

Putnam Public Library
Technology Plan
2013-2016

Mission Statement

The Putnam Public Library serves the needs of the community by providing free access to a diversity of ideas, information and experiences with the goal of promoting the love of reading, the joy of lifelong learning and engagement with the arts, sciences and humanities.

Technology Vision Statement: The Putnam Public Library will serve as an information hub, utilizing current technologies and high speed Internet access to provide services for the community. The Library will be both a physical place as well as an information portal, where residents will be able to access the library 24 hours a day, 7 days a week, through its website and electronic resources. Library staff will be provided with training and development opportunities so they may better serve the public.

Plan Objectives:

This plan is intended to guide technological development in the Library for the next three years. It will support the needs of the library's mission statement, stimulate thought and discussion about the technological needs of our community, provide structure for planning and budgeting in the next three years and provide a base to plan for technology in any future building expansion.

Current Technology Environment: The Putnam Public Library has a hardwired network of 17 computers: 8 public, 7 staff workstations and 2 patron catalog stations. 6 laptops are available for computer classes, exam proctoring, tutoring, job applications and government business. Laptops are equipped with wireless capabilities. Staff workstations are the tools used for public services functions, such as checking out materials, cataloging materials, placing reserves and Interlibrary loans, updating the library website, answering Reference queries and emails, Reference database searching as well as ordering materials, library communications and the development and printing of signs, newsletters, tutorials and other necessary print communications. Telecommunications are provided in the form of a DSL line through the Connecticut Education Network, administered by Bibliomation in Waterbury, Connecticut.

The Library maintains its own website as a part of the Town website. The software used for the website is Absolute News Manager. The Library provides unsecured

wireless Internet access in the library through the generosity of Metrocast Cable, which provides a free connection to the library.

The automation system used by the library currently is the Evergreen system, which is provided through the Bibliomation consortium. The Library uses time management software called Library Metricks to ensure that patrons get adequate and equal time on the patron computers.

Goals and Objectives

I. Public Services

Goal: Expand and enhance public access through technology.

Action:

1. Replace public and staff computers on a four year cycle. Replace printers when necessary.
2. Install presentation technology: Purchase projector to enable slide presentation programs.
3. Insure public PCs have the capability to access and save information via floppy, CD and USB drive.
4. Provide public access to technology that will be free and equitable.
5. Insure that all networked computers are protected from computer viruses with ESET Anti-virus administered through Bibliomation.

II. Staff Services

Goal: Provide staff with hardware, software and training required to provide excellent service. To take advantage of the personnel and resources made available to us by the Connecticut State Library, the Bibliomation consortium and other continuing education opportunities to help keep staff abreast of the latest technological advances.

Action:

1. Upgrade public and staff computers designated in the annual replacement schedule, and replace printers as needed. PCs are on a 4 year replacement plan, printers are replaced when necessary.
2. Require that all new staff hires be computer literate.
3. Send staff to conferences and computer training workshops to further their technical education as budget allows.

III. Network Services

Goal: Improve and maintain network connections.

Action:

1. Provide budget for technical support through the BiblioTech program.

2. Conduct annual assessments of telecommunication service, hardware/ software inventory, and systems and software upgrades needed for providing optimal services.

3. Budget for the purchase and maintenance of hardware, software, telecommunications cabling and equipment as needed.

4. Conduct ongoing reviews of technology needs and goals in response to new developments and opportunities in technology.

IV. Wireless Services

Goal: Upgrade and maintain the wireless network throughout the Library.

Action:

1. Maintain the wireless access point provided by Metrocast.
2. Develop and implement wireless printing for laptops.

V. Telecommunication Services

Goal: Maintain high speed telecommunications connections that will allow the library to provide excellent service.

Status:

Currently the Library has three phone line and one fax line.

Action:

1. Investigate portable phone capacity for Reference activities.

Approved by the PPL Board of Directors August 26, 2013