UNIVERSIDAD DEL TURABO
VICE-CHANCELLORSHIP OF INFORMATION RESOURCES (VIR)

LIBRARY AND LEARNING RESOURCES

Organization and Administration

The Vice-Chancellorship of Information Resources is the primary information center for the Universidad del Turabo’s students, professors, staff, and the external community, whose services and resources are aligned with the priorities, goals and strategic plan of the institution. It provides timely and high quality information and service to the library patron. Library services and collections play a crucial role in the support of the institution's mission for teaching learning, research, and information literacy within the university community through guided independent instruction on the web and direct group instruction.

Universidad del Turabo has a main campus Library located in Gurabo and five library branches at its five university off-campus Centers in Cayey, Yabucoa, Isabela, Ponce and Barceloneta. Additionally, UT provides its academic community with access to library resources through its Virtual library (bv.ut.suagm.edu).

Brief Description of the Virtual Library

The Library is part of the Vice-Chancellorship of Information Resources, located at the Abelardo Díaz Alfaro building. The Vice-Chancellorship is directed by Dr. Sarai Lastra de León, Vice-Chancellor of Information Resources, and Director of the Virtual Library. Dr. Lastra has a doctoral degree in Library and Information Science from the University of Illinois at Urbana-Champaign. The Vice-Chancellor of Information Resources is a member of the Institution's Administrative Council that is presided over by Chancellor, Dr. Dennis Alicea Rodríguez. All of the school Deans and Vice-Chancellors are members of the Administrative Council together with faculty and student body representatives. The Administrative Council is the chief executive body for UT's academic and administrative affairs.
Mrs. Luisa Torres Roldán is the Library Director, and is supervised by the Vice-Chancellor of Information Resources. Mrs. Torres Roldán has a Master’s Degree in Library Science from the University of Puerto Rico; a Master’s Degree in Business Administration in Finance from the Inter-American University and a Master’s Degree in Management from Turabo University. The Library Director is a member of the Academic Board of the Institution. As an active member her participation contributes to developing the collections and resources of all academic program offerings in University of Turabo.

The Library Director supervises the operational aspects of the main campus and university centers libraries. Each university center has a professional librarian and support personnel which are supervised by the Director of each Center.

The library includes a staff of 11 Professional Librarians with a minimum preparation of a Master’s Degree (nine full-time and two part-time). The Library support staff includes 11 Library Assistants (six full-time and five part-time). The Library administers collection development activities (acquires and catalogs materials) for its main campus and branch Center libraries. The library has support from the Coordinator for Automated Systems to administer and update the Online Public Access Catalog (Voyager) and the Virtual Library. The Coordinator of Automated Systems is supervised by the Director of Informatics and Telecommunications of the VIR.

UT has a Strategic Plan aligned with the Vision 2020 AGMUS, which is based on professional development of its employees. UT actively supports the competitive challenges of the market that it serves and promotes the culture of quality of service. In accordance to this, the Vice-Chancellorship of Information Resources strongly supports continue education, seminars and participation in professional associations for its library staff. This is an important factor that contributes to the goals and objectives of the institution, since it is in constant process of the searching for greater levels of efficiency, effectiveness and productivity.

The VIR has an Informatics and Telecommunications unit that provides communications support and computer resources to students, professors and staff by means of computer labs and dedicated networks for professors and administrative personnel. The Informatics and Telecommunication unit is interconnected to the Central Office of Informatics and Telecommunications (OCIT), located at the AGMUS headquarters. In this way, any technology-driven project that impacts AGMUS is effectively handled by both units. The state of the art telecommunications infrastructure and staff guarantees the constant evaluation and update of the technical needs of the Library.
The policies and procedures that oversee the use of library services and resources are properly documented and accessible in print and in the Virtual Library.

The library policies and procedures that manage operational functions are clearly defined and documented in Voyager System. The VIR offers an impressive collection of print, audiovisual materials and electronic resources, and a vigorous information literacy program conducted through guided independent instruction via the web and direct group instruction.

**Planning and Evaluation**

The Library develops its collections according to the priorities of the programs to satisfy the information needs of its users and actively seeks recommendations from faculty and administration for the acquisition and development of library resources and services.

The Library is proactive in considering and foreseeing the future needs for equipment, resources, services and technologies relevant to the varying needs of a modern student population. The Library Assessment Plan is ongoing. It focuses on measuring the use of library resources, technologies, and seeks to evaluate user feedback on library services.

**Budget**

The VIR has a healthy budget to meet the information and technology needs of its academic community. In addition, the VIR provides the Library staff with opportunities for professional development activities according to the various needs of the Library staff. The staff of the VIR maintains a relationship with the different schools that helps provide up-to-date information on new resources so professors can make recommendations (print or electronic) that strengthen the library collections of their respective programs. Similarly, the Informatics and Telecommunications unit, which is a part of the VRI, maintains a link with the various schools to help provide up-to-date computers and technologies throughout campus in order to offer excellent technologies and ample facilities that meet the needs of our users.

**Access**

The Library provides a reasonable and convenient schedule and reference services to students, professors, staff and visitors. The following operating schedule responds to their needs:

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<th>Time</th>
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<tr>
<td>Monday – Friday</td>
<td>7:00 a.m. - 10:30 p.m. 77.50 hours (15.5 daily hours)</td>
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<tr>
<td>Saturday</td>
<td>7:30 a.m. - 6:00 p.m. 10.50</td>
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<tr>
<td>Sunday</td>
<td>10:00 a.m. - 4:00 p.m. 6.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>94.00 hours per week</strong></td>
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The AGMUS acquired Voyager in 2001, the modern integrated library-management system from the ExLibris Company. The following modules were acquired: cataloging, acquisition, circulation, online public access catalog, and a web-based catalog.

