

**Bennett College Thomas F. Holgate Library Student Space and Technology
Upgrade Proposal**

**Thomas F. Holgate Library Revitalized as a 21st Century Collaborative Learning
Space**

**Submitted by Joan Williams
September 18, 2017**

The focus of the academic library has changed dramatically over the past decade. No longer is the community's expectation of the library to house vast numbers of books and leave minimal spaces for reading rooms and places for study. The library of today and tomorrow must provide versatile spaces to support a wide range of users' learning and research activities while accommodating rapid advances in information technology (Bennett, 2009). Libraries are transforming into thriving open-ended learning centers that bring together information, engagement, and technology. Archives are also becoming shaped by technological developments and incorporate technology for organization, access, instruction, and outreach.

It is the hope of the library administration that this project will begin the process of creating an ideal place that meets the physical and virtual learning, research, and teaching needs of the campus today and for years to come. This plan and design will facilitate the creation of spaces that support Bennett student learning needs. Over a number of years the students have submitted on the library surveys their desire for more individual study space, more spaces that would allow for collaborative projects, more quiet study spaces and more innovative technologies in library spaces. Some of these things will be addressed in this proposal.

The Thomas F. Holgate Library was renovated in 2004 to bring the building up a standard so the students would come back to Bennett's library rather than going over to NC A&T's Bluford Library. The students did return in greater numbers, but because not a lot of thought was given to the technological advances that were taking place in the career industry areas of concern still remain. I have visited many of the libraries in this area and other places large and small to see how they serve their community. As a result, these are the suggestions for improving the library spaces and technology in the library with this proposal to create a more collaborative inviting space for the Bennett Students to engage one another, do quiet study and collaborate on projects.

Light construction: Kelly Construction Company

I know the library is a historic site and no major construction changes can be done, but I have included a proposal to widen the door in the back of the reference room into the stacks and remove the stacks to create a larger space (see GC bid, Appendix A). Mr. Kelly has done work at NCA&T and came highly recommended by a HUD contractor.

Creative spaces

With feedback from all sectors of the College, the Holgate Library Strategic Plan (Appendix B) outlined the top priorities for the next 5 years to improve library services to the community and the spaces in the library were a major issue. Having visited many libraries over the past several years, I have found innovation and space refurbishment very costly but necessary. I have included pictures of comfortable study spaces, individual study cubes, technology in the spaces, and furniture and tools to create and recreate quiet and collaborative spaces.

First floor currently the stacks would become a research collaborative study room (see GC bid), with a coffee corner.

The library will weed books and create a smaller reference section in this area for ready reference books (see TLS for RR shelving). The other books will be integrated into the larger collection which will also be weeded with criteria of years of non-use.

Some of the older tables could be added to this space to keep the cost down and to make spaces in big Reference room for the creation of new space for study and collaboration.

On front right corner of the stacks create a coffee spot with the Keurig we already have. The student would give change to keep the supplies for the machine.

Larger reference room

Comfortable spaces with collaboration study awareness

Whiteboard desk and chairs

Screenflex to allow for group study and others studying in same area with divider (divider can be stored if not needed)

Comfy, inviting seats

New Technology

Mobile TV stand and UHD Smart TVs with WiFi

Sharp Aquos Board (innovative technology)

Sprout Pro

Scanners

Archives

Archival supplies including acid-free folders, plastiklips, and various storage materials will further the library and archives mission to organize, maintain, and display the rich historic documents and artifacts in our care. *Most importantly, all of the library's proposed spatial and technological renovations work in concert to support the goal of equipping Belles to appreciate, curate, digitize, and share our rich history.* All of the supplies listed are necessary to help properly store holdings in an accessible and controlled environment. Scholarship, education, and outreach continue to drive the Archives as we strive to serve our campus and community.

Proposed Approximate Budget for project:

Item	Vendor	Cost
Construction for Renovation		
Light construction	Kelly Construction	\$22,700.00
Furniture for Comfort, Privacy, and Collaboration		
Modular Soft Seating - Armless Loveseat (4 x 1,125.95)	The Library Store	\$4,503.80
Modular Soft Seating (8 x 1,140.95)	The Library Store	\$9,127.60
Soft Lounge Privacy chairs for group & Individual study (6 x 4347)	Davis Furniture	\$26,082.00
CR Lounge Series 54" Table	Davis Furniture	\$1,792.00
Poise Series Round Table (3 x 909)	Davis Furniture	\$2,727.00

Pod, Pod DUO, and Hampton Styles for study and tutoring	Agati	\$52,767.82
White Dry Erase Large Shapes Desk (20 x \$279.95)	Worthington Direct	\$5,599.00
Wire Bookbox (20 x 22.95)	Worthington Direct	\$459.00
Trey Chairs for collaborative tables (20 x \$250)	Sauder	\$5,000.00
Low Fabric Stool (6 x \$119)	National Business Furniture	\$714.00
Collaborative multimedia table	Worthington Direct	\$716.95
Mobile Screenflex [storage able] (6 x 614.95)	Worthington Direct	\$3,689.70
Mobile Ready Reference shelving (5 x \$2,011.95)	The Library Store	\$10,059.75
L-desk and Hutch with table	Demco	\$1259.99
Luxor Crank Adjustable Standup Desk Item # 2071114 (2 x 330.02)	Staples	\$660.04
Monoprice HDMI male to male Cable Item # 1256402 (2 x 74.85)	Staples	\$149.70
Large Academic Weekly Monthly Planner Item # 2491991	Staples	\$19.94
La-Z-Boy Winston Big and Tall Chair Item # 1978371	Staples	\$249.99
Mesh Desk Set Organizer Item # 573696	Staples	\$24.00
Mesh Telestand Phone Director Item # 827998	Staples	\$10.66

