Mission/Purpose
The primary mission of the Julia Tutwiler Library is to enhance the teaching, research, and service function of the University of West Alabama by providing access to information. In fulfilling this mission, the Library has four distinct functions: (1) to facilitate and to improve teaching and learning by providing a diversity of information resources and services; (2) to provide resources and services relevant to the intellectual and professional growth of the faculty, staff, and students of the University of West Alabama, as well as the University's outside clientele; (3) to provide resources and services relevant to general information needs and to the personal interest needs of the University community, including the University's extended community; and (4) to help meet the educational and informational needs of the region which the University serves. In order to accomplish this mission, the Library strives to reach the following goals: (1) to acquire a collection of learning resources that meet the needs of the University; (2) to organize and manage all units of the Library so that users can effectively access resources and acquire services; (3) to create an atmosphere that encourages users to come to the Library, with particular emphasis on providing the user with assistance and instruction in the use of resources; (4) to cooperate in the development of local, regional and state information networks and resource sharing approaches to meeting the educational and informational needs of the region; (5) to staff the Library with personnel who are committed to helping the Library fulfill its mission and to reach its goals and objectives; (6) to provide opportunities for Library faculty and staff to grow professionally; and, (7) to promote throughout the University an awareness of resources available in the Library.

In meeting these goals, the Library will be striving to help the University meet the following University goals: (1) The University will address the major educational, social, cultural, and economic issues of the region and, in doing so, promote a positive self-image of the institution and the area; and, (2) The University will meet the needs of its various public, both internal and external, through the comprehensive use of information technology.

I. Goals and Outcomes/Objectives, with Any Associations and Related Measures, Achievement Targets, Findings, and Action Plans

A. Goal: Address the major educational issues of the region
Address the major educational, social, cultural, and economic issues of the region and in doing so promote a positive self-image of the institution

1. Objective: Improve access to physical resources for students
The Julia Tutwiler Library will improve access to physical resources for students

   a. Measure: Maintain accurate inventory of resources and records management system
   Maintain an accurate inventory of resources and records management system in order to improve access to resources.
   
   Source of Evidence: Administrative measure - other

   I. Achievement Targets:
   a. Complete the inventory of the Music Collection
   b. Complete the inventory of the Alabama Room Collection
   c. Investigate records management systems used by other universities.
d. Use software to make revisions, corrections, and updates to the Alabama Room Link on the library web site as needed

2. Findings (2010-2011) - Achievement Target: Partially Met
   a. Mr. Upchurch reported that the inventory of the music collection has been completed.
   b. Mr. Upchurch reported that the inventory of the Alabama Room collection is in progress and will be completed by mid September.
   c. Dr. Snider reported that the investigation of records management systems used by other universities has been done and that a set of guidelines to follow in regard to records management has been drawn up and sent to the Office of Institutional Management for final approval.
   d. Mr. Upchurch reported that some revisions, corrections, and updates have been made, but there is still some updating that needs to be done to the Alabama Room Link on the library web site. Mr. Upchurch has been working with someone from Information Systems on this process but the IS person is currently on maternity leave. When she returns he will follow up on the updating and complete the process. Mr. Upchurch is also working with IS to find a search engine for the Alabama Room Archives that will be compatible to the recently installed new system.

3. Action Plans:
   **Maintain an accurate inventory of resources**
   Mr. Upchurch will continue to complete the inventory of the Alabama Room collection to have it completed by mid September, 2011. Also, as soon as the Information Systems person returns from maternity leave, Mr. Upchurch will work with them to complete the revisions, corrections, and updating of the Alabama Room link on the library website. He will also work with them to find a new search engine for the Alabama Room Archives that is compatible with the recently installed new system.

   **Established in Cycle:** 2010-2011  
   **Implementation Status:** In-Progress  
   **Priority:** High  
   **Implementation Description:** Mr. Upchurch along with the IS staff person will update, correct, and revise the Alabama Room link on the library website and also find a new search engine for the Alabama Room Archives materials.  
   **Responsible Person/Group:** Mr. John Upchurch  
   **Implementation Notes:**  
   9/12/2011 The work to revise, correct and update the link to the Alabama Room Collections will be done in 2011-2012. The library staff member responsible for this work will also work with the Information Systems department to locate a new search engine for the archival materials in the Alabama Room.

