

HARLOWTON PUBLIC LIBRARY TECHNOLOGY PLAN 2022

Library Mission Statement

The mission of the Harlowton Public Library is to be available to all members of the community for access to the materials and services needed to provide information, the pursuit of knowledge, recreation and communication services in a friendly comfortable atmosphere.

Vision Statement

Providing the residents of the Wheatland County Community with accurate information in a manner most useful to their individual requests within a timetable that best suits their needs.

Technology Purpose Statement

The achievement of a large area of the library's goals that evolve from their mission and vision statements will be through the use of technology.

Current and future Goals:

- Maintain and Upgrade (eleven) Public Access Computers with updated software
- Upgrade and Maintain Website with access to the Card Catalog
- Purchase New Staff Computers. Qty. 3
- Maintain and Upgrade the Server as needed
- New software, ex. MS Office, Adobe Suites, etc.
- Provide Patrons with access and training to the Libby App
- Continue to maintain all previously achieved goals.

Previous Goals (All have been Achieved and Maintained)

PART 1 Goals for Public Service – ACHIEVED AND MAINTAINED

Goal 1. To have up to date online computers for the use of library patrons

Achieved Tasks:

1. Have multiple computers that continually provide reliable Internet service, work programs, and online databases.
 - added a computer for a dedicated server (2006)
 - maintain Internet access cables and telecommunications (2006)
2. Create a web page for access to library information and services
3. Establish computer based card catalog for easier patron book selection.
Provision for access to new technologies
 - Card Catalog is web-based, thus it may be accessed by patrons from anywhere.

-Upgrade and Intergrade the Montana Shared Catalog

Goal 2.

Provide Internet Access to patrons with laptops
Wireless LAN. Laptops with a wireless card are able to access the Internet. A hard wired connection for those without wireless. (06)

Goal 3. (ACHIVED AND MAINTAINED)

To provide basic communications services

-Maintain phone line with automatic switch for fax use (ongoing)

Goal 4. Provide borrowing ILL to patrons

-Staff takes ILL class on OCLC to switch from paper to online (06)

-Start providing ILL to patrons (07)

Goal 5. Become part of the lending ILL on OCLC

-Begin lending (late 07-08)

-Continue to add records to OCLC

Goal 6. (ACHIVED AND MAINTAINED)

Protect and support system wide technology (for security, Internet, reference, and online databases)

1. Update/maintain computer, network and software inventory for budgeting (ongoing)
2. Upgrade portions of the network as the inventory would indicate within the budget
 - Conduct security and backup evaluations (ongoing)
3. Install filter system to network
 - Provide capability for adult and others to access sites as needed (06)

Goal 7. (ACHIVED AND MAINTAINED)

Offer training on Internet and other technology

1. Continue offering free training to patrons in the library
2. Go to internet sites for "non computer" patrons as time allows
3. Walk patrons through computer usage patterns as needed

PART 2 Assessment of Current Status

HARDWARE

11- Patron workstations for Internet/productivity software

1- Card catalog station

3- Staff workstation (occasional patron usage)

1- Server

1-Epson color copier/scanner/network printer

1- HP network printer

1-Xerox Printer for Patrons

- 1- Fax
- 1- Phone line

PART 3. Professional Development

The Director and Library Assistant will attend/or take online training. The Director and Library Assistant will attend state fall workshops, federation training, Montana Library Association Conference and Summer Institute and State/Regional Training and Conferences when adequate library staffing is available.

PART 4. Funding/Budget

The library will support technology goals. The Harlowton Public Library technology funds are from federation grants and money set aside from the county mil, most specifically for technology set aside most specifically for technology needs such as, but not limited to filtering, software, updates and repairs. The city/county fund pays for Phone and for Internet service. All telecommunications and services are provided specifically from the City of Harlowton 1000 Fund. New equipment will be purchased to keep the library's system up to date. The city/county budgets include money for continuing education.

PART 5. Evaluation

Harlowton Public Library will continually assess whether library resources, services and programs are meeting the needs and expectations of our users. Weekly numbers are kept for the numbers of book users and books checked out by category of: children, young adult, adult, fiction and non-fiction, audiobooks, dvd's, number of browsers, computer users, Harlowton Public Library will collect statistical information to determine the success of its goals.

PART 6. Summary

Services being requested under the e-rate plan are an integral part of our goals and services. Phones are used to do business, answer reference and all kinds of local area questions. Book borrowing and document delivery is done using Internet, e-mail, and fax. The Internet provides access to information in a service area where a large percentage of citizens do not have Internet access at home. E-mail is used for internal and external communications. Staff and patrons utilize software packages in a full range of administrative, school, and personal functions. Hardware and software need to be continually updated and replaced to meet demands.