

APPROVED by the Rector's Directive No. 165 of 15 September 2011 Note 5

Adopted by the Research Council of the Tallinn University of Technology  
(Decision No. 1 of 02 September 2011)

Amended according to the Regulation No 87 of the Council of TUT of 17 June 2014 (entered into force 01 July 2014)

## **Strategic Plan of Tallinn University of Technology Library 2011-2015**

The strategic plan designates the Tallinn University of Technology Library (hereinafter Library) as the independent performer of the mission, vision, strategic objectives and development directions of the Tallinn University of Technology for the period 2011-2015. The strategic plan proceeds from the achievement of the objectives set in the University of Technology's strategic plan and the interlibrary division of tasks having developed in Estonia. The Library's **mission** is:

- to offer library and information services at the highest possible level, in support of the development of Estonia, for all fields of study and research at Tallinn University of Technology;
- to process and make available to the public cultural heritage related to Estonia's history of technology;
- to publish textbooks, research literature and significant works relating to Estonia's engineering culture.

The TUT Library is Estonia's only technical research library. In its activities, selections and decisions, the Library's core values are user friendliness, openness, thinking in new ways, cooperation, professionalism and reliability. An innovative and rationally organised service environment for study, work and communication has been created in the Library's new building, which will be developed further in the coming years.

The Library's **vision** is:

- to be Estonia's leading research library in the field of technology, exact, natural, health, and social sciences; offering library, information, advice, training and publishing services, which rank among the best in Europe as measured by indicators used in ranking university libraries.
- to be a recognised research museum, which studies and introduces Estonia's technology history, TUT's material past heritage and contemporary achievements in research. [invalid 01 July 2014]

### **Strategic objectives and policies**

#### **1. Development of collections**

Objective: to ensure the relevance and expediency of collections in accordance with the needs of Estonia's industries, businesses and the University of Technology. Policies:

- 1.1. Improving the selection of literature by taking into consideration the needs of target groups.
- 1.2. Analysing the expediency of the acquisition expenditures and the development of efficient modes of procurement.
- 1.3. Modernisation of the thematic acquisition plan with depth indicators.
- 1.4. Optimisation of the composition and location of collections.

1.5. Analysis of the efficiency of international interlibrary loans and development of exchange relationships with significant partners.

## **2. E-library development**

Objective: to acquire access to necessary e-resources, expand free access to the digital collection of TUT publications and to improve the tools used for access. Policies:

2.1. Analysis, assessment and selection of e-resources in cooperation with target groups, carrying out joint procurements in cooperation with other libraries.

2.2. Development of the digital collection of TUT publications and Estonian language e-textbooks.

2.3. Publication of Master's and Bachelor's works in the digital collection. Participation in the creation of an inter-university plagiarism identification system.

2.4. Scanning and digital conversion of necessary materials. Ensuring long-term archiving of digital collection documents.

2.5. Creation of a digital archive based on the museum's photo collection. [invalid 01 July 2014]

2.6. Editing and supplementing the e-catalogue ESTER, bibliographical and personal information databases with new entries.

## **3. Development of services**

Objective: to make using the Library simple and easy, offering services meeting the needs and expectations of all target groups. Policies:

3.1. Optimisation of the service system. Development of electronic document exchange, ordering and advisory services.

3.2. Creation of an information portal, which allows field related searches of various databases to be performed via a single user interface.

3.3. Development of operative digital printing service (Print on Demand).

3.4. Development of an Estonian and English language web site (including museum and publishing office) and visual information system. [invalid 01 July 2014]

3.5. Increasing the importance of the Library's subject specialists in the provision of information services to faculties and institutions.

3.6. Implementation of modern e-training environments and the preparation of new interactive teaching aids.

3.7. Development of new web-based courses on information retrieval and the modernisation of existing courses taking into consideration the needs of target groups.

Development of support services (making copies, printing, scanning, digitizing, binding).