   **Updating of Alabama Room Link on library website.**  
   The process of using software to revise, correct and update the Alabama Room Link on the library website will be completed once Mr. Upchurch and Ms Christi George can resume work together on this project. The search engine that was used before the new software was installed by IS is no longer compatible with the new system and a replacement search engine that is compatible also needs to be installed.

   **Established in Cycle:** 2010-2011  
   **Implementation Status:** In-Progress  
   **Priority:** High  
   **Implementation Description:** Updating of Alabama Room Link on library
When the Information Systems staff member returns from maternity leave, Mr. Upchurch will get with her to update the Alabama Room Link on the library website and he will also work with her to find a new search engine for the archives collection that is compatible with the new software that has been installed on the university system.

b. **Measure: Re-evaluate and update help guides**
Print pathfinders and online pathfinders and subject/help guides will be re-evaluated and updated.

Source of Evidence: Administrative measure - other

1. **Achievement Target:**
   Print and online pathfinders and subject/help guides will be re-evaluated and updated as needed

2. **Findings (2010-2011) - Achievement Target: Met**
   Mr. John Upchurch reported that all of print and online pathfinders and subject/help guides have been reevaluated and updated and that this measure has been completed.

c. **Measure: Increase access to research documents**
Increase the accessibility of research documents to students

Source of Evidence: Administrative measure - other

1. **Achievement Target:**
   a. Update or create finding aids to archival collections as needed
   b. Complete finding aids for Delta Kappa Gamma Collection

2. **Findings (2010-2011) - Achievement Target: Partially Met**
The goal of updating or creating finding aids for archival collections is an ongoing process. Ms. Loehr and Ms. Limerick are in the process of identifying all of the remaining collections that need findings aids and they will present a list to Dr. Snider at our October planning meeting. From this list they will select the collections that they will be working on for the coming year. Ms. Loehr reported that the finding aids for the Delta Kappa Gamma Collection have been completed.

3. **Action Plan:**
   **Create Finding Aids for Archival Collections As Needed**
   Identify all of the remaining collections that need finding aids.
   **Established in Cycle:** 2010-2011
   **Implementation Status:** In-Progress
   **Priority:** High
   **Implementation Description:** Compile a list of all archival collections that need finding aids and divide the list between two staff members working on the project.

d. **Measure: Provide students with greater ease in using collections**
Provide students with greater ease in using collections by re-classing collections, updating holdings information, weeding out redundant issues and shifting collections, and integrating new materials into collections.
1. **Achievement Target:**
   a. Re-class 16% (24 shelves) of the Fiction collection
   b. Re-class 50% of the 574 collection to reflect changes in DDC23
   c. Add holdings information to the catalog record of the Periodical Collection as new journals are added to collection
   d. Weed out redundant issues from the Periodical Collection
   e. Shift Periodical Collection to make room for newer editions
   f. Continue work on re-classification of the Poetry Collection and, by extension, the Literature Collection according to DDC22
   g. Continue to add the 505 fields to the Short Story Collection, Literary Criticism, Art Criticism, and Psychology

2. **Findings (2010-2011) - Achievement Target: Partially Met**
   a. The achievement target of re-classing 16% (24 shelves) of the fiction collection has been completed. In addition, the rest of the fiction collection was re-classed in 2010-2011 so this target is completed.
   b. The achievement target to re-class 50% of the 574 collection to reflect changes in DDC 22 has been completed except for the 574 collection in the curriculum lab.
   c. The achievement target of adding to the catalog record of the periodical collection any new journals received in the library is up to date and completed, but will remain an on-going process.
   d. Achievement target of weeding redundant issues from the periodical collection is completed, but remains an on-going process.
   e. The shifting of the periodical collection has been completed as well as can be done due to the shortage of space available on the shelves and is completed.
   f. The poetry collection has been re-classified and is completed.
   g. 505 field and tables of content have been added to 10% of the literary criticism 505's. This achievement is an on-going process because of the large volume of materials, and will be carried over into 2011-2012.

