ANNUAL ASSESSMENT PLAN
2006-2007

1. By September 30, 2007, 50% of the books in the DeMay Collection will be re-classed. [Anna]

2. By September 30, 2007, 10% of the older fiction collection will be re-classed. [Sheila]

3. By September 30, 2007, the Voyager records for Smithsonian books will be updated to include entries in the 505 and 506 fields. [Sheletha]

4. By September 30, 2007, the bib record for the periodical *The Lion and the Unicorn* will be updated to include a detailed 505 field. [Sheletha]

5. By September 30, 2007, West Law items in Voyager will be updated to include sequencing and item details. [Joyce]

6. By September 30, 2007, bib records for *Representative American Speeches* will be updated to include data in the 500 field. [Sheletha]

7. By September 30, 2007, bib records for *Best Plays of the Year* and *Best Short Stories of the Year* will be updated to include a detailed 505 field. [John]

8. By September 30, 2007, the OCLC Connexion and related cataloging programs will be downloaded and installed on the computers of staff who need the full cataloging package. [Sheletha, Sheila, Anna, John]

9. By September 30, 2007, staff will be trained to use the new OCLC cataloging programs and authority control. [Joyce, John, Anna]

10. By September 30, 2007, the math textbooks will be inventoried and records updated. [Sheletha]

11. By September 30, 2007, the periodical collection will be bar-coded and in the Voyager System from I-C. [Anna]
12. By September 30, 2007, pathfinders and help guides will be developed for the University Archives, CIJNAH, genealogy, MLA, SocIndex, JSTOR, and SciFinder. [Sheila, John, Joyce, Sheletha].

13. By September 30, 2007, an instructional program on information literacy will be developed. [John, Sheila, Sheletha]

14. By September 30, 2007, the development of an online tutorial on the use of the library will be completed. [John, Sheila, Sheletha]

15. By September 30, 2007, an online finding guide will be developed to help students become information literate. [John, Sheila, Sheletha]

16. By September 30, 2007, circulating books in the Alabama room will be removed to the general collection. [John, Anna]

17. By September 30, 2007, criteria will be established to determine items that should be included in the CPD Collection. [Sheletha]

18. By September 30, 2007, the Voyager System will be updated to include additional location and items codes, personalized search page and faculty notification of the procedures for putting materials on Ereserves. [John]

19. By September 30, 2007, procedures for authority work will be included in the cataloging procedures manual. [Joyce]

20. By September 30, 2007, the Library will host a conference for area teachers and librarians on electronic access to information. [John and Sheletha]

21. By September 30, 2007, a new model for BI will be developed. [John, Sheletha, Sheila]

22. By September 30, 2007 the completed PowerPoint presentation on the history of the University with new landmark events will be updated. [Sheila and Vivian]

23. By September 30, 2007, new policies, procedures and forms will be created that will enable the Interlibrary Loan Department to also serve as a Document and Materials Delivery Department for online UWA students and to examine these students library needs for an in-house report. [Sheila, John, Anna]
24. By September 30, 2007, a “Book as Art” exhibit will be developed. [Sheila]

25. By September 30, 2007, a library newsletter will be published. [Sheila and Vivian]

26. By September 30, 2007, oral interviews for the library’s Archives and for the purposes of UWA’s 175th anniversary celebration will be conducted. [Sheila and Vivian]

27. By September 30, 2007, the online genealogy PowerPoint will be updated. [Joyce]

28. By September 30, 2007, a genealogy workshop on using the National Archives website will be held. [Joyce]

29. By September 30, 2007, a PowerPoint will be created covering the National Archives website. [Joyce]

30. By September 30, 2007, the cataloging procedures manual will be re-written to include updated procedures, OCLC and Voyager Changes and authority control. [Joyce]

31. By September 30, 2007, the Thurn books will be sorted and cataloged. [Joyce]

32. By September 30, 2007, 50% of the Pittman books will be sorted and cataloged. [Joyce]

33. By September 30, 2007, 20% of the books donated by the historical society will be cataloged. [Joyce]

34. By September 30, 2007, a standardized training manual/protocol for work study students will be completed. [John]

35. By September 30, 2007, the library and catalog homepage (library.uwa.edu and julia.uwa.edu) will be evaluated and redesigned to reflect a search portal model. [John]

