

Kentucky Department for Libraries and Archives

Plan 2015

Goal 1: Expand access to information: Discovery, Delivery & Innovation

Complete move to new State Records Center

- acquire necessary software and convert to automated tracking system
- continue to shelve boxes that have been moved to new State Records Center
- purchase additional shelving to increase records storage capacity
- work with state agencies to add additional records
- weed and move braille to State Records Center

Develop the e-Archives as the primary preservation and access point for permanent electronic records created by state agencies

- add records from the e-archives to the Preservica preservation system/integrate with Dspace
- continue to work with COT to manage Dspace, an open source institutional repository, and investigate alternative management systems
- expand Archive-It harvest to gather and store information from additional state government web pages

Explore new tools and technologies for statewide discovery and delivery of library service

- migrate catalog to OCLC WorldShare Management Services

Goal 2: Build Foundation for sustainable growth and strength

Promote planning for libraries

- focus on technology planning
- encourage quality current website development
- develop and promote public library standards
- encourage use of community engagement model
- assist libraries in developing network of local support

Develop library staff and trustee resources

- offer CE on topics identified through assessment and trends
- focus on compliance and transparency
- promote board development (certification/recruitment)
- roll out part-time staff certification program

Strengthen business model for imaging

- acquire additional equipment and replace and upgrade current equipment
- plan for transition of KDLA transportation section staff to KDLA building after implementation of KAVIS
- work with COT to market centralized imaging services to state government

Maximize third floor for state archives storage

- continue to acquire shelving until space is exhausted
- microfilm or digitize appropriate records in the archives, then remove from archival storage

Complete agency reorganization

- fill necessary positions
- obtain legislative approval
- complete KDLA IT consolidation through completing procedures and centralizing IT contacts

Goal 3: Support targeted programs and services

Records management

- prioritize state and local government agencies most in need of new or revised retention schedules
- train state/local government employees in records management, particularly electronic recordkeeping and statutory/regulatory compliance
- develop retention schedule for local government special districts
- update administrative regulation
- work on implementing security breach responsibilities

Records management summit in 2015-6 – state assembly to focus on records management issues

Kentucky Talking Book Library

- reorganize recording program and upgrade equipment
- continue move into digital environment by weeding taped books and making digital copies
- enhance outreach efforts

Library Construction

- assist libraries in starting projects funded in 2014
- determine need for future state funding for library construction

Expand outreach through social media

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