

Portsmouth Free Public Library Technology Plan 2015-2017

Vision Statement

Portsmouth Free Public Library's commitment to public service reaches beyond the traditional collection and resources of a public library. In its mission to provide opportunities for lifelong learning, the Library is continually responsive to the changing needs of the community. This commitment to lifelong learning includes public access to the Internet and the World Wide Web and reference databases. Access to these electronic resources is essential for our patrons in their quest for timely information that may affect their families, their lives, their professions, their recreation and their financial well-being. Portsmouth Free Public Library is determined to fulfill its commitment to public service by providing the technology and the expertise to help the community access the "virtual library".

Technology Assessment: Current Inventory and Operations

Telecommunications:

Direct ISP connection, T1, OSL

Data Lines:

Category 5 to all workstations

Software:

Operating Systems: Microsoft Windows XP, Microsoft Windows 7, Microsoft Windows 10

Applications: Microsoft Internet Explorer 11, Microsoft Office 2007. Staff use only programs: Quickbooks 2013

Miscellaneous: Norton Antivirus Corporate Edition, Deep Freeze, Netgear for Print Server

Hardware:

12 Virtual Desktop Computers
16 Dell Optiplex 780 Computers
3 Dell Optiplex 790 Computers
8 Dell Optiplex GX745 Computers
5 Dell Optiplex 7010 Computers
10 Dell Latitude 3570 Laptop Computers
9 Dell Latitude Laptop Computers
1 Seagate BlackArmor Network Storage
10 Desktop Printers (5 w/scanners)
11 Barcode Scanners
4 Receipt Printers

Revised 8/29/16

**Portsmouth Free Public Library
Technology Plan
2015-2017**

2 Public Access Printers
1 WiFi LinkSys Access Point
1 Bluesocket Access Point

Portsmouth Free Public Library Technology Plan 2015-2017

Staff Skill Level:

Staff members are trained in all required software using LORI and local resources. Staff members are offered opportunities for additional training based on their interests. Professional development is required in areas involving updated software and hardware as necessary.

Patron Training:

Afternoon and evening training is offered to patrons using staff and volunteer assistance. Instruction is provided in the Program Room using video projection and hands on work on laptop computers in a "lab like" area in the Library.

Goals, Objectives, Activities:

Expanded Services Goals

1. The Library will expand its services by providing some standard library reference sources and tools as well as some specialized databases.
 - To develop a plan for providing services most requested by Portsmouth residents by assessing needs and reviewing new products and vendors annually.
 - Maintain the Gale Reference Package.

Target Date: Annual
Assessment: Maintained and improved services
2. The Library's web site will provide access to local and global information.
 - To maintain the currency and continually enhance and expand the links to the resources in the web site.

Target Date: Continuous
Assessment: Maintained and improved access
3. The Library will assess and improve security on all workstations.
 - Update virus protection on all computers.
 - Consult with LAN specialist on methods to improve security and implement those methods.

Target Date: Annual
Assessment: Secure system

**Portsmouth Free Public Library
Technology Plan
2015-2017**

4. Install filtering software offered by OSL

Target Date: Annual
Assessment: Installation and Maintenance
5. Continue the upgrading of computer equipment

Target Date: Update 10% of the equipment each year
Assessment: Meeting target
6. Respond to the community's needs to have a Genealogy & Local History work area and databases.
 - Provide a dedicated computer located in the Portsmouth History Center area
 - Digitize the John T. Pierce, Sr. Portsmouth History Collection
 - Digitize the local newspapers The Sakonnet Times and The Portsmouth Times

Target Date: Annual
Assessment: Meeting target
7. Respond to the community's interests to have a MakerSpace
 - Provide equipment for a MakerSpace area through a joint grant with area libraries
 - Promote 3D printing through offering open studio times on a regular basis
 - Provide instruction through collaboration initially with FabNewport and our staff

Target Date: Annual
Assessment: Meeting target

Training Goals

1. Portsmouth Free Public Library will identify and address the needs of both staff and patrons.
 - To provide staff training with both in-house sessions and appropriate workshops outside the library.
 - To provide patrons with individual aid as needed and printed help aids to give step-by-step instructions.
 - To provide informal instruction for all patrons using electronic reference resources.
 - To provide one-on-one and classroom training for use of downloadable media.
 - To provide informal instruction for all patrons in the use of 3D and 2D equipment

**Portsmouth Free Public Library
Technology Plan
2015-2017**

Target Date: Continuous
Assessment: Maintain a record of workshops

Budget

The Library will provide adequate funds to increase the level of electronic resources each year by seeking funding from the town budget and grants.

Evaluation

The ability of the Library to meet the goals set forth above will determine the success of the plan. Re-evaluation each year will determine if the plan needs modification. As the field evolves daily, corrections to the plan will be ongoing.