36. By September 30, 2007, all webpage links contained on the library website will be checked for accuracy and replaced/ altered as required. [John]
37. By September 30, 2007, an inventory of the reference collection and appropriate de-selection decisions will be made. [John]

38. By September 30, 2007, an inventory of the main collection will be 25% complete, with missing/misshelved items identified and dealt with appropriately. [John]

39. To implement the new Datatel System for library purchasing. [Vivian]

40. To develop a filing system for library bookkeeping records. [Vivian]

41. To increase knowledge of library databases. [Staff]

42. To improve skill in the use of the Voyager Automated System. [Staff]

43. To become familiar with policies and procedures of all library service areas. [Staff]

44. By September 30, 2007, the Curriculum Library’s Computer Lab will be equipped with new computers and scanner. [Administration]

45. By September 30, 2007, a request will be made for an increase in library appropriations to cover increased cost in books, periodicals, databases, and other library materials. [Snider]

46. By September 30, 2007, a Records Management Division will be established within the Archives and Special Collections Department of the Library. [Sheila]

47. By September 30, 2007, an inventory of retained documents will be updated according to the 2005 revision of the Public Universities of Alabama Functional Analysis and Records Disposition Authority report. [Sheila]
<table>
<thead>
<tr>
<th>Objectives</th>
<th>Expected Outcome</th>
<th>Actual Outcome</th>
<th>Problems Encountered</th>
<th>Action Taken/Plan(s) For Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>To request funds to purchase an ultra fiche reader-printer.</td>
<td>The reader-printer would be purchased.</td>
<td>The objective was met.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To request that the FY 2007 book budget be increased $5,000 over the FY2006 budget.</td>
<td>The budget would be increased.</td>
<td>The objective was met.</td>
<td></td>
<td>Carry over into 2007-2008.</td>
</tr>
<tr>
<td>To request that the FY2006 budget be increased 25% in order to purchase supplies.</td>
<td>The budget would be increased.</td>
<td>The objective was not met.</td>
<td>Funds were not available.</td>
<td>Carry over into FY 2007-2008.</td>
</tr>
<tr>
<td>To request a 25% increase in the periodical budget.</td>
<td>The budget would be increased.</td>
<td>The objective was not met.</td>
<td>Funds were not available.</td>
<td>Carry over into FY 2007-2008.</td>
</tr>
<tr>
<td>To request funding to cover costs of maintenance agreements.</td>
<td>The budget would be increased.</td>
<td>The objective was not met.</td>
<td>Funds were not available.</td>
<td>Carry over into FY 2007-2008.</td>
</tr>
<tr>
<td>To request an increase in budget that will allow faculty and staff to attend conferences and workshops</td>
<td>The budget would be increased.</td>
<td>The objective was not met.</td>
<td>Funds were not available.</td>
<td>Carry over into FY 2007-2008.</td>
</tr>
<tr>
<td>To request an increase in budget for postage, printing, equipment, etc.</td>
<td>The budget would be increased.</td>
<td>The objective was not met.</td>
<td>Funds were not available.</td>
<td>Carry over into FY 2007-2008.</td>
</tr>
</tbody>
</table>
To make the most cost effective use of funds available.

To create an atmosphere which encourages users to come to the Library.

To evaluate library functions and activities on a continuous basis.

<table>
<thead>
<tr>
<th>To make the most cost effective use of funds available.</th>
<th>Much needed funds would be save for other purposes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To create an atmosphere which encourages users to come to the Library.</td>
<td>Finding aids were developed for patron use, as well as special attention was given to the over-all appearance of the Library.</td>
</tr>
<tr>
<td>To evaluate library functions and activities on a continuous basis.</td>
<td>Improvements would be made in library functions and activities.</td>
</tr>
</tbody>
</table>

**The objective was met.**

**The objective was met.**

**The objective was met.**

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**Note:** Forward all forms to the dean by October 31 for review.
1. Funds were made available to purchase an ultra fiche reader-printer.

