ANNUAL ASSESSMENT PLAN
2007-2008

1. By September 30, 2008, 50% the books in the DeMay Collection will be re-classed and relabeled to exclude DM in the call number. [Anna]

2. By September 30, 2008, 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]

3. By September 30, 2008, staff will be trained to use the new OCLC cataloging programs and authority control. [John, Anna]

4. By September 30, 2008, the math textbooks will be inventoried and records updated. [Sheletha]

5. By September 30, 2008, the periodical collection will be bar-coded and in the Voyager System from I-C. [Anna]

6. By September 30, 2008, pathfinders and help guides will be developed for the University Archives, CIJNAH, genealogy, MLA, SocIndex, Criminal Justice Index, and SciFinder. [Sheila, John, Joyce, Sheletha].

7. By September 30, 2008, a one hour credit instructional program on information literacy will be developed and put on Blackboard. [John]

8. By September 30, 2008, work will have begun on a three hour credit instructional program on information literacy will be developed and put on Blackboard. [John]

9. By September 30, 2008, the development of an online tutorial on the use of the library will be completed. [John, Sheila, Sheletha]

10. By September 30, 2008, an online finding guide will be developed to help students become information literate. [John, Sheila, Sheletha]

11. By September 30, 2008, a viable alternative to the current E-Reserve delivery system will be developed. [John]
12. By September 30, 2008, the Library’s website content will be refined as necessary. [John]

13. By September 30, 2008, 20% of the Main Collection will be inventoried. [John]

14. By September 30, 2008, the Reference Collection will be inventoried. [John]

15. By September 30, 2008, two grant applications will be submitted. [John]

16. By September 30, 2008, procedures for authority work will be included in the cataloging procedures manual. [Joyce]

17. By September 30, 2008, the Library will host a conference for area teachers and librarians on electronic access to information. [John and Sheletha]

18. By September 30, 2008, the completed PowerPoint presentation on the history of the University with new landmark events will be updated. [Sheila and Vivian]

19. By September 30, 2008, 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]

20. By September 30, 2008, a “Book as Art” exhibit will be developed. [Sheila, Vivian]

21. By September 30, 2008, a library newsletter will be published. [Sheila and Vivian]

22. By September 30, 2008, oral interviews for the library’s Archives and for the purposes of UWA’s 175th anniversary celebration will be conducted. [Sheila and Vivian]

23. By September 30, 2008, the online genealogy PowerPoint will be updated. [Joyce]

24. By September 30, 2008, bib records for geological surveys will be updated. [Joyce]
25. By September 30, 2008, the Shakespeare Collection will be re-classed, re-labeled, and bib record updated. [Christin & Joyce]

26. By September 30, 2008, the cataloging procedures manual will be rewritten. [Joyce]

27. By September 30, 2008, the Servey Collection will be sorted and cataloged. [Joyce]

28. By September 30, 2008, 25% of the fiction collection will be re-classed. [Joyce].

29. By September 30, 2008, all reused numbers as per V. 1, p. 731, DDC22, will be corrected. [Joyce]

30. By September 30, 2008, all webpage links contained on the library website will be checked for accuracy and replaced/altered as required. [John]

31. By September 30, 2008, a program will be developed to assess and improve the work study students’ library research skills in order for them to assist library patrons better. [John]

32. By September 30, 2008, a procedure will be implemented for selective bagging damaged or delicate volumes in the Main Collection. [Christin]

33. By September 30, 2008, the Primrose Collection will be processed and a finding aid developed. [Christin]

34. By September 30, 3008, the 505 field will be updated in Voyager for selective volumes of short stories, literary criticism, art, and photography [Christin]

35. By September 30, 2008, identify missing/mis-shelved or inaccurate call numbers for volumes in the Main Collection. [Christin]

36. By September 30, 2008, communicate to each unit of the University the importance of record management. [Penny]

37. By September 30, 2008, inventory records housed in local units of the University. [Penny]
38. By September 30, 2008, assist units in designating and clearly marking records for retention and/or destruction.  [Penny]

39. By September 30, 2008, a Records Management Policies and Procedures Manual will be developed.  [Sheila, Penny]

40. By September 30, 2008, a clean-up project will be done for all Curriculum Laboratory Collections, including weeding, spine labels, and bar-coding.  [Sheletha]

41. By September 30, 2008, seasonal displays will be arranged in the display case.  [Vivian]

42. By September 30, 2008, a request will be made for an increase in library appropriations to cover increased cost in books, periodicals, databases, and other library materials.  [Snider]

43. By September 30, 2008, The Preservation of Church Records will be initiated.  [Snider, Sheila, Vivian]

44. By September 30, 2008, circulating books in the Alabama Room will be removed to the general collection.  [John, Anna, 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 purchase new computers for the Curriculum Laboratory’s Computer Lab.</td>
<td>Computers 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 FY2007 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>
<tr>
<td>Objective</td>
<td>Description</td>
<td>Outcome</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To make the most cost effective use of funds available.</td>
<td>Much needed funds would be save for other purposes.</td>
<td>The objective was met.</td>
<td></td>
<td></td>
</tr>
<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, including an informal reading area that houses the Charles Loveless Collection. Improvements would be made in library functions and activities. A position would be created.</td>
<td>The objective was met.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To evaluate library functions and activities on a continuous basis.</td>
<td></td>
<td>The objective was met.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To employ someone to work in Records Management.</td>
<td></td>
<td>The objective was met.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Forward all forms to the dean by October 31 for review.
Library Achievement Report
2006-2007

1. Funds were made available to purchase twelve computers for the Curriculum Laboratory.
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, including the creation of an information reading area to house the Charles Loveless Special Collection in Literature.
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.
6. A part-time position in Records Management was created.
MEDIUM-RANGE PLANS: YEARS TWO AND THREE

Department: Library  Academic Years: 2010/2011

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 (ONE-YEAR PLANS)
<table>
<thead>
<tr>
<th>Plans</th>
<th>Human Resources Available</th>
<th>Human Resources Needed</th>
<th>Physical Resources Available</th>
<th>Physical Resources Needed</th>
<th>Other Resources Available</th>
<th>Other Resources Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Faculty, Staff, Consultants, etc.)</td>
<td></td>
<td>(Supplies, Material, Equip., etc.)</td>
<td></td>
<td>(Printing, Postage, Telephone, etc.)</td>
<td></td>
</tr>
<tr>
<td>Goal 44</td>
<td>177,421</td>
<td>204,034</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Resources Needed**

177,421  
201,034

**Grand Total of Resources Needed**

201,034

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*