dpl_black_letterhead

Deschutes Public Library District

Project Management Form

**Team:** DPL Law Library Services

**Team Members:** Kevin Barclay, Catherine Jasper, Lynne Mildenstein, Nate Pedersen, Alyssa Bennett **Updated Date:** Feb 1, 2016

# Improvement Goal Target Completion Date

|  |  |
| --- | --- |
| Transition law library services from Deschutes County to DPL | January 2016 |

**Expected Results**

|  |
| --- |
| * Deschutes County law library services transition easily from the County to DPL. * DPL staff has powerful online tools to enhance and improve legal services to customers. * Legal resources and law library services are tracked for success and usage. |

**Project Success Factors**

|  |
| --- |
| * Redundancies in law library resources and collections are reduced. * Deschutes County Law Library closes by end of calendar year. * Lead librarian is identified to conduct staff training and help with transition to improved law library services. * Staff is trained and familiar with new databases and existing DPL law library services. * Productive relationships are created between DPL staff and legal community. |

**Considerations**

**Check whether each consideration is a challenge (C) and/or assumption (A)**

|  |  |  |
| --- | --- | --- |
| **C** | **A** | **Consideration** |
|  | X | Staff are already providing law library services |
| X |  | Staff will be able to confidently, provide law library services at any time |
|  | X | County law library did not have high usage so DPL is not anticipating an increase in law library service needs unless DPL does marketing or advertising |
|  | X | Local, county attorneys do not use current law library. |
|  | X | Physical, law library collection will dramatically decrease as digital resources will meet most services. |

**Impacted Resources –** Rating Scale: 1=Minor 2= Moderate 3=High 4=Critical (See below for rating definitions) -– Resources (staff, equipment, or materials) -– Duration (EG: meeting frequency, time used) -- Budget costs (materials, staff, time, etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating** | **Resources** | **What is impact on resource?** | **Duration** | **Budget** |
| 2 | Staff | Training | 1-2 mos |  |
| 3 | Catherine | Collection analysis, comparison and organization | 3-6 mos. |  |
| 4 | Staff | Lead Librarian | 3-6 mos. |  |
| 2 | Downtown Bend | Training and resource allocation | 1-2 mos |  |
| 2 | IT & eServices | Dedicated laptop for Downtown Bend check out; database setup | 1 mo |  |

**Timeline, Milestones, Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| Timeline | Who | When | Done |
| 1. Attain signed MOU with Deschutes County and DPL | Todd | 9/28/15 | X |
| Collections and Resources |  |  |  |
| 1. Analyze collection to determine: 2. Meet with Doug at County Law Library (9/30/15) 3. Community/Public relevancy 4. Attorney considerations 5. Redundancy (physical vs. digital) | Catherine, Lynne, Nate |  | a.X b.X c.X d.X ongoing |
| 1. Negotiate legal reference databases | Catherine | 10/1/15 | X |
| 1. Move appropriate law library physical materials to Downtown Bend reference collection as needed (coordinate with Holly) | Catherine, Lynne | 10/6/15 | X |
| 1. Assign lead librarian CL for legal services | Kevin | 9/9/15 | X |
| 1. Determine PC needs: 2. LexisNexis Express – mainly public use; need only IP ranges for internal use at all branches 3. Lexis Advance – primarily for attorneys; need dedicated laptop/PC for use as requires specific IP address (Downtown Bend only) 4. Determine storage location of laptop for checkout use 5. Remind Downtown Bend staff of checkout procedures 6. IT request to configure laptop | Lynne  c. and d. Nate & Alyssa e. Lynne | 11/1/15  11/1/15 & 11/20/15 | a.X  b.X  c.X d.X  e.X |
| 1. Submit IT request to prepare for PC/laptop for dedicated database(s) use (LexisNexis Advance) | Justin | 10/22/15 | X |
| County coordination |  |  |  |
| 1. Meet with local, legal sources to determine county needs and public requests. 2. Legal Aid – Erica & Jeff Hall 3. ~~Immigration – Ari~~ 4. County legal clerk 5. E-Court 6. Court packets | Catherine & Nate | a.11/1/15 b. future | a.X  c. X d. X e. X |
| Staff Training |  |  |  |
| 1. Determine level of training for : 2. Lead Librarian 3. Community Librarians 4. Public Services Staff 5. Other staff | Nate & Kevin | 10/30/15 | a. x  b. x  c. x  d. x |
| 1. Update DPLU course; coordinate with Liisa and Jenny | Nate | 11/30/15 | x |
| 1. Schedule training with branch supervisors for LexisNexis Library Express: 2. Downtown Bend (12/14/15) 3. East Bend (12/18/15) 4. La Pine (12/8/15) 5. Redmond (12/15/15) 6. Sisters (12/10/15) 7. Sunriver (12/4/15) | Nate & Alyssa | 11/06/15 | a. x  b. x  c. x  d. x  e. x  f. x |
| 1. Communication that DPLU legal resources class required for Public Services staff at all branches to complete by February 29 | Kevin | 2/1/16 | X |
| Communication |  |  |  |
| 1. Discuss law library services at: 2. supervisors meeting, 3. CL meeting | Kevin & Alyssa & Nate | a. 11/18/15 b. 12/18/15 | a. x  b. x |
| 1. DPL legal resources webpage; bare minimum needed by Jan 1 includes addition of disclaimer and make legal resources as prominent as business (EG: separate from Books & Beyond webpage content) coordinate with Wylie | Nate & Kevin | 12/4/15 | x |
| 1. Press release to media | Kevin & Chantal | 1/15/16 | X |
| 1. Deschutes County – refer or notify county web services that they should redirect public to public library website | Kevin & Nate | 12/4/15 | X |
| Next Steps |  |  |  |
| 1. Determine statistics and analytics to monitor and track success | All | See report of improvement | |
| 1. Continued collection maintenance based on usage and needs | Catherine & Nate |
| 1. Develop lead librarian role and time allocation after transition | Kevin |