3. **Action Plan:**
   Provide students with greater ease in using collections
   Achievement Target 1 is to complete the re-classification of the 574 collection by re-classing the 574 collection in the curriculum lab to reflect changes in DDC22. Achievement Target 2 is continue to add holdings information to the catalog record of periodical collection as new journals are added to the collection. Achievement Target 3 is to weed out redundant issues from the periodical collection. Achievement Target 4 is to continue to re-classify the literature collection by adding a specific area to be re-classified in 2011-2012. Achievement Target 5 is to continue to add the 505 fields to the short story collection, literary criticism, art criticism and psychology.

**Established in Cycle:** 2010-2011
**Implementation Status:** In-Progress
**Priority:** High
**Implementation Description:** Provide students with greater ease in using collections
**Responsible Person/Group:** (1) Ms. Joyce Brannan (2 & 5) Ms. Christin Loehr (3) Ms. Anna Bedsole (4) Ms. Joyce Brannan and Ms. Christin Loehr
e. **Measure: Preserve materials**  
Provide greater security and preservation for rare materials in order to continue to provide adequate resources for faculty/students  

Source of Evidence: Administrative measure - other  

1. **Achievement Target:**  
a. Remove appropriate materials from the Main Collection to the Alabama Collection.  
b. Remove extremely rare books to the vault.  
c. Identify items that need repair and/or new spine labels.  
d. Stack maintenance will be done to improve and keep accurate placement of books.  
e. Monitor library on a regular basis to keep mold problem under control.  
f. Preserve the richness of cemetery art in Sumter County and surrounding areas by means of photography.  

2. **Findings (2010-2011) - Achievement Target: Partially Met**  
a. The achievement target to remove appropriate materials from the main collection to the Alabama Room collection has been carried out this year, but it is an on-going process in the library and will be carried over into 2011-2012.  
b. Extremely rare books have been removed from the main collection and placed in the vault this year. Because this process is on-going and, as more rare books may be singled out in the coming year, this target will be carried over into 2011-2012.  
c. The process of repairing books and adding new spine labels is an on-going process and will be carried over into the coming year.  
d. Stack maintenance is an on-going process and will be continued into 2011-2012.  
e. The mold problem has been monitored well and kept under control during the year, but because this is an on-going issue in the library, the target will be carried over.  
f. The achievement target of photographing cemetery art in Sumter County and surrounding areas will be carried over into 2011-2012.  

3. **Action Plan:**  
**Preservation of materials**  
(1) Appropriate materials will continue to be moved from the main collection to the Alabama Room collection. (2) Extremely rare books will continue to be singled out and moved to the vault. (3) Items that need repairing or need new spine labels will be indentified and taken care of according to the need. (4) Stack maintenance will continue to be done to assure accurate placement of books on the shelves. (5) The library will continue to be monitored for mold, particularly on the second floor. (6) The richness of cemetery art in Sumter County and surrounding areas will continue to be preserved by means of photography.  

**Established in Cycle:** 2010-2011  
**Implementation Status:** In-Progress  
**Priority:** High  
**Implementation Description:** Preservation of Materials

Implementation Notes:
9/12/2011 The various parts of the action plan to better preserve library materials will be carried out by the responsible staff members in 2011-2012.

f. Measure: Keep the services of the library dynamic
Additional funds will be requested to keep the services of the Library dynamic.

Source of Evidence: Administrative measure - other

1. Achievement Target:
   a. Request additional appropriations from the University in order for the Library to adjust to inflation.
   b. Request additional appropriations from the University to replace the outdated library security system.
   c. Request additional appropriations from the University to purchase a scanner capable of scanning pages from 18” X 24” in size.
   d. Findings (2010-2011) - Achievement Target: Met
      Additional appropriations from the University were requested in order for the library to adjust to inflation, to replace the outdated library security system, and to purchase a better quality scanner.

2. Objective: Enhance student ability to make effective use of resources
   Enhance student ability to make effective use of physical and electronic resources

   a. Measure: Host instruction sessions for academic units
      Host targeted information/instruction sessions for academic units

      Source of Evidence: Administrative measure - other

      1. Achievement Target:
         a. A survey will be taken to access information/library instruction needs.
         b. Targeted information(instruction) sessions will be held for academic units as indicated by survey.
         c. Bibliographic instruction sessions will be held for UWA 101 students

      2. Findings (2010-2011) - Achievement Target: Met
         a. Mr. John Upchurch reported that a survey was taken and that a copy of said survey is on file in the library secretary's office. This achievement target is completed.
         b. Mr. Upchurch reported that a number of information/instruction sessions were held in accordance with the survey taken and that the evaluations for these sessions are on file in the library secretary's office. This achievement target is completed.
         c. Mr. Upchurch reported that multiple sessions were held for the UWA 101 students and that this achievement target is completed. This process worked well and will become a regular occurrence each year in the library.

   b. Measure: Increase the ease of using geological survey items
      Increase the ease of using geological survey items located in the Alabama Room.