Mesh Pencil and Pen Cup Holder Item # 744907	Staples	\$9.87
OptiFlow Rollerball Pens Item # 486574	Staples	\$5.89
3 Tab File Folders Item # 221689	Staples	\$17.35
Claw Staple Removers Item # 482920	Staples	\$0.68
Secura Electric Kettle	Amazon	\$33.98
Innovative Technology		
Sharp Aquos Interactive Board (2 x \$10,000)	Unified AV Systems	\$20,000.00
Sprout Pro G2 (2 x 4339)	HP	\$8,678.00
Sprout Pro Energy Star (2 x 1799)	HP	\$3,598.00
ScanJet Pro 3500 Flatbed Scanner (2 x 599.99)	HP	\$1,199.98
ZBook 15u G3 Mobile Workstation (10 x 1429.00)	HP	\$14,290.00
HP Color LaserJet Pro M277DW	HP	\$349.99
Mobile TV Cart with Cabinet (2 x \$939)	National Business Furniture	\$1,878.00
Samsung 49" Smart TV with WiFi (2 x 748)	Sam's Club	\$1,496.00
Balt Iteach Mobile Power Tower (2 x 332.95)	Worthington Direct	\$665.90
AC Adapter Laptop Power Cords for HP Laptops (15 x 19.99)	Amazon	\$299.85

Archival Supplies for Organization and Display	University Products	\$3,391.20
Archival Supplies for Organization	Hollinger Metal Edge	\$861.10
TC-RF Wireless People Counter	Tally Counter Store	\$980.00
Project approximate total		\$206,068.73

References

S. Bennett (2009). Libraries and learning: A history of paradigm change. *Portal: Library and the Academy*, 9 (2), 181-197.

Student Privacy and Comfort

Davis Furniture Soft Privacy Chairs



Item	Description	Dimensions	w	inches d	h	Yardage / Square Feet	Shipping Weight
Soft 4010	Fully Upholstered Memory Return Swivel Base	Outside Inside Seat	38 ³ / ₄ 21 ¹ / ₂	32 20 ³ / ₈	51 ³ / ₈ 32 17 ¹ / ₄	4 yds. / 72 sq. ft. - Inside Seat 2 ¹ / ₄ yds. / 40 ¹ / ₂ sq. ft. - Base	139 lbs.



List Price
Grades
COM/COL

	A	B	C	D	E	F	G	H	I	J	K	L
4194	4347	4500	4653	4806	4959	5112	5265	5418	5571	5724	5877	6030

Comfortable Collaboration

www.davisfurniture.com/photo_library/davis/id/101#5



Student Collaboration and Technology

Stock #81928 - Smith System 04162 Interchange Medium Round End Multimedia Table- 4 Ac Power



\$716.95

Save 35% on MSRP of ~~\$1,099.00~~

Calculate Shipping

This medium scale Meeting Table has lines that flare to provide clear line of sight for group viewing and participation in distance learning or other presentation applications. A 60" long table accommodates one student comfortably along each side as well as one additional person at the head of the table. Ideal for rooms that require a collaborative table, but don't have the space for a large table. Built-in power has 2 AC and 4 USB ports. Optional TV mount available.

- ✓ 4 AC power ports
- ✓ Optional TV mount is available
- ✓ 1-1/4" thick high pressure laminate top with 3/8" bumper T-mold edge
- ✓ Tables come in a variety of laminate and paint choices
- ✓ Ripped frame of 1" x 2" 14-gauge steel tube cross

Order Now

Choose Quantity

1

Choose Your Options

Colors displayed may vary slightly from the actual product color.

Asian Night -AN

- | | |
|---------------|---------------|
| Fusion Maple | Boardwalk Oak |
| Mission Maple | Pewter Mesh |
| New Age Oak | Flax Linen |
| Palisades Oak | Wild Cherry |
| Buka Bark | Asian Night |
| Classic Linen | High Rise |
| Gray Nebula | |

Navy -N

- | | |
|------|---------|
| Navy | Fuchsia |
|------|---------|



Knack Brisk Fabric (Image:sitonit.net)



	Best-Rite® Modular Soft Seating Collection - 22.5° Wedge Outside Armless Chair	19-00904	Color: Knack Brisk- Fabric	\$981.95	0
	Best-Rite® Modular Soft Seating Collection - 22.5° Wedge Outside Right Arm Chair	19-00905	Color: - Choose Option -	\$1,098.95	0
	Best-Rite® Modular Soft Seating Collection - 22.5° Wedge Outside Left Arm Chair	19-00906	Color: - Choose Option -	\$1,098.95	0
	Best-Rite® Modular Soft Seating Collection - 22.5° Wedge Inside Armless Chair	19-00907	Color: Knack Brisk- Fabric	\$975.95	0
	Best-Rite® Modular Soft Seating Collection - 22.5° Wedge Inside Right Arm Chair	19-00908	Color: - Choose Option -	\$1,162.95	0
	Best-Rite® Modular Soft Seating Collection - 22.5° Wedge Inside Left Arm Chair	19-00909	Color: - Choose Option -	\$1,162.95	0

Collaborative Whiteboard Dry Erase Desks





\$279.95



Save 43% on MSRP of \$495.00

 Calculate Shipping

Balt's Shapes Desk brings simplicity and functionality in a customizable package made to fit any classroom or study setting. Offering quick and easy assembly, numerous group configurations, height adjustability, and custom laminates. Join the Shapes Desk together in a multitude of ways to fit your classroom needs. The highly versatile table's ergonomic shape provides ultimate flexibility and workspace comfort. Allows easy left or right hand seating. Height adjustability (22" to 32" in 1" increments).

- ✓ White Dry Erase top allows for student creativity
- ✓ GREENGUARD Indoor Air Quality Certified® and GREENGUARD Children & Schools CertifiedSM

Order Now

Choose Quantity

1

Choose Your Options

Colors displayed may vary slightly from the actual product color.

