THREE FORKS COMMUNITY LIBRARY
TECHNOLOGY PLAN

Mission

The Three Forks Community Library's mission in regard to technology is three-fold: 1) to meet user need by providing products and services required, 2) to continue actively participating and supporting technology and programs offered through the Montana State Library, and 3) to remain abreast of new advancements and introduce these to our users as funding allows.

Background

Technology in the library has advanced. Users frequently use email, Facebook and other social networking sites. Research continues to be done via internet through use of library computers. Unemployed patrons use the library internet on an almost daily basis.. Patrons continue to be helped by library staff on how to set up new e-mail accounts. Access to wireless networking continues to be used extensively.

Training

Training goals for the Library Director and/or staff are as follows:

- Continue participating in technology training provided during Certification workshops.
- Visit Web Junction participating in a minimum of two online technology courses.
- Continue technology training provided by the Broad Valley's Federation.
- Network with other librarians discussing technology and other related issues.
- Participate in ongoing webinars when possible.
- Continue regular visits to library technology-related websites.

As the need reoccurs, librarian will offer one-on-one computer training to patrons on basic internet usage, basic computer components and how to use them, and how to set up an e-mail account and navigate within that account if time and workload permits.

Equipment

The library currently utilizes the following equipment:
GALLATIN: 3/11/2008 Dell OptiPlex 755; Intel Duo CPU 2.33GHz processor; 2 MB memory
MADISON: 9/17/2004 Dell GX280 Intel Pentium 4 2.80GHz processor; 1 GB memory
SERVER/OPAC: 9/2/2003 Dell OptiPlex GX270 Intel Celeron 2 GHz processor; 512 MB memory

FRONT DESK: Pentuim 4 CPU 14 Mhz, 140 GHz processor, 1 GB of Ram
LAPTOP: Toshiba Satellite AMD Sempron 2.10 GHz processor; 3 GB memory
    And a Chromebook
BRIDGER: Dell Intel Inside Core i3, Windows 7
COLTER: Dell Intel Inside Core i3, Windows 7
CLARK: hp 8000 Elite, Windows 10
LEWIS: hp 8000 Elite, Windows 10
DIRECTOR: hp 8000 Elite, Windows 10

Budget: Whatever the budget allows.

Evaluation

The library technology plan will be updated every three years. The Library Director and Board of Trustees are responsible to update the plan. The best informal means of evaluation in our town will continue to be patron's conversation with staff. User feedback will provide an adequate benchmark in assessing whether we are successful in meeting our goals. Patrons continue to informally express their likes and dislikes and are encouraged to do so. A yearly questionnaire allows the Library Director and board to identify which areas are in need of attention, what is working well, and in which areas, if any, they would like to see changes.

Technology Goals

Planned library technology goals are as follows:

- Conduct a technology needs assessment every three years which will involve some or all of the following:
  a. Talking with patrons to identify patron need
  b. Talking with other small libraries to determine what services are provided
  c. Establish a baseline of where we are compared to our peer libraries in terms of PAC's,   staff, budget, etc.

- Continue to upgrade Workflows and participate in other Montana State Library programs.
- Update the Three Forks Community website to make it more attractive and user friendly

Technology goals will be accomplished by utilizing the following resources to improve our library services and provide excellent instruction to our patrons:

- Montana State Library
  - Montana State Library, online technology training portal
  - Montana Shared Catalog Network Consultant (if available), providing network/connectivity assistance
  - Suzanne Reymer, Statewide Technology Librarian and Federation consultant
  - Online distance learning

COMPUTER REPLACEMENT

The speed at which innovations in computer technology occur indicates that an equipment replacement policy is needed to ensure that the library periodically evaluates and updates its technology infrastructure. Computer hardware and software are essential to delivering information in today's libraries. Given the rapidly changing pace of technology and the need to guarantee computer access in the library, the library staff will work with the Board of Trustees of the Three Forks Community Library to replace computer workstations <u>before</u> they become obsolete and of little use to patrons and staff members.

Technology Lifecycle

A. Technology hardware and software specifications are in a constant state of change. Computers will be upgraded, if necessary, to accommodate software releases and upgrades. It is vital to weigh both the needs of the library staff and patrons with the availability of new technologies when evaluating new purchases for library use.

B. Library best practices and computer consultants have determined the average lifespan for computer hardware is <u>approximately three years</u>. In accordance with industry standards, computer workstations will be considered for replacement after three years of use; servers will be considered for replacement after four years.

Multipurpose Use of Computers

In order to reap the most benefit from the rapid pace of technology, staff will evaluate all computers in the library when considering new purchases and determine the feasibility of using computers in another capacity. For instance: when a computer station needs replacing, it may be more feasible to replace it with a computer used in another capacity and purchase a new computer station with higher specifications for users who need higher technical standards.

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