### 1. Connect and integrate information resources to/into teaching, learning and research

#### 1.1 Conduct and assess instruction sessions and consultative services to meet research needs of faculty and students

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Milestone: Sessions and consultations held and assessed

#### 1.2 Create and revise LibGuides

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Milestone: LibGuides up to date and available for use

### 2. Build and maintain collections that support the research and teaching of Emory students and faculty

#### 2.1 Select appropriate materials, according to the current Collection Management Policy

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Milestone 1: Spend down budgets by August 31, 2010

#### 2.1.1 Review published material in appropriate subject areas

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#### 2.1.2 Analyze format, price, platform, and vendor options

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#### 2.1.3 Gather input from users

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#### 2.1.4 Submit order request to Acquisitions or CMTAG (if approval needed)

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### Notes

- S: Start
- >:已完成
- X: 完成

4/25/2011
## 2.2 Acquire materials

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<thead>
<tr>
<th>Activity</th>
<th>Responsible</th>
<th>Status</th>
<th>Target Date</th>
<th>Progress</th>
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<tbody>
<tr>
<td>Conduct preorder search</td>
<td>Area Studies Team</td>
<td>S &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; X</td>
<td></td>
<td></td>
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<tr>
<td>Create order requests in EUCLID</td>
<td>Etsuko, Guo-hua, and Hikmat</td>
<td>S &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; X</td>
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<tr>
<td>Send order requests to vendors</td>
<td>Tarina, Etsuko, Guo-hua, Tim and Hikmat</td>
<td>S &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; X</td>
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<tr>
<td>Communicate with vendors to make certain orders are processed</td>
<td>Tarina, Etsuko, Guo-hua, Tim and Hikmat</td>
<td>S &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; X</td>
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<tr>
<td>Receive requested materials</td>
<td>Tarina, Etsuko, Guo-hua, Tim and Hikmat</td>
<td>S &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; X</td>
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<tr>
<td>Process invoices</td>
<td>Tarina, Etsuko, Guo-hua, Tim and Hikmat</td>
<td>S &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; X</td>
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**Milestone:** Order and receive materials in a timely manner

## 2.3 Manage approval plans

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<th>Activity</th>
<th>Responsible</th>
<th>Status</th>
<th>Target Date</th>
<th>Progress</th>
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<tbody>
<tr>
<td>Manage approval plan profiles</td>
<td>Liz, Tarina, Hikmat, and Tim</td>
<td>S &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; X</td>
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<tr>
<td>Order and receive materials from vendor</td>
<td>Liz, Tarina, Hikmat, and Tim</td>
<td>S &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; X</td>
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<tr>
<td>Process invoices</td>
<td>Liz, Tarina, Hikmat, and Tim</td>
<td>S &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; &gt; X</td>
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**Milestone:** Order and receive profiled materials in a timely manner

4/25/2011
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<thead>
<tr>
<th></th>
<th>Assess needs of Emory Teaching and Research</th>
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<tbody>
<tr>
<td>3.1</td>
<td>Title VI Grant application for Middle Eastern Studies</td>
</tr>
<tr>
<td>3.1.1</td>
<td>Draft a report on library collections and services that support Middle Eastern Studies</td>
</tr>
<tr>
<td>3.1.2</td>
<td>Identify areas that need to be strengthened in library collections</td>
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<tr>
<td><strong>Milestone:</strong> Submit report to MESAS Chair to be included in the application</td>
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<th>Korean Studies</th>
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<tr>
<td>3.2.1</td>
<td>Draft a report on the additional resources needed to support a second faculty position for Korean Studies</td>
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<tr>
<td><strong>Milestone:</strong> Submit a brief report to Rick Luce on additional resources needed</td>
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<th>Communication</th>
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<tbody>
<tr>
<td>4.1</td>
<td>Communicate regularly with department faculty and graduate students</td>
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<tr>
<td>4.2</td>
<td>Conduct tours, attend department meetings and functions. Participate in departmental listservs</td>
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<tr>
<td>4.3</td>
<td>Serve as members of an academic department; or serve on departmental committees</td>
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<tr>
<td>4.4</td>
<td>[Blog] Work with with other Subject Teams in developing a Blog for our customers</td>
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<tr>
<td>4.4</td>
<td>Publish new book lists (CJK and Middle Eastern Studies)</td>
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4/25/2011
## AREA STUDIES TEAM: ACTION PLAN - FY11

### Milestone 1: Departmental Team Report

#### Catalog materials

5.1 Create or select appropriate record in Worldcat (OCLC Connextion)
- Tarina, Etsuko, Guohua, and Hikmat
- S > > > > > > > > > X

5.2 Make sure record is accurate and complete and enhance OCLC records as necessary
- Tarina, Etsuko, Guohua, and Hikmat
- S > > > > > > > > > X

5.3 Load record into EUCLID and do any needed editing
- Tarina, Etsuko, Guohua, and Hikmat
- S > > > > > > > > > X

5.4 Prepare books for marking (supply barcode and marking slip)
- Tarina, Etsuko, Guohua, and Hikmat
- S > > > > > > > > > X

#### Milestone: Catalog materials accurately, while keeping backlogs to a minimum

M

### Milestone 2: Review and analysis of the team’s communication plan

#### Milestone 3: Blog available for campus use

### Process Improvement / Customer Understanding

6.1 Collect and analyze user data, vendor statistics, and surveys.
- S X

6.2 Work with other teams to canvas faculty and PhD students about research practices with special reference to use of technology.
- S X

6.3 Share findings with organization
- M

4/25/2011