed the collection based on outdated information, items in poor condition and space constraints. The items that *may* move to the Collection Anywhere Center will be retained for now.
2. The Pilot Project for separating the Juvenile NonFiction from the Adult NonFiction and relocating it closer to the Children's area is completed and has had an immediate impact on the ANF collection. ANF will be shifted and up to 15 stacks (150 shelves) removed. Staff will work with the Manager of

Assessment and Planning to identify the sections to remove that have the greatest impact on sightlines.

3. Special Collections -

- a) Oklahoma History – Continue to obtain and maintain collections. Accession, organize, describe, digitize and distribute collections through a digital platform (still to come).
- b) Henia Ring Schiff Holocaust Resource Center – Continue to manage and replace based on condition.
- c) Federal Government Documents – Complete the steps required to cease participation in the FDL P Program. (Metro currently elects to receive only 10.27 percent of the federal documents.) Keep the documents desired and dispose of the rest.
- d) Oklahoma Government Documents – DN will continue to be a depository for OkieDocs.
- e) Genealogy
 - i) Determine if any of the items in the genealogy collection were added as a donation or involved any agreements that need to be honored.
 - ii) Assess every item in the current collection and decide which ones to retain, e.g. those that are specific to Oklahoma.
 - iii) Determine how to convey the remaining items to the Oklahoma Genealogical Society or similar partner and complete the necessary steps. (One option is to permanently loan the items they choose to add to their collection.)

Facilities

Core services will include managing the spaces available for reservation by internal and external users.

- 1. Downtown staff will handle online meeting room reservations for the entire system.
- 2. Train designated staff to manage the system's meeting spaces including reservations, payment, contracts, and AV support.

OTHER PLANS

- 1. Recognizing additional needs and opportunities exist for Downtown, new cross functional workgroup(s) that include IT, Planning, DN staff, and staff from other libraries will be formed in FY2017-18 to assess and make recommendations for the development of CreateSpace and state-of-the-art meeting rooms.
- 2. Designated staff will continue to review and assess the microfiche and microfilm collection at DN and make recommendations regarding the same.