

## Exercise #7

### Start an Action Plan for Developing an E-Collection

In this exercise you will begin an action plan for your new e-content collection by incorporating all the aspects covered in this workshop.

**Instructions:** Review the best practices handout and make a list of action items for when you return to your library.

1. How will collection development be coordinated? Which staff need to be involved? How does it fit in your collection development plan?
2. Who will manage access configuration? How will you get your tech staff involved?
3. Who will evaluate MARC records and manage loading and deleting of MARC records?
4. How will your library provide user support? Who will work with the vendor's tech support department? How many public service staff need to be able to provide patron support?
5. Who will train your staff? How many staff need to be trained?
6. How will you promote the service? Do you have web staff that need to be involved?
7. Who will monitor usage statistics?
8. What other steps need to be taken? What other staff need to be involved to successfully integrate the collection into your services?