The Voyager Systems is based on the Z39.50 protocol, thereby providing access to Internet resources. It also allows remote access from student’s homes to the web-based catalog located at (bv.ut.suagm.edu). Faculty can search the online catalog and mark items for reserve, print, download, or e-mail the results.

The reference Area houses the print reference collection. This are located in the first floor of the VIR building.

The OPAC provides remote access and bibliographic information on all the resources available at the Library. The item can be searched by title, author, subjects and classification number. The information resources are classified according to Library of Congress Classification System.

The Circulation and Reserve Area service areas are located on the second floor of the Library building. Close to the Circulation desk there are two computers for student use.

The library's collections include print, audiovisual materials, and electronic resources. There are books, electronic books, newspapers, maps indexes, journals, periodicals, databases and audiovisual materials. There are four areas of special collections of notable books: Arcadio Díaz Quiñones, José L. González, García Passalacqua-Acosta and Francisco Manrique Cabrera. This print collections provides resources for doctoral students.

The journal collection consists of print and electronic titles. The journal print collection is housed in the Reference Area in the first floor of the Library building. The electronic collection (journals, databases and e books) is accessed through UT's Virtual Library (bv.ut.suagm.edu) remotely from any computer device on and off campus.

It is well known in the information science professional literature that because of the explosion in publications and the constant increase in their cost, no matter how healthy the budget of a given library might be, it is not possible to meet all the information and research needs of the population served. In order to better serve the research needs of the graduate students and faculty, the Library offers on-demand document delivery services.

The Library at UT offers intra-library loans within the two other Universities of the AGMUS and has interlibrary loan agreements with others universities in Puerto Rico and the United States. Library instruction has always been an important service provided at UT's Library. Notwithstanding, the level of commitment and resources for well designer program of user
instruction has varied over time. Thus, the Information Literacy (IL) program requires constant revision. The goal of the IL program is to develop in users advanced searching skills and a critical analysis of information.

Collections

The library collection development activities are directed by the UT Collection Development Policy. The Policy specifies the mission of the university and the Programs offered by the Institution and its University Centers. The main objective is to build integrated and coherent library collections to support both undergraduate and graduates programs. The emphasis is toward the acquisition of print or licensing of full text electronic resources that directly support the various academic programs. The acquisition levels for collecting are designed following the specifications of the Collection Building Tool named Conspectus developed by the Research Library Group. Thus, our Collection Development Policy has three levels of collecting: Basic, Intermediate and Advanced. The basic level of collecting is geared to supporting the teaching and learning of technical, certification and associate programs. The intermediate level is geared to supporting the teaching, learning and emerging research needs of bachelor's degree. The advanced level is geared to supporting the teaching, learning, and research needs for masters and doctoral degree students.

The library's collection includes a total of 2,887,046 of print titles (112,539 volumes), audiovisual materials (1,994), databases (113) and electronic resources (2,886,933). There are books, newspapers, maps, indexes, journals, periodicals, databases and audiovisual materials. The Library Catalog integrates the collections of the other two AGMUS institutions. These resources are available in a 24 hour time period via remote access to the Virtual Library or through inter-library loan services. The Library at UT offers inter-library loan with other academic libraries in Puerto Rico in order to fulfill the interlibrary loan needs for our university patrons. Teachers, students, administrators and library staff actively participate in the recommendations, evaluations and selections of UT’s library's resources.

The Library budgets an additional $10,000 annually to purchase other journal articles on a pay-per-view basis assuming an average cost of $33 per journal article. The current budget permits the purchase of an additional 300 journal articles per year.

Facilities

The Vice-Chancellorship of Information Resources provides for the maintenance and support of all campus networking computers, telecommunications services, and other technological needs, equipment, update of electronic collections, and IT staff. The office of Informatics and Telecommunications provides the technical assistance, support and access to computer
technologies that serve the university community. The services are coordinated with the Information System Center, located at the AGMUS headquarters. This administrative structure guarantees that any technology driven project that can potentially impact AGMUS is effectively handled by both units. The IT staff consists of the IT Director, IT Service Coordinator, and ten (10) IT specialists.

The Library has an Electronic Information Laboratory located on the first floor of the VIR building. It is equipped with seventy eight (78) wireless technology computers available for the academic and general community. The computer lab operates as follows: Monday-Thursday (8:00a.m.-9:30p.m.), Friday (8:00a.m.-9:00p.m.), Saturday (9:00a.m.-4:30p.m.), Sunday (12:00p.m.-4:00p.m.).

In the Reference area, there are eleven (11) computers for patron use and the electronic journals are accessed through the Virtual Library. The Online Public Access Catalog (OPAC) can also be accessed remotely.

The VIR also has a TV studio with HD cameras designed for the production of different types of TV programs and video/audio resources is another of our facilities. It has technologies for the broadcast of content through an On Campus TV Network with nineteen (19) TV receivers, and a system to transmit content to receivers of four (4) off campuses sites. It also transmits courses through a video conference system (Polycom) to two (2) school in the state of New York as part of a program of the School of Education, and courses to Isabela's University Center.