

**Maury Loontjens Memorial Library
Technology Plan 2013-2018
Approved by Library Board of Trustees 9/9/13**

- A. Vision Statement: The Maury Loontjens Memorial Library is committed to fulfilling our mission by acquiring and utilizing technology resources needed in order to improve access to information, services for our patrons, communications throughout the library and instruction for both staff and patrons.
- B. Mission Statement: To serve the informational, educational and recreational needs of the Narragansett community through acquiring and maintaining quality materials, programs and services within comfortable facilities; with emphasis on information which is of immediate relevance and interest; and in a manner commensurate with responsible fiscal planning. The Library's mission extends to providing access to the universe of information beyond the Library's own collections through interlibrary cooperation and efficient use of technology.
- C. Technology Inventory: (2013)

Desktops	Staff 12 Non-Staff 29	Total 41	E-Readers/tablets	7 in house 8 circulate	Total 15
Lap Tops	3 Instructional in house 4	Total 7	Data Projectors	In House use	Total 1
Printers	Staff 2 Non-staff 2	Total 4	Self-Checkout Machines	--	--
Fax	Staff 1 Non-Staff 1	Total 2	DVD Players	2 in house use	Total 2
Scanners	Non-Staff 1	Total 1	Micro Film Reader	1 in house use	Total 1
Photocopiers	Non-Staff 1	Total 1	Others:	1 in house	Total 1

- Library Computer Laboratory/ E-Classroom: Computer training programs are offered to the public (1 e-classroom available for up to 8 participants)
- Software: 2007 Microsoft Office (public) and XP and Windows 7 (staff)
- Filtering Software available on all computers through OSL Network
- Local Area Network: Windows based
- Wireless Network: Capacity for staff and public us
- Library Web Page: Site Solution
- Reference e-service by email
- Electronic Databases: NAR Library access

D. Goals and Objectives

Goal 1: The Library will use technology to improve the quality, efficiency and cost effectiveness of our service to our patrons.

Objective: Make staff comfortable with common technologies used in the library to improve the quality and effectiveness of their service.

Objective: Improve the methods of communication with both patrons and staff on library events, activities and news.

Objective: The Library will use social networking sites and new technology to promote library services and programs to selected audiences.

Objective: The Library will add self-check machine(s) to be included as a new service offered to patrons.

Goal 2: The library will provide free, simple, secure intuitive access to all appropriate outside information resources as well as library resources.

Objective: The library will work to improve network security.

Objective: Create a simple, more intuitive website or portal to our services.

Objective: Maintain membership in the Overdrive Advantage Program to Continue to provide more consistent access to e-books.

Goal 3: The Library will utilize its resources to improve the digital literacy of patrons and staff

Objective: The library will annually survey patrons for determining the selection of computer instructional classes offered.

Objective: Simplify procedures for setting up a classroom for instructional use.

Objective: Provide hands on programs and experiences for new users of technology through drop-in sessions, technology workshops and demonstrations.

Objective: Develop a program of study for staff to follow to improve their knowledge and skills in using new technology as it applies to providing services to our patrons.

Goal 4: The library will work to maintain the necessary equipment and programs in order to provide Narragansett residents' access to information.

Objective: Increase the number of available public computers.

Objective: Improve Wi-Fi access throughout the building

Objective: Obtain a new staff resource for scheduling, booking and registering patrons for library programs and room use.