Platinum -P Edge

Black

Platinum

Green

Orange

Red

Blue

Platinum Frame -P

Black

Platinum

Add To Cart



\$22.95

Save 41% on MSRP of \$39.00

 Calculate Shipping

Student Comfort Furniture

National Business Furniture

Low Stools

Home > Low Fabric Stool with Chrome Legs

Share: [f](#) [t](#) [p](#) [p](#) [e](#)



Low Fabric Stool with Chrome Legs

Brand: [QFM](#)
View Collection: [Jupiter](#)
Item No: 56601

\$129 List: \$296
☆☆☆☆☆ 0.0 (No reviews)

Be the first to
[Write a Review](#)



[Order Free Color Samples >](#)

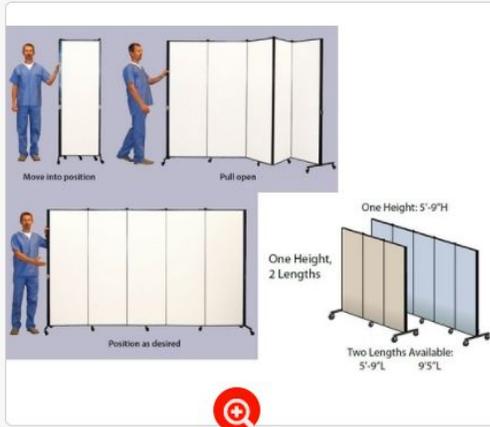
Options:
(SHIPS TODAY!) Blue Fabric/Chrome Feet

1 [Add to Cart](#) [Wishlist](#)

Student Privacy – Room Partitions for Solo and Group Study

ScreenFlex

Stock #47032 - Screenflex HKDL605 Healthflex Privacy Screen (9'-5" L X 5'-9" H)



\$614.95

 Calculate Shipping

Healthflex Privacy Screens for all home and institutional healthcare needs! Healthflex Privacy Screens are a cost effective solution recommended for healthcare applications. Easy to use, easy to store Healthflex Privacy Screens are constructed using acoustical, tackable fabric panels covered with an antimicrobial coating. The vinyl coverings contain not only bactericides and mildew inhibitors but also pass the ASTM D-1308 test for stain resistance. The core of the panels is made of 3/4 inch closed cell honeycomb and nonwoven fiberglass facing for maximum tackability and sound absorbency. This core is surrounded by a 26 gauge galvanized steel frame which adds great rigidity and superior screw holding ability.

Order Now

Choose Quantity

1

Choose Your Options

Colors displayed may vary slightly from the actual product color.

Primary Blue DS-DS

- | | |
|--|---|
|  Lake DB |  Primary Blue DS |
|  Stone DG |  Primary Yellow DY |
|  Rose DM |  Walnut DO |
|  Mallard DN |  White DT |
|  Desert DW |  Blue Tide VB |
|  Summer Blue EB |  Granite VG |
|  Sea Green EN |  Raspberry |
|  Smoke Gray | |

Interactive and Collaborative Technology

[Sharp Aquos Board](#)



Features

70" Class (69-1/2" diagonal) Interactive Display System

Built-In Wireless Presentation Capability

Multi-User – Up to 4 Simultaneous Users

Brilliant High Definition (1920 x 1080) LED Display

10-Point Multi-Touch Screen

3-Year Limited Warranty

Available as a Bundle with PC & Floor Stand: PN-L603WPKG1

Built-In 10W per Channel Stereo Audio System with Front Facing Speakers

Engineered for 24/7 Use

Enhanced Writing Surface with Improved Fingerprint and Scratch Resistance

Touch Viewer Software provides Easy Manipulation of Multiple File Types**

Collaborative Technology

Mobile TV Cart with Cabinet

National Business Furniture



Mobile TV Cart with Cabinet

Brand: [Balt](#)

View Collection: [Elevation](#)

Item No: 43174

\$939 List: \$1,475

★★★★★ 5.0 (1 review)

[Read 1 Review](#) [Write a Review](#)

Options:

Gray

1

[Add to Cart](#)

[Wishlist](#)

Lifetime Guarantee

[Delivery Information](#)

Appendices

Appendix A: Kelly Construction Contracting Renovation Quote

KELLY CONSTRUCTION COMPANY

General Contractor

Post Office Box 36439 o Phone 336-272-9721 o Greensboro , N.C. 27416

Bennett College
September 5, 2017
900 E. Washington St.
Greensboro N.C. 27401

Joan Williams
Library Director

Re: Renovations Holgate Library

The quote for the renovation work that I looked at for the Holgate Library would be \$ 22,700.00 and Include the following work :

Remove the molded casing and casework at the 3'0" door opening from book area to Library

Cut back book cases on one side and rework as necessary to be able to enlarge opening

Tarp and install polyethelene covering as necessary to protect from dust

Cut out masonry opening 3 feet larger than existing opening

Install masonry and steel lintels as necessary to support entire 6 feet wide opening

Install new casing and wood casework for new larger opening

Paint and stain new woodwork and reworked wall area's as necessary

Remove all hanging light fixtures and conduit in shelved book area

Cut off all 7 rows of metal channels that make shelving units at floor (They run through concrete floor)

Remove all 7 rows of metal shelving channels that run through floor and different shelf sections

Patch or replace carpet at 8 area's where channels are cut on each row for 7 rows -56 places

Electrician to run new conduit as necessary to rehang light fixtures

Install new metals brackets to support light fixtures (previously attached to top of shelves)

Install light fixtures to hang in new area free from bookshelves approx.: 10 feet high

Haul away all trash and debris at conclusion of work

Thanks,

Johnny L. Kelly

Kelly Construction Co.

Appendix B: Thomas F. Holgate Library Strategic Plan

Bennett College Holgate Library Strategic Plan

2016-2020

June 29, 2016

Strategic Performance Systems, LLC

Dr. Anthony Chow

Acknowledgements

Special thanks to the Bennett College Holgate Library strategic planning steering committee:

- Dr. Linda Parker
- Dr. Beki Langa
- Dr OH
- Dr. Byong Lee
- Dr. Valerie Johnson
- Dr. Ruth Lucier
- Dr. Gwendolyn Booker
- Rodney Harrigan
- Audrey Franklin
- Kevin Jones
- Audrey Ward
- Julia Scott

We greatly appreciate the participation of the entire Bennett College family including our administration, faculty, staff, and students for their participation in our year-long strategic planning process.

This project was funded by The Institute of Museum and Library Services (IMLS) through the Library Technology and Services Act (LSTA) and awarded by The State Library of North Carolina.

We also appreciate the hard work and dedication of Dr. Anthony Chow, our strategic planning consultant from Strategic Performance Systems, LLC, who guided us through this comprehensive process.

