

**Adams Public Library System**  
**Technology Plan**  
July 1, 2016 – June 30, 2019

*Library Mission: The Adams Public Library System serves all people of the Decatur and Geneva communities by acquiring, organizing, and providing access and guidance to a wide variety of information and materials to help fulfill the intellectual, educational, social, and recreational needs of this community in an atmosphere that is welcoming, respectful, and businesslike.*

**GOAL: APLS will utilize technology to meet local community needs consistent with local, state, and national standards.**

**Objective 1:** *APLS will provide the most appropriate information delivery systems and automated operations.*

**Action Plans:**

- A. The Director and Staff will plan and implement new models of customer service as technology changes [LIRF, Operating Budgets]
- B. The Director and Systems Administrator will evaluate, recommend, and procure appropriate connectivity speed to the Library at each location. [LIRF, State Technology Fund Grant Fund]
- C. The Library will purchase new and/or upgrade hardware and software, maintain adequate software licensing, and maintain an appropriate number of computers per thousand population in accordance with the Library's Long Range Plan and state standards [see Annual Operating, LIRF, Capital Projects, Rainy Day Fund Budgets; Long Range Plan; Capital Projects Plans; Standards: <http://www.in.gov/library/standards.htm>]
- D. The Director will pursue grants – ongoing.
- E. The Board and Director will remodel facilities and purchase necessary furniture to accommodate technology as needed. [see Annual Operating, LIRF, Capital Projects, Rainy Day Fund Budgets; Long Range Plan; Capital Projects Plans]
- F. The Director, Supervisors and System Administrator will promote automation services through a public relations campaign – ongoing.
- G. The Library will maintain a catalog of materials online. The Catalogers/Processors will catalog all new materials online – ongoing. [see Annual Operating Budget; Standards: <http://www.in.gov/library/standards.htm>]
- H. The Library will investigate digitization of internal records and maintain retention of records standards.

**Objective 2:**

*Link to area libraries, schools, businesses, Chambers of Commerce, and others to enable users to access resources at the state, national, and international level.*

**Action Plans:**

- A. The System Administrator will continue to develop a web site – ongoing.
- B. The reference staff and System Administrator will maintain a listing of local businesses with web sites – ongoing.
- C. The calendar of events will be accessible on the website and Staff will regularly add library events in accordance with Indiana public library standards. [Standards: <http://www.in.gov/library/standards.htm>]
- D. The Staff will maintain an “APLS Research” page with links to local, state, national and international businesses, governments, and other interests.
- E. The Director and Staff will maintain an online index to the Decatur Daily Democrat.
- F. The Director will provide access to the Internet – ongoing. [see Indiana State Library Technology Grants - applications and award letters; Annual Operating Budget]
- G. The Library will continue to collaborate on joint projects with local government entities and historical/genealogical societies to provide assistance in the digitization of records or resources as appropriate for local historical research purposes.

**Objective 3:** *Technology will support life-long learning.***Action Plans:**

- A. The Staff and Volunteers will aid in patron education of computer and technology use – ongoing.
- B. The Director and Supervisors will provide electronic databases of a variety of references and other online resources – ongoing. [see Collection Development Policy; Annual Operating Budget]
- C. The Board, Director, Supervisors, and Staff will keep informed of and purchase emerging technology that supports the library mission – ongoing. [Operating Budget, LIRF]
- D. The Director and Staff will make available multi-media equipment for presentations and programming.

**Objective 4:** *Provide learning opportunities that will enable APLS staff to understand and use technology to facilitate patron use.***Action Plans:**

- A. The Staff will participate in in-house job-related training to use the technology and computer systems currently in use – ongoing. [see staff job descriptions]

- B. The Staff will participate in professional development workshops available in state or online as necessary. [Annual Operating Budget; staff job descriptions; Standards: <http://www.in.gov/library/standards.htm>]
- C. The Staff will participate in an annual all-day, in-house training session, date to be determined annually. [Annual Operating Budget; staff job descriptions]
- D. The Reference Staff will continue to develop skills to make full use of the Internet and other electronic resources – ongoing.
- E. The staff will be provided regular training on new technologies employed by the Library. [see Annual Operating Budget; staff job descriptions]

**Objective 5:** *APLS will continue to review technology plans.*

**Action Plans:**

- A. The Board, Director, Supervisors, and Staff will continue to keep abreast of technological developments pertaining to libraries through workshops and conferences [Operating Budget]
- B. The Board and the Director will review APLS's Technology Plan every year and revise as necessary.
- C. The Library will monitor, compare and report statistics on computer usage for numbers of patrons and time use of computers.
- D. The Library will conduct a survey of needs once every three years and incorporate needs into the Technology Plan.
- E. The Director and Systems Administrator will annually review, and, as needed, revise and recommend changes to the Disaster Recovery Plan for Board approval.

Note: All supporting documents – budgets (Operating, LIRF, Capital Projects, Rainy Day and any other established library budget), collection development policy, staff job descriptions, technology grant documents, Long Range Plan and Capital Projects Plans – on file at the Adams Public Library System.

Adopted by the Adams Public Library System Board of Trustees,  
October 27, 2015