## **4. Research and development activities**

Objective: bringing research and development activity to an internationally acceptable level and applying the results in the optimisation of Library services and work. Policies:

4.1. Studying the performance of library and information services (including information needs and information retrieval behaviour, service quality and user satisfaction, cost effectiveness, internal and external communication).

4.2. Developing software solutions (including a database of TUT publications, digital collection, user authentication, information kiosk).

4.3. Mapping TUT's cultural heritage. Identifying, describing, assigning preservation status and photographing objects possessing value as museum objects. [invalid 01 July 2014]

4.4. Studying the history of Estonia's technology education.

4.5. Preparation of the TUT research bibliography and retrospective bibliography of Estonian technical articles.

4.6. Introduction of the history of the University of Technology and Estonia's history of technology through exhibitions, virtual environments, publications and the media.

4.7. Participation in national and international projects.

Publication and introduction of the results of research and development activity. Organisation of reporting days, seminars, conferences and other events.

## **5. Development of the organisation**

Objective: to develop a sustainable organisation with optimal structure, motivated personnel and rational work organisation. Policies:

5.1. Assessment of the organisation on the basis of library performance indicators and comparison with the university libraries of Europe.

5.2. Creating synergy in cooperation with the museum and publishing office. Reorganisation of work, updating of documents regulating job descriptions and work processes. [invalid 01 July 2014]

5.3. The vocational, IT, communication, foreign languages and management training of personnel. Raising the qualifications of employees involved in research and development activities, the Doctoral study of topic managers.

5.4. Ensuring a competitive salary and the motivation of employees.

5.5. Modernisation of hardware and software in the use of employees.

5.6. Monitoring of the new building's utility systems, assessing the effectiveness of infrastructure placed into service and the implementation of necessary measures.

5.7. Improving the internal and external communication system.

5.8. Participation in the development of state programmes, strategies, development plans and legislation regulating the activities of libraries.

Inclusion of funding from the state, private sector, funds and foundations in promoting the activity of the Library.

## **6. Implementation of the strategic plan**

6.1. The strategic plan shall be implemented with the participation and cooperation of all levels of Library employees.

6.2. In order to implement the strategic plan, the Library increases cooperation and partnership within the University (departments, structural units, students, lectures and researchers) and outside the University (other users, state and private sector), on the national level (including Tallinn Science Park Tehnopol, Consortium of Estonian Libraries Network, Council of Research Libraries, Estonian Librarians Association, and Estonian libraries) and on the international level (including IATUL, UNICA, BALTECH, and foreign libraries).

6.3. Each year the Library shall prepare an activity plan, assign development tasks according to fields, and prepare a draft budget.

6.4. The Library's Research Council will assess the fulfilment of the strategic plan and will make the necessary supplements and improvements.

6.5. The text of the strategic plan shall be published electronically, on the Library's homepage.

## Performance indicators

	2011	2015
Databases subscribed (titles)	82	100
Access to e-books (titles)	60 000	80 000
Access to e-journals (titles)	65 000	80 000
Open access digital collection (documents)	530	2 500
Percent of collections described in e-catalogue	61	95
Received printed books (volumes)	10 000	8 000
Received printed journals (titles)	460	300
Patrons	25 900	30 000
incl. outside Tallinn University of Technology	9 600	14 000
Usage of e-resources:		
– searches	465 000	600 000
– downloaded items	485 000	800 000
User training:		
– participants	2 300	2 600
– hours	850	1 000
Acquisition budget per student (EUR)	55	100
Staff (FTE)	84	86
incl. with doctoral degree	1	4

## Financial requirements (thousands EUR)

	2011	2015
Acquisition budget		
<b>Total</b>	<b>711</b>	<b>1 000</b>
incl. Tallinn University of Technology	174	320
Ministry of Education and Research	524	640
Other	13	40
Joint supply of e-resources through ELNET Consortium (total for all Estonian research libraries)	2 237	2 500
Library budget		
<b>Total</b>	<b>964</b>	<b>1 200</b>
incl. Tallinn University of Technology	419	550
Ministry of Education and Research	422	550
Other	84	100