Executive Summary

Funded by an LSTA planning grant, a comprehensive 10-month strategic planning process was conducted to both assess and identify the library needs of Bennett College. The planning process was comprised of two major phases: conducting a needs assessment and developing a 5-year strategic plan. The needs assessment took place from July 2015 to February 2016 and involved 12 interviews, four focus groups (two faculty and two students), and a campus-wide online survey (N=118) with Bennett College staff, administration, and students. In addition, tours of six different libraries (Academic libraries at NC State (Hunt Library), Wake Forest, NC Central, Norfolk State, and Old Dominion and Slover public library in Norfolk, VA), were also conducted. The strategic planning process involved working with a steering committee comprised of staff, faculty, administration, and students to identify the libraries highest priority needs based on the primary findings and results of the needs assessment study.

This plan was developed by Bennett administration, faculty, staff, and students during two, three-hour work sessions.

Holgate Library Funding Declining Yet Still Pivotal to Bennett's Future

Over the past five years, Holgate Library has seen significant cuts to its resources and budget losing positions in reference and instruction and seeing its facilities age and decline. The Bennett College was asked to what extent did the Holgate Library still play a role in its future success?

How can the library best align with the strategic needs of Bennett College?

Holgate Library can help Bennett with its overall academic brand and support its core areas of academic strength. It can also help promote Bennett's strong history and archives and prepare both faculty and students for 21st Century teaching and learning. The Library space also needs to be inviting and serve as a place for conversations and communication as well as offer spaces for quiet reflection, thought, and scholarship. It should serve as the foundation of the academic piece for Bennett: "...to remain competitive we must have a modern 21st Century Library." (Bennett College administrator, Fall 2015).

To grow Bennett's academic areas, it must also grow the library – it needs to support and stimulate the collaborative experience for students and their faculty and must meet and support the needs of those areas. The Library definitely needs more staff - no archivist, no reference/research librarian, no outreach librarian, and no digital services librarian. Students felt that Holgate appeared to be underfunded compared to other libraries they have experienced and been to - the technology is not as high tech as other libraries and resources are limited. As one student noted, "libraries are a place to study – how can we excel without this space?" (Bennett College student, Spring 2016).

Top resources or services that would be of interest and motivate faculty and students that do not currently use the Library

Fifteen faculty and students who currently do not use the library responded to the campus-wide survey and noted that they would consider using Holgate Library if some potential refinements were made. For example, they would like to see a coffee and snack area for reading and relaxing along with comfortable studying areas and spaces (both individual and group). They would also like to see private multi-purpose meeting rooms. The Library would have state-of-the-art technology including hi-tech teaching and learning classrooms and private individual and group studying spaces. Technology for check-out (e.g. laptops, tablets, printers, etc.) would also be desired since some students cannot afford it.

The Library would also serve as a history and archives museum that shares the vibrant and culturally-rich history of Bennett College; the building needs to be renovated so that it reflects a modern learning environment both inside and out. Outside in front of Holgate they would like to see benches and tables for reading, studying, relaxing, and public events.

What is the ideal Holgate Library that would best serve you and Bennett College?

Students would like to see three floors – blinds need to be open so that they can see outside with light everywhere. It would have vending machines, more cozy furniture, more collaborative spaces, markers, erasers, boards. The Library needs to be a workshop, a one-stop-shop “... so we can do any kind of work we need there.” (Student, Spring 2016). There would be more computers that are not as closely connected – further apart with some stand alone as well. They would also like to challenge faculty to talk about the resources more in their courses and even use them in their classrooms so students understand what is in the Library and why they should use it. Digital information is good and important but if students do not know how to access it appropriately they are not getting the right information; they will not be able to access all of these scholarly resources on the Internet.

Outside appearance is also critical – curb appeal. It should have nice benches, plants, and landscaping in general; it should promote wanting to “hang out with friends.” The stairs are very inconvenient because they cannot walk up the stairs together but instead must get into a single-file line to enter. Inside there would be a little café with food and drink also where you could study as you walk in. There should be in general nice décor with more bright colors; right now it is kind of DEPRESSING (old wood floor) and dark.

Faculty would like to see a plaza in front of Holgate so that on good days they could have class outside or have a small group meeting or just read and relax. The building itself would have plenty of big glass windows so patrons could see the sky throughout the library. There would be charging stations and outlets everywhere. Comfortable couches for reading and relaxation. Coffee would be offered and allowed throughout the building.

For Administration (including the President and Provost), their ideal library would reflect a combination of modern libraries (e.g. Hunt, Norfolk State, and Slover) and must have SPACE, TECHNOLOGY, and HUMAN RESOURCES. It would also have benches outside for social gathering that would lead up to the library, well-manicured where people can slip away for reading, reflection, and scholarly thought (or discussions). When you walk into Holgate everything should be pristine. Everything is

there - books, newspapers, and magazines and comfortable seating. Robust Internet is a must and spaces where you can work as a group, smart boards, group rooms, special carrels where you can work on your own as well. The History of Bennett would be everywhere – a pictorial that would take me through the history. There would also be coffee, tea, a place to meet and discuss with colleagues about current events (e.g. brown bag lunches and brainstorming sessions).

The Top Library priorities over the next five years according to Bennett College Stakeholders (N=118)

Collectively, **the top priority** for all respondents of a campus-wide Holgate survey was **improving technology within the Library** (e.g. workstations, mobile technologies, teaching and learning technologies). Technology is a core resource for scholarly communication and teaching and learning and not all students have the technology and/or the digital literacy needed to make full use of the technology to support their Bennett College education.

The second priority is comfortable studying areas and spaces (both individual and group). Learning is largely social and students want a place to study that is flexible and multi-purpose based on their needs. Most of the time it is a quiet place to study, reflect, and learn but at other times it is a collaborative space to socialize and work with fellow students and faculty.

The third priority are online web services and databases that have what students and faculty need for teaching and learning that provides quick and easy access to Holgate digital holdings, resources, and services. This means a robust web site with services that are customized through a faculty or students' account information and access to relevant and quality databases of electronic journals, books, etc. This means that resources must be allocated to purchase access to the highest quality databases that faculty deem the most important to support their teaching and research. This also means that faculty must commit to using their library as a centerpiece of their teaching and research if they expect Bennett to provide them with these resources.

The fourth priority is to increase book and journal collections in all mediums (electronic and print) that are closely aligned with the specific needs of Bennett's faculty and students. With finite resources faculty and students must partner closely with Holgate to ensure they have access to their priority academic resources.