      Source of Evidence: Administrative measure - other
1. **Achievement Target:**
   Re-class the geological survey items located in the Alabama Room to reflect DDC22.

2. **Findings (2010-2011) - Achievement Target: Not Reported This Cycle**
   This measure has been put on hold for 2010-2011 because there is no good place to put the items in the Alabama Room because of the problem of the roof leaking every time there is a hard rain. Once this problem is resolved, Ms. Joyce Brannan reports that there is only one shelf of geological survey items remaining to be re-classed to reflect DDC 22.

3. **Action Plan:**
   Re-class the geological survey items located in the Alabama Room to reflect DDC 22
   When the problem of the leaking roof in the Alabama Room area of the library is resolved, the re-classing of the geological survey items to reflect DDC 22 will be completed.
   
   **Established in Cycle:** 2010-2011
   **Implementation Status:** On-Hold
   **Priority:** High
   **Implementation Description:** Reclass geological survey items in the Alabama Room to reflect DDC 22.
   **Responsible Person/Group:** Ms. Joyce Brannan

3. **Objective: Encourage students/faculty to explore a broader range of resources**
   Encourage students/faculty to explore a broader range of resources

   a. **Measure: Increase faculty and student awareness of databases and other resources available**
      Increase faculty and student awareness of databases and other resources available through the use of workshop sessions, web page links, and emails

      **Source of Evidence:** Administrative measure - other

   1. **Achievement Target:**
      Feature several databases each month through front page links on the library homepage and blanket emails.

   2. **Findings (2010-2011) - Achievement Target: Met**
      Mr. Upchurch reported that four or five databases at a time are featured each month through links on the library homepage and also by blanket emails. The measure is completed. The featuring of different databases each month will be a regular occurrence on the library homepage.

   b. **Measure: Assist students in using Interlibrary Loans**
      Assist students in using Interlibrary Loans to enhance the resources available to them.

      **Source of Evidence:** Administrative measure - other

   1. **Achievement Target:**
      New reciprocal agreements with out-of-state libraries will be made as the opportunities arise. Communicate ILL services to students and faculty with emails at the beginning of each new term
2. **Findings (2010-2011) - Achievement Target: Partially Met**
The achievement target to continue to develop reciprocal agreements for interlibrary loans with out-of-state academic libraries is an on-going process and will be carried over into 2011-2012. The achievement target to communicate ILL services via emails to students and faculty at the beginning of each new term has become an established practice with our interlibrary loan department and will automatically be done at the beginning of each new term. For this reason the second part of this target is considered to be completed and will not be carried over as an achievement target in 2011-2012.

3. **Action Plan:**
   - **Continue to develop reciprocal interlibrary loan agreements with other out-of-state library**
   As the opportunities arise, the interlibrary loan staff person will continue to develop agreements with out-of-state libraries.
   - **Established in Cycle:** 2010-2011
   - **Implementation Status:** Planned
   - **Priority:** High
   - **Implementation Description:** Develop reciprocal ILL agreements with out-of-state libraries
   - **Responsible Person/Group:** Ms. Anna Bedsole

4. **Objective: Provide research opportunities for students**
   Provide research opportunities for students through the use of digitized records and other documents.
   - **Measure: Provide access to interviews for research**
   Provide students with access to recorded interviews as needed for research on the history of UWA
   - **Source of Evidence:** Administrative measure - other

   1. **Achievement Target:**
   Conduct and record interviews with people associated with UWA’s past and also with non-university local residents because of the indirect and sometimes direct impact these interviews might have on the university's story as well.

   2. **Findings (2010-2011) - Achievement Target: Partially Met**
   Ms. Limerick and Ms. Hauser have completed their goal for oral interviews for 2010-2011. This is an on-going goal, however, and they will continue to set up appointments for interviews in the coming year.

