Planning is an important part of the work of a school librarian. With limited resources, it is important that your library use what it has in a strategic, systematic manner. Unplanned changes usually cost more in time and money than changes that are thought out in advance.

Planning can help secure funds from outside sources. A well-constructed plan shows funders that the library knows what needs to be done for the school community.

Planning is considered to be so important by the Idaho Commission for Libraries (ICfL) that Library Services and Technology Act (LSTA) grants are not available to libraries without written plans.

In our dynamically changing environment, strategic planning helps a library be more responsive than the traditional long-range plan of the past. Writing a strategic plan is not enough, however. Once the plan is written, you have to follow it and monitor it. If your library already has a written plan, you should be using it as you make decisions throughout the year.

In a well written plan, there will be activities for each year. You can use these activities to help you make decisions about what your library will be doing. Sometimes activities cannot be carried out, in which case you need to decide whether to continue, modify, or drop the activity. This should be done on regular basis, with an overall review of the plan at least once a year.

Here are some models and planning resources:

Massachusetts State Library Libguide

Strategic planning for school libraries