The fifth priority is to serve as history and archives museum that shares the history of Bennett College. Holgate oversees the extensive archives of the College and, with the appropriate staffing, should display select items in that collection to help

educate faculty and students at Bennett as well as the community at-large. This should occur both physically in the Library as well as online.

The next priority is convenient hours and days of operation given enough staffing to support the hours that students have been asking for. What are the priority time-periods students want access to the Library and does Holgate have enough staff to support these hours?

Finally, Holgate needs more staff. Without a librarian in charge of archives, research and outreach, or digital services, Holgate's ability to help realize the powerful vision articulated by Bennett College's administration, students, and faculty remains unviable.

Strategic Planning Process

Based on the comprehensive needs assessment survey of Bennett College administration, students, and faculty, the Holgate Library Strategic Planning Steering Committee held two three-hour meetings to help establish a five-year strategic plan. This plan includes Holgate Library's vision (what it wants to be in the future), mission (its daily commitment and work towards the vision), core organizational values (how it conducts business and its commitment to the College), core competencies (its core services and resources), and its highest goals and objectives (what it will seek to accomplish in the next five years).

Bennett College Holgate Library Strategic Plan – Final Draft

2016-2020

Vision

The nexus for lifelong learning.

We will serve as an inviting, collaborative partner in developing scholarship and career development that challenges students to be competent, knowledgeable, and creative global leaders.

Mission

The mission of Thomas F. Holgate Library is to:

- 1. Support the teaching/learning process in alignment with the curricula;*
- 2. Create an environment for collaborative and individual study*
- 3. Support high quality access to information that enhances scholarship, research, and study skills*
- 4. Enhance the use of technology and analytical thinking*
- 5. Provide access to current and evolving information and technologies*

Core Values

1. Par Excellent Customer Service
2. Knowledgeable
3. Expertise
4. Professionalism
5. Robust Resources
6. Communication and Respect

Core Competencies

1. Educating students and faculty
2. Providing relevant and contemporary resources
3. Instruction and Training
4. High-end and cutting edge technology
5. Integrated with the curriculum

High Priority Goals for 2016 to 2020

Goal 1: Provide an Environment that Promotes Learning, Intellectual Discovery, and Scholarship (by 2018)

1.1 Increase student per capita funding by 50% or \$56.18 from \$112.35 to \$168.53 over the next five years[1] (analysis of Greensboro and Salem colleges show student per capita ratios of \$174.00 and \$214.75, respectfully)

1.2 Increase collaborative and quiet study spaces by spring 2017

1.3 High-end Technology-enriched Teaching Spaces

1.4 Publish and present completed student and faculty research projects

1.5 Outside the library will be a place for community

1.6 Prepare students and faculty with 21st Century skills

1.7 State-of-the-art archives and historical museum

1.8 New Building by 2020

Goal 2: Enhance Academic Brand and Strengthen Core Areas

2.1 Provide core academic support

2.2 Add the following library staff by 2018

2.3 Increase library funding

2.4 High-end Technology

Goal 3: Promote and Support 21st Century Academic and Information Literacy

3.1 Training and Instruction

3.2 Graduate School and Career Resources

3.3 Online Learning Support

High Priority Goals, Objectives, and Tactics

1.1 Increase student per capita funding by 50% or \$56.18 from \$112.35 to \$168.53 over the next five years[2] (analysis of Greensboro and Salem colleges show student per capita ratios of \$174.00 and \$214.75, respectfully)

1.1.1 An increase of \$56.18 or \$35,559.50 over five years is an annual increase of \$11.24 per capita.

1.1.1.1 Increase library budget by \$11.24 per capita or \$7,111.90 from \$71,119.00 to \$78,230.90 by 2016.

1.1.1.2 Increase library budget by \$11.24 per capita or \$7,111.90 from \$78,230.90 to \$85,342.80 by 2017.

1.1.1.3 Increase library budget by \$11.24 per capita or \$7,111.90 from \$85,342.80 to \$92,454.70 by 2018.

1.1.1.4 Increase library budget by \$11.24 per capita or \$7,111.90 from \$92,454.70 to \$99,566.60 by 2019.

1.1.1.5 Increase library budget by \$11.24 per capita or \$7,111.90 from \$99,566.60 to \$106,678.50 by 2020.

1.2 Increase collaborative and quiet study spaces by spring 2017

1.2.1 Increase Quiet Study Areas by 2016

1.2.2 Increase Group Study Areas by 2016

1.2.2.1 Collaborate with facilities and IA to create glass, closed collaborative high-end technology-enriched study spaces by 2017

1.2.2.2 Charging stations/power outlets

1.2.2.3 Moveable/transformable furniture

1.2.2.4 Writing walls

1.2.3 Coffee/Food Area by 2016

1.2.3.1 Appropriate flooring (e.g. laminate, wood)

1.2.3.2 Increase janitorial services for increase clean-up

1.2.4 Have specific fund-raising strategies to develop naming opportunities for the newly created and future spaces by 2017

1.2.5 Have facilities lock the archives research room by 2016

1.2.6 Establish “class gift” goals by 2017

1.2.7 Decrease the number of stacks and replace with study spaces and high-end technology stations by 2016

1.3 High-end Technology-enriched Teaching Spaces

1.3.1 Retrofit Library meeting room with high-end technology by 2017

1.3.1.1 Mounted projector

1.3.1.2 Teaching station

1.3.1.3 Mounted Monitor

1.3.1.4 Smartboard

1.3.2 Redesign for 21st Century learning space by 2017

1.3.2.1 Comfortable, movable, and transformable furniture

1.3.2.2 Power outlets on desks

1.3.2.3 Charging stations

1.3.2.4 Writable walls

1.3.2.5 Hardwood/laminate floors (to allow for food and drink)

1.4 Publish and present completed student and faculty research projects

1.4.1 Create process for submitting work to Library by 2016

1.4.2 Create space to showcase work by 2017

1.4.2.1 Physical space at Holgate by 2016

1.4.2.2 Electronic kiosk and website by 2017

1.5 Outside the library will be a place for community

1.5.1 Reading and relaxing/collaborative areas outside library by 2016

1.5.1.1 Tables and benches by 2016

1.5.1.2 Create plaza by 2017

1.5.1.3 Creatively designed collaborative area by 2016

1.5.1.4 Host big events for the campus and community (ongoing)

1.5.2 Renovate stairwell to widen and level steps (and to eliminate hazards) by fall 2016

1.5.3 Make ADA compliant - create second entrance for accessibility (need to put a camera along with lighting and a bell/buzzer) by fall 2016

