

Chicago Botanic Garden  
2016 Operating Plan  
Lenhardt Library

Goal	Objectives	Deliverables
<p>IV.6 The Lenhardt Library will be a much-used and highly regarded source of knowledge easily accessible to all of the Chicago Botanic Garden's public and will provide for a better understanding of the role of science, horticulture, and gardening in the quality of human lives. Enhanced institutional and public awareness of the Archives of the Chicago Horticultural Society will foster new research projects.</p>	1. Enhance Lenhardt Library public programs to reach new audiences.	<p>1.1 Offer Public Library Day at the Lenhardt Library programs to neighboring communities.</p> <p>1.2 Launch a "Seed Library" that offers seeds for visitors to take home to sow, grow, harvest, save, and return to the library if they have a successful harvest.</p>
	2. Welcome children and families into the library with a new comfortable reading corner, new children's books, and programs.	2. Facilitate Summer Nature Explorer: Reading and Activity, a STEM (science, technology, engineering, and math) reading program, designed to encourage the joy of reading, improve and maintain literacy levels, and develop critical thinking skills.
	3. With a leadership role in the greater botanic garden library community, demonstrate best practices and be a resource for other Council on Botanical & Horticultural	3. Give presentations at the CBHL annual conference, chair CBHL committees, serve on the CBHL board, and collaborate on projects with other botanic libraries.
	4. Participate in collaborative endeavors to augment access to botanical literature for the library community.	4. Maintain affiliation with the Biodiversity Heritage Library.
	5. Curate educational exhibitions for display and enjoyment, sharing rare book treasures with all Lenhardt Library audiences.	<p>5.1 Present four rare book exhibitions in 2016, including: Orchidology: Orchidaceous Investigations; Language of Flowers: Floral Art and Poetry; Pressing for Plants: Herbaria in Books, and Pteridomania: The Victorian Fern Craze.</p> <p>5.2 Present a free gallery talk for the public for each of the exhibitions.</p>
	6. Adopt new components as they are produced by EOS, the Library's online catalog vendor, to better serve library patrons.	6. Enhance functionality utilizing advanced modules in EOS, such as email pre due-date notifications.
	7. Conserve and digitize rare books from the Lenhardt Library collection for scholarly use and for future preservation.	7. Grant funding was awarded to the Lenhardt Library by the Illinois State Library for digitization of nineteenth-century manuscript texts from the Rare Book Collection of the Lenhardt Library
	8. Enhance access to the archives of the Chicago Horticultural Society.	8.1 Continued accessioning of deposited materials. Provide archives access, research, and resources.
	9. Further integrate Lenhardt Library offerings into Garden-wide programs and initiatives, through collaborations with the Joseph Regenstein, Jr. School, Exhibitions, Development, Membership, Tribute, Public Relations, Group Tours, Woman's Board, and Special Events.	<p>8.2 Provide expert and efficient reference and research service to archival materials.</p> <p>9.1 Continue Tuesday evening hours (4-6:30 p.m.) to accommodate Adult Education students and for enhanced access for patrons.</p> <p>9.2 Collaborate on the Orchid Show exhibition for February – March 2016.</p> <p>9.3 For HallowFest 2016, the library will be a location for activities such as sensory boxes.</p> <p>9.4 For Wonderland Express, the library will display and provide interpretation for Waud felt figurines.</p> <p>9.5 For three New Member Days each summer, the library is a discovery location offering free seed packets.</p> <p>9.6 Provide information to the Marketing and Communications department on rare book exhibitions and other Library events for outreach to the public.</p> <p>9.7 Partner with the Tribute Gift Program in providing donor opportunities for bookplate dedications by selecting, organizing, and describing circulating books, rare books, and books in need of conservation work. A new tribute option is to dedicate a library chair.</p> <p>9.8 Provide specialized library tours for the fee-based Group Tours department.</p>
	10. Provide exceptional customer service to all Lenhardt Library patrons, thereby enhancing the visitor experience.	<p>10.1 Offer outstanding and comprehensive reference and research service to Chicago Botanic Garden staff, members, and visitors.</p> <p>10.2 Undertake in-depth research projects for Garden staff.</p> <p>10.3 Provide access to the library's collections by circulating print materials to staff and members on-site and to the public through the cooperative interlibrary loan system.</p> <p>10.4 Maintain a professional customer-service-focused circulation desk at all times.</p>

	10.5 Respond to patrons' questions within one day.
	10.6 Teach library visitors to use library technology to enable productive use of the online catalog, electronic journals, and bibliographic databases.
	10.7 Support educational programs offered by the Joseph Regenstein, Jr. School by placing books on reserve for instructors, facilitating student make-up exams, and teaching courses.
	10.8 Provide Lenhardt Library orientation sessions for new Garden staff, interns, seasonal employees, Northwestern University students, and Research Experience for Undergraduate (REU) students.
	10.9 Coordinate procedures with Plant Information Services to provide five-star customer service for all visitors.
11. Expertly maintain and manage the Lenhardt Library's book, rare book, journal, digital, and archival materials to support the growth of the library's collections.	11.1 Sustain the growth of the library's collection with purchases of new books and journals in print and electronic formats, in all subject areas reflected in the mission of the Chicago Botanic Garden.
	11.2 Provide updated content for the library's web pages.
	11.3 Subscribe to bibliographic databases JSTOR, Global Plants, BioOne, Garden Horticulture and Landscape Index, and Global Plants, and facilitate access for the staff and the public.
	11.4 Catalog Lenhardt Library materials in all formats, including rare books and journals, circulating and science collections, books, and current journals.
	11.5 Maintain partnerships with the Glencoe Public Library and RAILS library system for delivery of interlibrary loan materials.
12. Conserve and preserve all library literature for current and future use.	12.1 Using a professional conservator, repair rare books and journals.
	12.2 Bind issues of journals into hardcover volumes to provide ease of use and protection from physical damage.
	12.3 Digitize rare books and share resources on the web via Illinois Digital Archives. <a href="http://idallinois.org/cdm/landingpage/collection/ncbglib01">idallinois.org/cdm/landingpage/collection/ncbglib01</a>
	12.4 Increase focus on the rare book collection's digital assets.