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# Information Literacy: Time for a Comprehensive Plan

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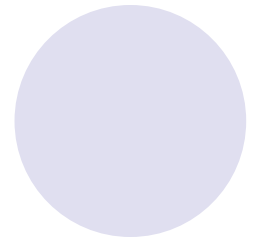
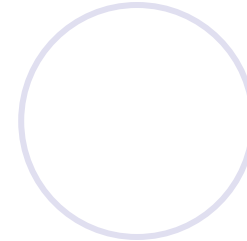
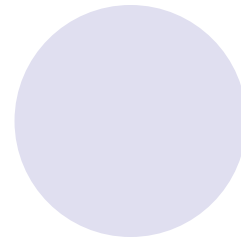
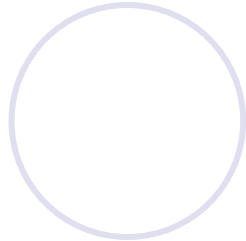
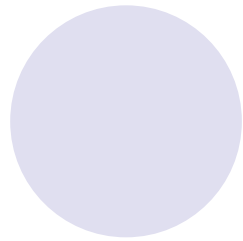
**Authors**

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# Creating a Comprehensive Plan for Information Literacy

ACRL 11<sup>th</sup> National Conference  
Charlotte, North Carolina  
April 2003



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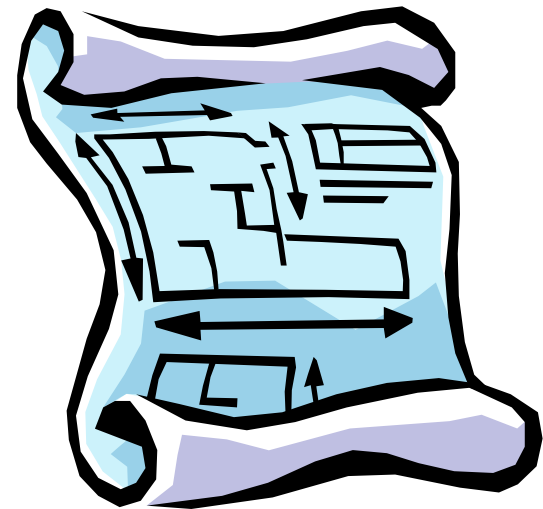
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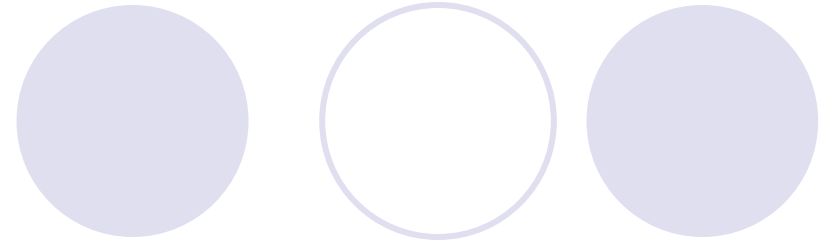
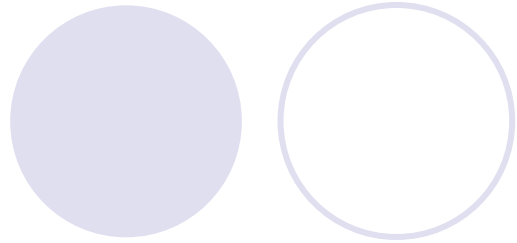
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# Why Write a Comprehensive Plan?

- Demonstrate a long term commitment to the program
- Illustrate history, goals, objectives





- Address interests of various campus audiences



# Uses of a Comprehensive Plan

## ○ Road Map:

- Present
- Near Future
- Long Term Future



# Before You Begin

- Do a Needs Assessment

- Assess programs, populations, desired outcomes
- Gather the evidence
- Report results to Administrators, Deans, Chairs, Provost, movers and shakers!