1.6 Prepare students and faculty with 21st Century skills

1.6.1 Engage in curriculum and course redesign with the infusion of information and library literacy by 2016

1.6.1.1 Provide staff with adequate training by 2016

1.6.1.2 Offer training to students and faculty by 2016

1.6.1.3 By 2018, 25 percent of our students will present or publish a complete project using the up-to-date resources available in Holgate Library with multiple sources and multiple mediums and original student analysis

1.6.1.4 By 2017, 75 percent of the students will identify that they have had positive experiences in the library each week

1.7 State-of-the-art archives and historical museum

1.7.1 Hire a full-time archivist by 2017

1.7.2 Preserve and digitize archives (ongoing)

1.7.3 Update web-based access to archives (ongoing)

1.7.4 Present history of Bennett throughout Holgate (ongoing)

1.7.5 Integrate Bennett history throughout specific academic programs and curricula (ongoing)

1.7.5.1 History Department

1.7.5.2 Journalism and Media Studies

1.7.5.3 Education

1.7.5.4 English

1.7.5.5 Psychology

1.8 New Building by 2020

1.8.1 Identify potential funding sources by 2017

1.8.2 Secure funding by 2018

1.8.3 Finalize blueprints by 2018

1.8.4 Begin construction by 2019

1.8.5 Finish building by Fall 2020

Goal 2: Enhance Academic Brand and Strengthen Core Areas

2.1 Provide core academic support

2.1.1 Secure, usable databases that supports teaching, learning, and research goals (ongoing)

2.1.2 Develop a list of needed print/digital/technology resources and services for each academic unit on campus including administration by 2016:

2.1.2.1 Journals (print and electronic) by 2017

2.1.2.2 Books (print and electronic) by 2017

2.1.3 Other academic resources (including technology) needed by 2018

2.1.4 All course texts must be placed on reserve or its electronic alternative through the Library by 2016.

2.2 Add the following library staff by 2018

2.2.1 Night Librarian by summer 2016

2.2.2 Systems Librarian by fall 2016

- 2.2.3 Instruction Librarian by fall 2016
- 2.2.4 Research/Reference Librarian by fall 2016
- 2.2.5 Archivist by spring 2017
- 2.2.6 Digital Services Librarian by spring 2018
- 2.2.7 Advancement Librarian by spring 2019

2.3 Increase library funding

- 2.3.1 Align library funding in the institutional budget with institutional expectations for the Library by 2016
- 2.3.2 Revise and re-prioritize organizational funding to support the hiring of required staff (ongoing)
- 2.3.3 Develop fundraising strategies by 2016

2.4 High-end Technology

- 2.4.1 Continuous Upgrading to “state-of-the art” by 2017
 - 2.4.1.1 Prioritize provision of “high-end” technology in the Library in budget process by 2016
 - 2.4.1.2 Develop a fundraising strategy that supports public/private strategies among students, faculty, staff, alumnae & other stakeholders to achieve this goal starting fall 2017
 - 2.4.1.3 Establish “class gift” goals by 2017
 - 2.4.1.4 Secure T3 funding by 2017
- 2.4.2 Centralize hardware and software in the Library
 - 2.4.2.1 Create list of needed hardware and software from each Academic Department and administrative unit by 2016
- 2.4.3 Provide high-end connectivity by 2017
 - 2.4.3.1 LAN connections by 2016
 - 2.4.3.2 Wireless by 2017

2.4.3.3 Remote access by 2017

2.4.4 Provide high-end hardware

2.4.4.1 Both Macs and PCs by 2017

2.4.4.2 Tablets by 2016

2.4.4.3 Scanners by 2016

2.4.4.4 Technology for checkout by 2017

2.4.4.4.1 Laptops

2.4.4.4.2 Digital cameras/camcorders

2.4.4.4.3 Tablets

2.4.5 Provide high-end software

2.4.5.1 For Testing by 2016

2.4.5.2 Subject-specific by 2017

2.4.5.3 Security software by 2016

2.4.6 Robust website and mobile apps

2.4.6.1 Redesign website by 2016

2.4.6.2 Maintain strong website (ongoing)

2.4.6.3 Develop or deliver existing mobile apps (e.g. Wall Street Journal, etc.) by 2016

2.4.7 Maintenance and repair that is responsive and a priority (ongoing)

2.4.8 Technology Training

2.4.8.1 Staff by 2017

2.4.8.2 Students by 2017

2.4.8.3 Faculty and Administration by 2017

2.4.9 Develop and secure grants to fund access to online search engines (E.G. “federated search”) – Fall 2018

2.4.10 Students will utilize multiple types of computer, tablet and smartphone technology to create library-initiated projects.

2.4.10.1 Students will create multimedia projects to study global outreach issues by 2017

Goal 3: Promote and Support 21st Century Academic and Information Literacy

3.1 Training and Instruction

3.1.1 By 2019 the library will conduct weekly training sessions for classes, campus groups, and community members to encourage new technology use, scholarly research, cultural awareness, historical documentation and contemporary issues

3.1.1.1 Library Basics by 2016

3.1.1.2 Research by 2016

3.1.1.3 Information literacy by 2017

3.1.1.4 Instructional technology by 2018

3.1.1.5 Graduate School and Careers by 2019

3.2 Graduate School and Career Resources

3.2.1 Current print resources by 2017

3.2.2 Access to digital subscriptions by 2017

3.2.3 Specified area in the Library by 2017

3.3 Online Learning Support

3.3.1 Digital Services/Online Learning Librarian by 2017

3.3.2 Clear access to all digital resources by 2017

High Priority Goals, Objectives, and Tactics by Year

Ongoing

Goal 1: Provide an Environment that Promotes Learning, Intellectual Discovery, and Scholarship (by 2018)	Ongoing
1.7.2 Preserve and digitize archives (ongoing)	Ongoing
1.7.3 Update web-based access to archives (ongoing)	Ongoing
1.7.4 Present history of Bennett throughout Holgate (ongoing)	Ongoing
1.7.5 Integrate Bennett history throughout specific academic programs and curricula (ongoing)	Ongoing
Goal 2: Enhance Academic Brand and Strengthen Core Areas	Ongoing
2.1 Provide core academic support	Ongoing
2.1.1 Secure, usable databases that supports teaching, learning, and research goals (ongoing)	Ongoing
2.3.2 Revise and re-prioritize organizational funding to support the hiring of required staff (ongoing)	Ongoing
2.4.6.2 Maintain strong website (ongoing)	Ongoing