2. The book budget was increased $5,000.

3. The most cost effective use of funds was made in administering library services.

4. The Library created an atmosphere that encouraged users to come to the Library.

5. A number of improvements were made in library services, such as creating pathfinders and user guides, getting materials organized and cataloged, and providing bibliographic instruction to students at all levels of instruction.
## RESOURCES REQUIRED FOR PLANS (ONE-YEAR PLANS)

<table>
<thead>
<tr>
<th>Department: Library</th>
<th>Year: 2008</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Plans</th>
<th>Human Resources</th>
<th>Physical Resources</th>
<th>Other Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Faculty, Staff, Consultants, etc.)</td>
<td>(Supplies, Material, Equip., etc.)</td>
<td>(Printing, Postage, Telephone, etc.)</td>
<td></td>
</tr>
<tr>
<td>Available</td>
<td>Needed</td>
<td>Available</td>
<td>Needed</td>
</tr>
</tbody>
</table>

| Goal 46            | 132000          | 150000            |

| TOTAL RESOURCES NEEDED | 132000          | 150000            |

| GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources) | 150,000 |

AVAILABLE means budgeted in current year’s budget.

In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

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Dean/Vice President: ____________________ Date: ___________

*Forward all forms to the dean by September 30 for review*
MEDIUM-RANGE PLANS: YEARS TWO AND THREE

Department: Library

Year Two

(1) To update one computer workstation in the Curriculum Laboratory.

(2) To seek increased library funding in order to meet the inflationary rates of materials and services and to meet new curricular demands on the Library.

(3) To maintain a well-managed collection.

(4) To provide continuing education for faculty and staff.

Year Three

(1) To update one computer workstation in the Main Library and one in the Curriculum Laboratory.

(2) To seek increased library funds in order to meet the inflationary rates of materials and services and to meet new curricular demands on the Library.

(3) To maintain a well-managed collection.

(4) To provide continuing education for faculty and staff.

Approved:

:______________________________

Unit Head/Director

:______________________________

Dean/Vice President

Forward all forms to the dean by September 30 for review.
RESOURCES REQUIRED FOR PLANS (TWO-YEAR PLANS)

Department: Library

Year: 2009

<table>
<thead>
<tr>
<th>PLANS</th>
<th>HUMAN RESOURCES</th>
<th>PHYSICAL RESOURCES</th>
<th>OTHER RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Refer to One-Year Plans)</td>
<td>AVAILABLE</td>
<td>NEEDED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Goal 1</td>
<td>G 1 – 0</td>
<td>3000</td>
<td></td>
</tr>
<tr>
<td>Goal 2</td>
<td>G 2 – 132000</td>
<td>165000</td>
<td></td>
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<tr>
<td>Goal 3</td>
<td>G 3 – 40000</td>
<td>50000</td>
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<tr>
<td>Goal 4</td>
<td>G 4 – 3000</td>
<td>10000</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL RESOURCES NEEDED

$132000  $168000  43000  60000

GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources)

$228000

AVAILABLE means budgeted in current year’s budget.

In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: ____________________________ Date: __________

Forward all forms to the dean by September 30 for review.
RESOURCES REQUIRED FOR PLANS (THREE-YEAR PLANS)

Department: Library
Year: 2010

<table>
<thead>
<tr>
<th>PLANS</th>
<th>AVAILABLE</th>
<th>NEEDED</th>
<th>AVAILABLE</th>
<th>NEEDED</th>
<th>AVAILABLE</th>
<th>NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN RESOURCES</td>
<td></td>
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<tr>
<td>(Faculty, Staff, Consultants, etc.)</td>
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<td></td>
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<tr>
<td>OTHER RESOURCES</td>
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<td></td>
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<tr>
<td>(Printing, Postage, Telephone, etc.)</td>
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<td>(Refer to One-Year Plans)</td>
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</tr>
<tr>
<td>Goal 1</td>
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<td>G 1 – 0</td>
<td>6000</td>
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</tr>
<tr>
<td>Goal 2</td>
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<td>G 2 – 13200</td>
<td>18000</td>
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<tr>
<td>Goal 3</td>
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<td>G 3 – 40000</td>
<td>55000</td>
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<tr>
<td>Goal 4</td>
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<td></td>
<td></td>
<td></td>
<td>G 4 – 3000</td>
<td>12,000</td>
</tr>
</tbody>
</table>

TOTAL RESOURCES NEEDED $                $132000 $186000 $70000 $67000

GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources) $253000

AVAILABLE means budgeted in current year’s budget.
In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: _____________________________ Date: _____________________________