   3. **Action Plan:**
   - **Provide access to oral interviews for research**
   Ms. Limerick and Ms. Hauser will continue to schedule and record oral interviews with people associated with UWA's past and also with non-university local residents because of the direct and sometimes indirect impact these interviews might have on the university's story.
   - **Established in Cycle:** 2010-2011
   - **Implementation Status:** In-Progress
   - **Priority:** High
   - **Implementation Description:** Conduct and record oral interviews that would relate to the university's past history
Responsible Person/Group: Ms. Sheila Limerick and Ms. Vivian Hauser
Implementation Notes: 9/12/2011 Staff members responsible for doing the oral interviews will set up appointments for oral interviews in 2011-2012.

b. Measure: Increase the number of records of Sumter County history
Increase the number of records the Library has in the area of Sumter County history.

Source of Evidence: Administrative measure - other

1. Achievement Target:
Increase the number of records the Library has in the area of Sumter County history by encouraging local residents to allow the library to digitize their family records and to also encourage the donation of historical memorabilia for preservation in the Alabama Room.

2. Findings (2010-2011) - Achievement Target: Partially Met
Historical memorabilia has been donated to the Alabama Room during 2010-2011, and the objective for the coming year is to continue to encourage local residents to donate memorabilia to the Julia Tutwiler Library Archives for preservation. This encouragement will not be limited to Sumter County residents only, however, but will be extended to include anyone who has memorabilia related to the history of Sumter County and UWA.

3. Action Plan:
Increase the number of records for both Sumter County and UWA's history
Continue to encourage the donation of historical memorabilia on Sumter County and UWA to the archives department of the Julia Tutwiler Library.
Established in Cycle: 2010-2011
Implementation Status: In-Progress
Priority: High
Implementation Description: Contact individuals who might have memorabilia that they would like to donate to the archives department of the JTL.
Responsible Person/Group: Ms. Vivian Hauser
Implementation Notes: 9/12/2011 The library staff person who is responsible for seeking out records from residents in the area on the history of Sumter County and UWA will continue to make contacts in 2011-2012.

B. Goal: Provide effective administrative services
Provide effective administration services to support the mission

1. Objective: Increase visibility and promotion of library resources and services
Increase visibility and promotion of library resources and services

a. Measure: Provide greater access to online resources for students
Provide greater access to online resources for students

Source of Evidence: Administrative measure - other

1. Achievement Target:
Maintain the library facebook page and website.
2. **Findings (2010-2011) - Achievement Target: Met**
   Mr. Upchurch reported that the library has a Facebook page that is being regularly maintained now and that he has added Twitter also. This measure has been completed and will become a regular occurrence on the library Facebook.

b. **Measure: Continue to digitize documents for the Black Belt Church Records Project**

   Continue to digitize documents for the Black Belt Church Records Project

   **Source of Evidence:** Administrative measure - other

1. **Achievement Target:**
   Additional church records will be digitized as they become available as part of the ongoing Black Belt Church Records Project.

2. **Findings (2010-2011) - Achievement Target: Partially Met**
   The process of obtaining and digitizing church records from Black Belt Churches has slowed down considerably this year while the library is in the process of purchasing a new scanner. The library received a grant from the State of Alabama Records Department that will help to supplement the purchase of a better quality scanner for use in the digitization of fragile records. The process of obtaining records and digitizing them is on-going and once the new scanner is put into operation in the early part of 2011-2012, the pace will pick increase. The library staff will be working on this project as long as there are records to be digitized.

3. **Action Plan:**
   **Digitize documents for the Black Belt Church Records project**

   Continue to seek out church records of active and inactive churches in Sumter County and surrounding areas for digitization project.

   **Established in Cycle:** 2010-2011

   **Implementation Status:** In-Progress

   **Priority:** High

   **Implementation Description:** As soon as the new scanner is in place in the library, resume the digitization project.

   **Responsible Person/Group:** Ms. Sheila Limerick Ms. Vivian Hauser Ms. Christin Loehr

   **Implementation Notes:**
   9/12/2011 Once the new scanner is ordered and in operation in the library, the pace will step up on obtaining and digitizing church records from both active and inactive churches in Sumter County and the surrounding areas.

c. **Measure: Increase use of the library facilities**

   Increase the use of library facilities by faculty and students by finding ways to make the library more attractive and inviting.