2.4.7 Maintenance and repair that is responsive and a priority (ongoing)	Ongoing
Goal 3: Promote and Support 21st Century Academic and Information Literacy	Ongoing
3.1 Training and Instruction	Ongoing

By 2016

High Priority Goals	Time Period (short: 2016-2017, mid: 2017-2018, long: 2019-2020)	Year
1.1.1.1 Increase library budget by \$11.24 per capita or \$7,111.90 from \$71,119.00 to \$78,230.90 by 2016.	Short-range	2016
1.2.2.1 Collaborate with facilities and IA to create glass, closed collaborative high-end technology-enriched study spaces by 2017	Short-range	2016
1.2.2.2 Charging stations/power outlets	Short-range	2016
1.2.2.3 Moveable/transformable furniture	Short-range	2016
1.2.2.4 Writing walls	Short-range	2016
1.2.3.1 Appropriate flooring (e.g. laminate, wood)	Short-range	2016
1.2.3.2 Increase janitorial services for increase clean-up	Short-range	2016

1.3.1.1	Mounted projector	Short-range	2016
1.3.1.2	Teaching station	Short-range	2016
1.3.1.3	Mounted Monitor	Short-range	2016
1.3.1.4	Smartboard	Short-range	2016
1.4.2.1	Physical space at Holgate by 2016	Short-range	2016
1.4.2.2	Electronic kiosk and website by 2017	Short-range	2016
1.5.1.1	Tables and benches by 2016	Short-range	2016
1.5.1.2	Create plaza by 2017	Short-range	2016
1.5.1.3	Creatively designed collaborative area by 2016	Short-range	2016
1.5.1.4	Host big events for the campus and community (ongoing)	Short-range	2016
1.5.3	Make ADA compliant - create second entrance for accessibility (need to put a camera along with lighting and a bell/buzzer) by fall 2016	Short-range	2016
1.6.1	Engage in curriculum and course redesign with the infusion of information and library literacy by 2016	Short-range	2016
1.6.1.1	Provide staff with adequate training by 2016	Short-range	2016

1.6.1.2 Offer training to students and faculty by 2016	Short-range	2016
1.6.1.3 By 2018, 25 percent of our students will present or publish a complete project using the up-to-date resources available in Holgate Library with multiple sources and multiple mediums and original student analysis	Short-range	2016
1.7.5.1 History Department	Short-range	2016
1.7.5.2 Journalism and Media Studies	Short-range	2016
1.7.5.3 Education	Short-range	2016
1.7.5.4 English	Short-range	2016
1.7.5.5 Psychology	Short-range	2016
2.1.2 Develop a list of needed print/digital/technology resources and services for each academic unit on campus including administration by 2016:	Short-range	2016
2.1.4 All course texts must be placed on reserve or its electronic alternative through the Library by 2016.	Short-range	2016
2.2.1 Night Librarian by summer 2016	Short-range	2016
2.2.2 Systems Librarian by fall 2016	Short-range	2016
2.2.3 Instruction Librarian by fall 2016	Short-range	2016
2.2.4 Research/Reference Librarian by fall 2016	Short-range	2016

2.3 Increase library funding	Short-range	2016
2.3.1 Align library funding in the institutional budget with institutional expectations for the Library by 2016	Short-range	2016
2.3.3 Develop fundraising strategies by 2016	Short-range	2016
2.4 High-end Technology	Short-range	2016
2.4.1.1 Prioritize provision of “high-end” technology in the Library in budget process by 2016	Short-range	2016
2.4.2.1 Create list of needed hardware and software from each Academic Department and administrative unit by 2016	Short-range	2016
2.4.3.1 LAN connections by 2016	Short-range	2016
2.4.4.2 Tablets by 2016	Short-range	2016
2.4.4.3 Scanners by 2016	Short-range	2016
2.4.5.1 For Testing by 2016	Short-range	2016
2.4.5.3 Security software by 2016	Short-range	2016
2.4.6.1 Redesign website by 2016	Short-range	2016
2.4.6.3 Develop or deliver existing mobile apps (e.g. Wall Street Journal, etc.) by 2016	Short-range	2016
3.1.1.1 Library Basics by 2016	Short-range	2016
3.1.1.2 Research by 2016	Short-range	2016

By 2017

High Priority Goals	Time Period (short: 2016-2017, mid: 2017-2018, long: 2019-2020)	Year
1.1.1.2 Increase library budget by \$11.24 per capita or \$7,111.90 from \$78,230.90 to \$85,342.80 by 2017.	Mid-range	2017
1.2 Increase collaborative and quiet study spaces by spring 2017	Short-range	2017
1.2.1 Increase Quiet Study Areas by 2016	Short-range	2017
1.2.2 Increase Group Study Areas by 2016	Short-range	2017
1.2.3 Coffee/Food Area by 2016	Short-range	2017
1.2.4 Have specific fund-raising strategies to develop naming opportunities for the newly created and future spaces by 2017	Short-range	2017
1.2.5 Have facilities lock the archives research room by 2016	Short-range	2017
1.2.6 Establish “class gift” goals by 2017	Short-range	2017
1.2.7 Decrease the number of stacks and replace with study spaces and high-end technology stations by 2016	Short-range	2017
1.3 High-end Technology-enriched Teaching Spaces	Short-range	2017

1.3.1 Retrofit Library meeting room with high-end technology by 2017	Short-range	2017
1.3.2 Redesign for 21 st Century learning space by 2017	Short-range	2017
1.3.2.1 Comfortable, movable, and transformable furniture	Short-range	2017
1.3.2.2 Power outlets on desks	Short-range	2017
1.3.2.3 Charging stations	Short-range	2017
1.3.2.4 Writable walls	Short-range	2017
1.3.2.5 Hardwood/laminate floors (to allow for food and drink)	Short-range	2017
1.4 Publish and present completed student and faculty research projects	Short-range	2017
1.4.1 Create process for submitting work to Library by 2016	Short-range	2017
1.4.2 Create space to showcase work by 2017	Short-range	2017
1.5 Outside the library will be a place for community	Short-range	2017
1.5.1 Reading and relaxing/collaborative areas outside library by 2016	Short-range	2017
1.5.2 Renovate stairwell to widen and level steps (and to eliminate hazards) by fall 2016	Short-range	2017

