

Instruction and Outreach Committee (IOC) Annual Report July 2002 – June 2003

Submitted by Nancy Stimson, IOC Chair, 2002-2004

The Committee

The Instruction and Outreach Committee (IOC) is a subcommittee of the Public Services Advisory Council (PSAC). IOC is charged with developing, implementing, recommending and coordinating UCSD Libraries user instruction and outreach policies, programs, projects, facilities, tools and budgets. IOC's charge also includes advocating for UCSD and UC-wide support of library instruction activities and initiatives and serving as the contact point for UC-level library instruction activities and initiatives; collecting and disseminating information about emerging trends and initiatives in library instruction and outreach to faculty, students and staff; and improving library instruction and outreach programs by coordinating and implementing changes, based on user need. The charge, membership, and member responsibilities for IOC can be accessed through LibNet at <http://orpheus-1.ucsd.edu/ioc/charge.html>

Accomplishments and Activities of the Past Year

Some highlights of the year were:

- IOC membership was opened up to all interested library staff and the IOC charge was changed accordingly. Three new members joined IOC as a result. In addition, IOC membership grew as a result of staffing replacements and new hires during the year. As a result of these additions to the membership, IOC is now more robust.
- The UCSD Libraries participated in library-wide outreach events reaching over 5,000 people
- Marlo Young was hired as the Undergraduate Outreach Coordinator in January 2003. Her efforts have resulted in greater coordination of libraries-wide outreach efforts and more diligent record keeping.
- The Navigator newsletter was made available electronically, in addition to print
- Nancy Stimson wrote a proposal for the upgrade of the LEC and MCL classrooms (computers and other equipment). The proposal was accepted and upgrades have been completed.
- Coordinated instruction and outreach efforts related to the CDL database transition which occurred in January 2003
- Produced a color, glossy flyer describing UC eLinks which was distributed to all libraries
- Worked with UCSD Staff Education and Development to design a library information class for staff called "What the Libraries Can Do For You"
- The Getting Started Subcommittee continued development of the Getting Started website with the intention of launching the website to the public in Fall 2003

- Requested and received a \$3600 budget increase to cover the cost of additional Navigator newsletter copies, additional advertising, and the expense of dealing with increasing numbers of students and faculty
- Received Instruction Improvement Grant to purchase one Personal Response System unit for more active instruction
- Submitted two new initiatives proposals: 1) IOC laptop and projector and 2) Two additional Personal Response System units
- Actively participated in planning and promoting the Melvyl Catalog transition (posters, libraries-wide classes, Melvyl Catalog transition website, etc.)
- Reviewed the usage policies for the LEC, Room 276, the TLC and the Seuss Room and submitted recommended language (to be modified by individual units) to PSAC Steering Committee for consideration
- Promoted the wireless network by obtaining stickers and plaques from the Office of Network Operations
- In coordination with R&PD, planned an information literacy program for all library staff to be held in September 2003

Priorities and Horizon Issues for 2003/2004

- Encourage library staff to learn more about information literacy and how it can be implemented in the UCSD environment
- Work with campus leaders and campus departments and colleges to integrate information literacy principles in instruction programs and raise the campus awareness of information literacy issues
- Investigate additional multi-disciplinary cooperative instruction offerings following the model of the Melvyl Catalog transition classes
- Investigate opportunities for collaboration with faculty and departments to increase library involvement in curriculum courses
- Maintain high level of visibility and participation in all campus events
- Investigate the possibility of remote library registration at outreach events
- Formalize the UCSD Libraries outreach program
- Clarify the UCSD Libraries' position on K-12 outreach in light of budget cuts and the effect on other campus departments (mainly Office of Admissions and Relations with Schools)
- Establish a database of UCSD Libraries outreach activities, publication information, and contact information
- Continually keep the UCSD Libraries Strategic Plan in mind when planning IOC activities and priorities