   **Source of Evidence:** Administrative measure - other

1. **Achievement Target:**
   Staff will continue find ways to make the library more attractive and inviting for faculty, students, and community patrons.

2. **Findings (2010-2011) - Achievement Target: Met**

   A library committee composed of Ms. Hauser, Ms. Bedsole, and Mr. Upchurch
was appointed by Dr. Snider to develop a plan for refurbishing the library. The committee presented a list of refurbishing suggestions to the library staff at the August assessment day and upon approval of the suggestions, the report was forwarded on the Office of the Provost.

2. **Objective: Increase efforts to provide assistance to students/faculty**
   Increase the efficiency and performance of staff and/or work study students to provide assistance to students/faculty when using the library.

   a. **Measure: Host bibliographic instruction sessions**
      Organized bibliographic instruction sessions will be planned and implemented for the library work study students.

      Source of Evidence: Administrative measure - other

      1. **Achievement Target:**
         Conduct sufficient number of bibliographic instruction sessions to insure that all library work study students have the opportunity to participate

      2. **Findings (2010-2011) - Achievement Target: Met**
         The practice of conducting bibliographic instruction sessions for all library work study students at the beginning of each new school term has been implemented and this has greatly increased the productivity of the work study students in helping their fellow students with their needs in the library.

3. **Objective: Provide research opportunities for students**
   Provide research opportunities for students through the use of digitized records and other documents.

   a. **Measure: Provide access to interviews for research**
      Provide students with access to recorded interviews as needed for research on the history of UWA

      Source of Evidence: Administrative measure - other

      1. **Achievement Target:**
         Conduct and record interviews with people associated with UWA's past and also with non-university local residents because of the indirect and sometimes direct impact these interviews might have on the university's story as well.

      2. **Findings (2010-2011) - Achievement Target: Partially Met**
         Ms. Limerick and Ms. Hauser have completed their goal for oral interviews for 2010-2011. This is an ongoing goal, however, and they will continue to set up appointments for interviews in the coming year.

3. **Action Plan:**
   Provide access to oral interviews for research
   Ms. Limerick and Ms. Hauser will continue to schedule and record oral interviews with people associated with UWA's past and also with non-university local residents because of the direct and sometimes indirect impact these interviews might have on the university's story.

   **Established in Cycle:** 2010-2011

   **Implementation Status:** In-Progress

   **Priority:** High
**Implementation Description:** Conduct and record oral interviews that would relate to the university's past history

**Responsible Person/Group:** Ms. Sheila Limerick and Ms. Vivian Hauser

**Implementation Notes:** 9/12/2011 Staff members responsible for doing the oral interviews will set up appointments for oral interviews in 2011-2012.

b. **Measure: Increase the number of records of Sumter County history**

Increase the number of records the Library has in the area of Sumter County history.

Source of Evidence: Administrative measure - other

1. **Achievement Target:**

   Increase the number of records the Library has in the area of Sumter County history by encouraging local residents to allow the library to digitize their family records and to also encourage the donation of historical memorabilia for preservation in the Alabama Room.

2. **Findings (2010-2011) - Achievement Target: Partially Met**

   Historical memorabilia has been donated to the Alabama Room during 2010-2011, and the objective for the coming year is to continue to encourage local residents to donate memorabilia to the Julia Tutwiler Library Archives for preservation. This encouragement will not be limited to Sumter County residents only, however, but will be extended to include anyone who has memorabilia related to the history of Sumter County and UWA.

3. **Action Plan:**

   Increase the number of records for both Sumter County and UWA's history

   Continue to encourage the donation of historical memorabilia on Sumter County and UWA to the archives department of the Julia Tutwiler Library.

   **Established in Cycle:** 2010-2011

   **Implementation Status:** In-Progress

   **Priority:** High

   **Implementation Description:** Contact individuals who might have memorabilia that they would like to donate to the archives department of the JTL.

   **Responsible Person/Group:** Ms. Vivian Hauser

   **Implementation Notes:** 9/12/2011 The library staff person who is responsible for seeking out records from residents in the area on the history of Sumter County and UWA will continue to make contacts in 2011-2012.