1.6 Prepare students and faculty with 21st Century skills	Short-range	2017
1.6.1.4 By 2017, 75 percent of the students will identify that they have had positive experiences in the library each week	Short-range	2017
1.7 State-of-the-art archives and historical museum	Short-range	2017
1.7.1 Hire a full-time archivist by 2017	Short-range	2017
1.8.1 Identify potential funding sources by 2017	Short-range	2017
2.1.2.1 Journals (print and electronic) by 2017	Short-range	2017
2.1.2.2 Books (print and electronic) by 2017	Short-range	2017
2.2.5 Archivist by spring 2017	Short-range	2017
2.4.1 Continuous Upgrading to “state-of-the art” by 2017	Short-range	2017
2.4.1.2 Develop a fundraising strategy that supports public/private strategies among students, faculty, staff, alumnae & other stakeholders to achieve this goal starting fall 2017	Short-range	2017
2.4.1.3 Establish “class gift” goals by 2017	Short-range	2017
2.4.1.4 Secure T3 funding by 2017	Short-range	2017
2.4.2 Centralize hardware and software in the Library	Short-range	2017

2.4.3	Provide high-end connectivity by 2017	Short-range	2017
2.4.3.2	Wireless by 2017	Short-range	2017
2.4.3.3	Remote access by 2017	Short-range	2017
2.4.4	Provide high-end hardware	Short-range	2017
2.4.4.1	Both Macs and PCs by 2017	Short-range	2017
2.4.4.4	Technology for checkout by 2017	Short-range	2017
2.4.4.4.1	Laptops	Short-range	2017
2.4.4.4.2	Digital cameras/camcorders	Short-range	2017
2.4.4.4.3	Tablets	Short-range	2017
2.4.5	Provide high-end software	Short-range	2017
2.4.5.2	Subject-specific by 2017	Short-range	2017
2.4.6	Robust website and mobile apps	Short-range	2017
2.4.8	Technology Training	Short-range	2017
2.4.8.1	Staff by 2017	Short-range	2017
2.4.8.2	Students by 2017	Short-range	2017
2.4.8.3	Faculty and Administration by 2017	Short-range	2017

2.4.10 Students will utilize multiple types of computer, tablet and smartphone technology to create library-initiated projects.	Short-range	2017
2.4.10.1 Students will create multimedia projects to study global outreach issues by 2017	Short-range	2017
3.1.1.3 Information literacy by 2017	Short-range	2017
3.2 Graduate School and Career Resources	Short-range	2017
3.2.1 Current print resources by 2017	Short-range	2017
3.2.2 Access to digital subscriptions by 2017	Short-range	2017
3.2.3 Specified area in the Library by 2017	Short-range	2017
3.3 Online Learning Support	Short-range	2017
3.3.1 Digital Services/Online Learning Librarian by 2017	Short-range	2017
3.3.2 Clear access to all digital resources by 2017	Short-range	2017

By 2018

High Priority Goals	Time Period (short: 2016-2017, mid: 2017-2018, long: 2019-2020)	Year
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Goal 1: Provide an Environment that Promotes Learning, Intellectual Discovery, and Scholarship (by 2018)	Mid-range	2018
1.1.1.3 Increase library budget by \$11.24 per capita or \$7,111.90 from \$85,342.80 to \$92,454.70 by 2018.	Mid-range	2018
1.8.2 Secure funding by 2018	Mid-range	2018
1.8.3 Finalize blueprints by 2018	Mid-range	2018
2.1.3 Other academic resources (including technology) needed by 2018	Mid-range	2018
2.2 Add the following library staff by 2018	Mid-range	2018
2.2.6 Digital Services Librarian by spring 2018	Mid-range	2018
2.4.9 Develop and secure grants to fund access to online search engines (E.G. “federated search”) – Fall 2018	Mid-range	2018
3.1.1.4 Instructional technology by 2018	Mid-range	2018

By 2019

High Priority Goals	Time Period (short: 2016-2017, mid: 2017-2018, long: 2019-2020)	Year
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1.1.1.4 Increase library budget by \$11.24 per capita or \$7,111.90 from \$92,454.70 to \$99,566.60 by 2019.	Long-range	2019
1.8.4 Begin construction by 2019	Long-range	2019
2.2.7 Advancement Librarian by spring 2019	Long-range	2019
3.1.1 By 2019 the library will conduct weekly training sessions for classes, campus groups, and community members to encourage new technology use, scholarly research, cultural awareness, historical documentation and contemporary issues	Long-range	2019
3.1.1.5 Graduate School and Careers by 2019	Long-range	2019

By 2020

High Priority Goals	Time Period (short: 2016-2017, mid: 2017-2018, long: 2019-2020)	Year
1.1 Increase student per capita funding by 50% or \$56.18 from \$112.35 to \$168.53 over the next five years[1] (analysis of Greensboro and Salem colleges show student per capita ratios of \$174.00 and \$214.75, respectfully)	Long-range	2020
1.1.1 An increase of \$56.18 or \$35,559.50 over five years is an annual increase of \$11.24 per capita.	Long-range	2020
1.1.1.5 Increase library budget by \$11.24 per capita or \$7,111.90 from \$99,566.60 to \$106,678.50 by 2020.	Long-range	2020
1.8 New Building by 2020	Long-range	2020

1.8.5 Finish building by Fall 2020	Long-range	2020
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[1] Based on 2015-2016 enrollment of 633 students, library budget of \$59,119.00 (not including staff salaries) plus \$12,000.00 materials budget, which totals \$71,119.00 divided by 633 students = \$112.35 per student.

[2] Based on 2015-2016 enrollment of 633 students, library budget of \$59,119.00 (not including staff salaries) plus \$12,000.00 materials budget, which totals \$71,119.00 divided by 633 students = \$112.35 per student.