# Needs Assessment Methods

## ○ PASSIVE:

- Surveys
- Review documents/records
- Observations



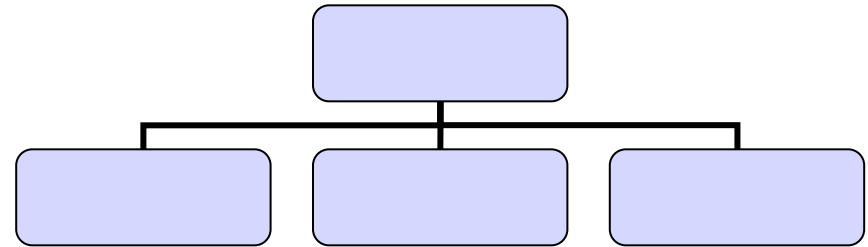
## ○ ACTIVE:

- Focus groups
- Interviews
- Discussion forums, meetings



# Part 1: Planning to Plan

- Learn your institution's organizational chart



- Study the academic calendar



# Decide Who Will Do the Planning

## ● Column A

- Librarians
- Faculty
- Administrators
- General Education Committee
- Curriculum Affairs

## ● Column B

- When is best to meet?
- What forum is most useful?

# Decide the Best Time to Meet

- Intersession
- Summer
- Year round
- Other time or interval



# Decide the Format of the Meeting

- Focus Group
- Task Force
- Retreat
- Open Space Meeting



# More Pre-Planning

- Think creatively!  
The sky's the limit!



- Identify peer institutions



# What to Do with Pre-Planning Results?

- Share! Publish, Talk, Discuss, Announce
- Keep going! Keep exploring ideas!
- Set a schedule for writing the Plan



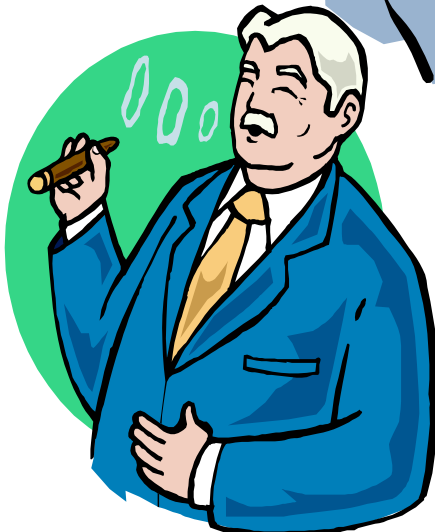
## Part 2: Planning to Write the Plan

- Who will write the Plan?
  - Identify a core group to write the plan





# Who Needs to Approve the Plan?



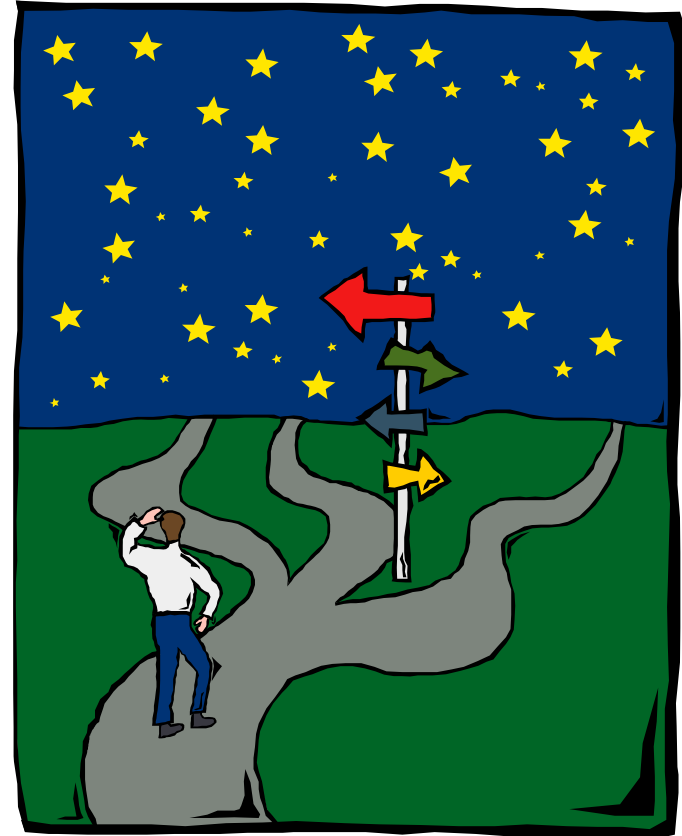
# Planning to Write

- Keep your audience in mind
  - Who are they?
  - What do they need to know?



# What is the Major Goal for the Plan?

- Blueprint
- Publicity for the Library
- Informational Tool



# Time Lines

- Estimate timelines for completing:
  - Drafts
  - Writing
  - Feedback
  - Approval



# Part 3: Writing the Comprehensive Plan

- Include definitions of Information Literacy

yours

national

international

industry



# Writing the Comprehensive Plan

- Information Literacy definitions
  - Association of College and Research Libraries -ACRL
  - Southern Association of Colleges and Schools -SACS
  - “Information Literacy as a Liberal Art” Shapiro and Hughes

# Writing the Comprehensive Plan



- Include a glossary of terms and acronyms
  - Be clear
  - Explain all library and educational jargon

# Build Support in the Plan's Preface:

- “Why Information Literacy?”
- Information Age
  - Information Overload
  - Information Anxiety
  - Knowledge Management







# Use National Standards

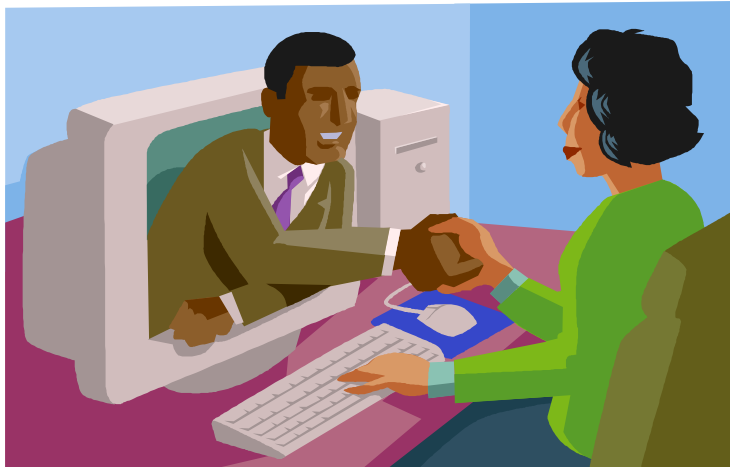
- ACRL Information Literacy Standards for Higher Education
- ACRL's Institute for Information Literacy Best Practices Project
- Case study examples

# Historical Context

- Changes in libraries
  - More technology
- Changes in library users
  - More options
  - More independence
  - Greater need to evaluate information



# How Has Your Library Changed?



- Use examples: anecdotes, statistics, etc.
- Highlight infolit activities you're already doing
- What more do you need to do to create an information literate campus?

# Writing the Plan: Organize the Plan To Fit Your Campus



Class or Degree levels	Disciplines or Curricular Programs	Colleges or Departments
Modes of Delivery	Content of Modules	Physical Location of Programs

# Writing the Plan: Provide Oversight

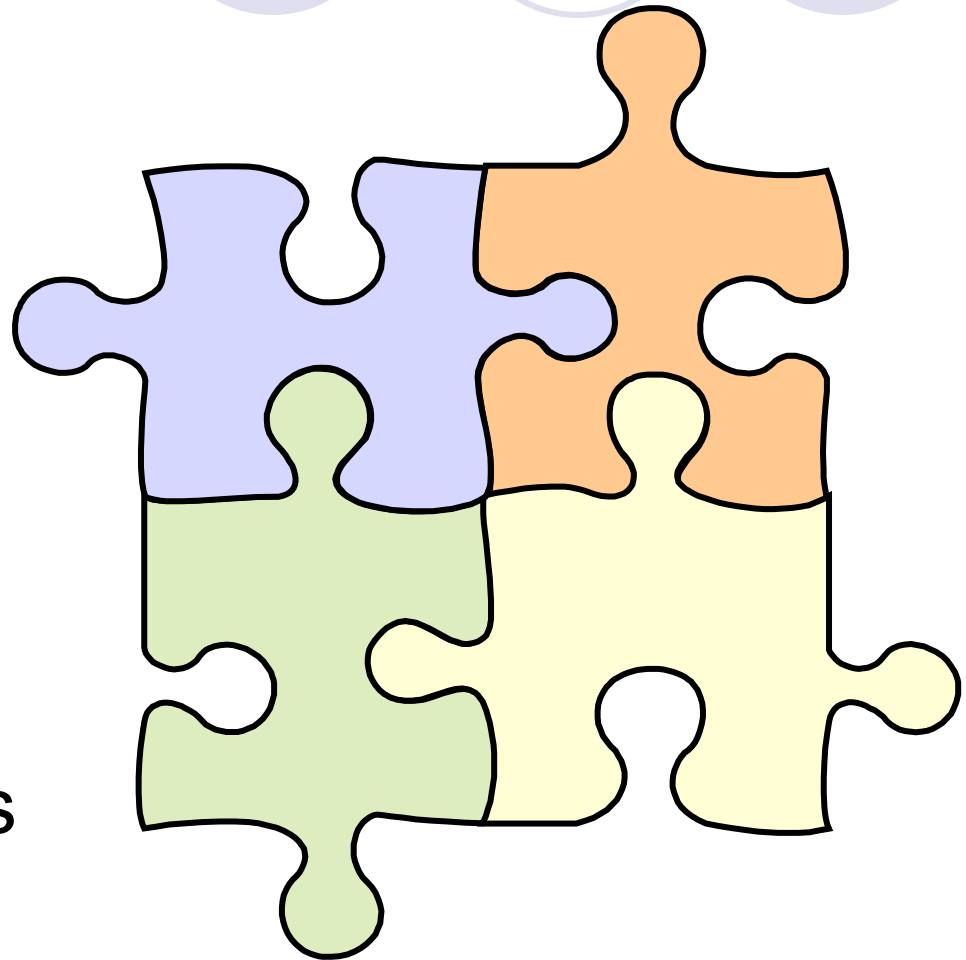
Who are the responsible parties?

- Libraries!
- College or University Committees?
- Task Force?
- Center for Teaching Excellence?



# Writing the Plan: Who will Assess?

- Overall Program
- Plan
- Courses
- Units or modules



# Writing the Plan: Set Time Frames

- Prioritize Goals:

- Now
- Next year
- 2 years
- 5 years
- 10 years



# Short-Term Goals (1-2 years)



- Approval for new courses?
- Funding for new positions?
- New teaching spaces and technology?
- Educating your institution's community?



# Short Term Goal: Plan for Teaching Spaces

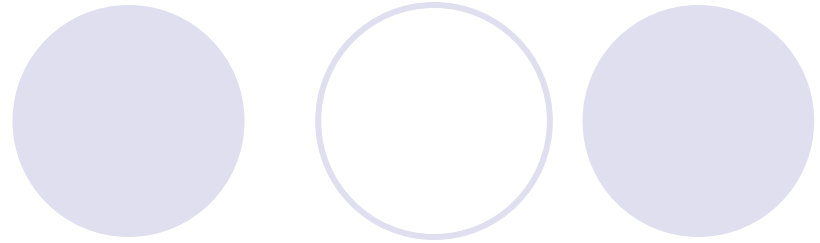
- Identify classrooms with appropriate technology
- Create new teaching spaces
  - real
  - virtual
  - “wireless”





# Long Term Goals

- Establish larger & more difficult parts of the plan...
- Expand the program?
- Continue to market & promote...



# Putting Pen to Paper: What Parts of the Plan to Write First?



- Ideas about new credit courses?
- Partnering with other faculty on campus?
- Undergraduates or Grad. Students?
- Subject-specific instruction?

# Putting Pen to Paper: What Parts of the Plan to Write First?

- **Teaching the teachers:**

- Centers for Teaching Excellence
- Instructional Development Programs
- State, Regional and National programs
- Informal discussion groups

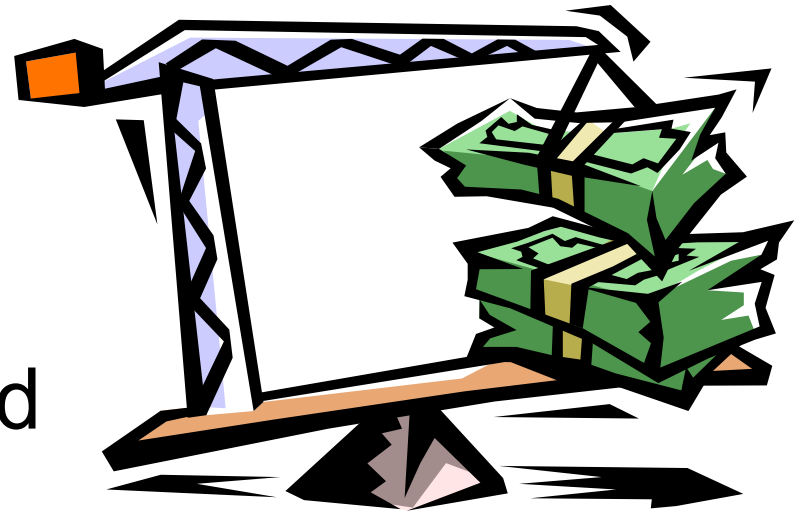
# Putting Pen to Paper: What Parts of the Plan to Write First?

- Marketing to:
  - students
  - library staff
  - faculty, staff, and administration
- **“Think big, start small, but begin!”**



# Part 4: Plan for the Future

- Identify sources of funding
  - Your institution
  - State, regional, national grants and awards
  - Your State Lottery!



# Announce the Plan and the Program

- Market Your Work
  - “What’s New” on your Web site
  - Word of mouth
  - Student newspaper
  - Campus publications





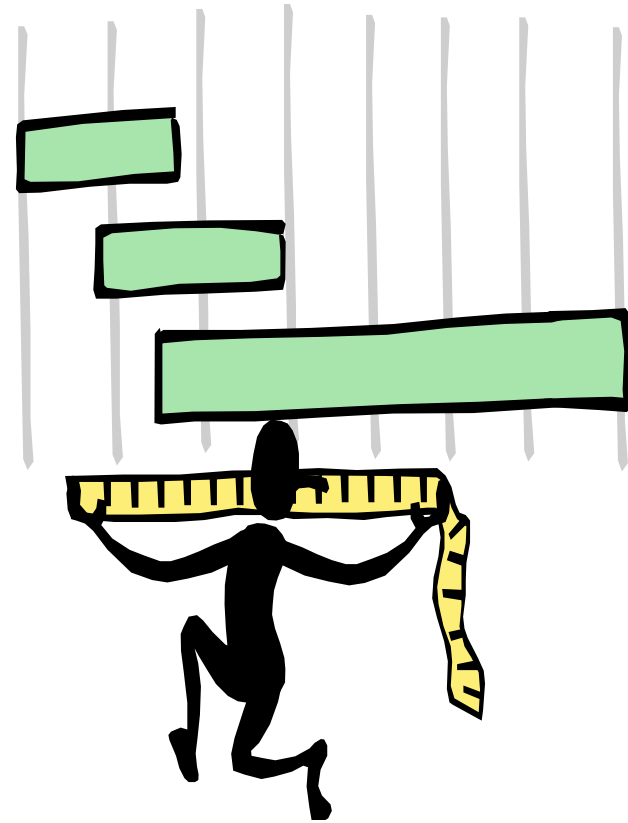
# Plan for the Future

- Hold retreats and “check-up” meetings
- Informal settings: music, food and toys
- Review, recap, revisit



# Review Your Progress

- At regular intervals:
  - What progress have you made?
  - Successes, challenges?



# Report Your Successes!

- Create a report for distribution
  - Administrators
  - Campus faculty
  - State Boards of Higher Education
  - Students and other stakeholders





# Share Your Experiences

- Sharing your work provides time for reflection and renewal
  - Write for professional literature
  - Speak at conferences and gatherings
  - Speak to anyone who will listen

Enjoy your Success!