II. **Other Plans for Improvement**

A. **Planned Items**

   1. **Increase access to research documents**

      The staff person will continue to contact people associated with Delta Kappa Gamma to obtain the necessary information to complete the finding aid for this collection. Work will continue to develop finding aids for resources in Archives also.

      **Established in Cycle:** 2009-2010

      **Implementation Status:** Planned

      **Priority:** High

      **Responsible Person/Group:** Christin Lochr
2. **Digitize Black Belt church records**
The library will continue to digitize church records that it has now, and will contact individuals to obtain more records to digitize.

**Established in Cycle:** 2009-2010  
**Implementation Status:** Planned  
**Priority:** High  
**Responsible Person/Group:** Sheila Limerick Vivian Hauser Christin loehr  
**Additional Resources Requested:** The library has some church records that are contained in books from the Sumter County Probate Office. The pages in these books are 18” x 11” and we do not have a machine that can digitize anything this large. Also, there are machines available now that can digitize open books rather than pressing them face down on a screen. A large majority of the records that we digitize are very fragile and putting pressure on the spines of the books could damage them.

3. **Assist students in using Interlibrary Loans**
The library will continue to seek out Interlibrary Loan reciprocal agreements with out-of-state libraries in 2010-2011, and the process of sending out emails on ILL services to faculty and students at the beginning of each semester will continue in 2010-2011.

**Established in Cycle:** 2009-2010  
**Implementation Status:** Planned  
**Priority:** High  
**Responsible Person/Group:** Anna Bedsole

4. **Host instruction sessions for academic units**
This particular measure was for information/instructions sessions for faculty so that they could become more familiar with using the databases and other resources of the library. These sessions will help the faculty to instruct their students to better use the library resources. The faculty survey will be conducted in Fall Term 2010 and if the results indicate that there is a need for the sessions, they will be provided.

**Established in Cycle:** 2009-2010  
**Implementation Status:** Planned  
**Priority:** High  
**Responsible Person/Group:** John Upchurch

5. **Increase faculty and student awareness of databases & other resources available**
The staff person responsible for featuring two databases each month on the library homepage and also sending out blanket emails will begin this process in Fall Term 2010.

**Established in Cycle:** 2009-2010  
**Implementation Status:** Planned  
**Priority:** High  
**Responsible Person/Group:** John Upchurch

6. **Increase number of records of Sumter County history**
The staff will continue to encourage the digitization of local family records and also the donation of historical memorabilia for preservation in the Alabama Room.

**Established in Cycle:** 2009-2010  
**Implementation Status:** Planned  
**Priority:** High  
**Responsible Person/Group:** Vivian Hauser

7. **Provide access to interviews for research**
The staff will continue to set appointments both locally and out of town for oral interviews with former alumni to record and preserve the history of UWA.

**Established in Cycle:** 2009-2010  
**Implementation Status:** Planned
Priority: Low
Responsible Person/Group: Sheila Limerick Vivian Hauser

8. Re-evaluating and updating of help guides
The print and online pathfinders and subject/help guides will continue to be re-evaluated and updated as needed.
Established in Cycle: 2009-2010
Implementation Status: Planned
Priority: High

9. Digitize Church Records
The action plan for this measure is to continue to digitize church records as they become available. Once a scanner is purchased that is capable of doing larger pages, to digitize the large record books from the Sumter County Probate Judge's office and the other more fragile records as well.
Established in Cycle: 2009-2010
Implementation Status: Planned
Priority: High
Responsible Person/Group: Sheila Limerick, Vivian Hauser, & Christin Loehr

B. Items In Progress
1. Action Plan for Measure to maintain accurate inventory of resources & records management system
The inventories of the Music Collection and the Alabama Room Collection will be completed in the Fall 2010 term with the help of work study students. The Alabama Room page link on the Library Homepage will be updated in the Fall 2010 term now that the staff person responsible for the update has been given access to make changes. When the Records Management staff person returns to work following her leave of absence, the records management systems will be studied in an effort to improve our UWA system.
Established in Cycle: 2009-2010
Implementation Status: In-Progress
Priority: High
Responsible Person/Group: John Upchurch Christin Loehr Penny Seale
Implementation Notes:
9/12/2011 The Music Collection and the Alabama Room Collection will be completed in Fall 2010 and the Alabama Room homepage will be updated also.

2. Action Plan for Measures and Findings to re-evaluate and update help guides
Both print and online pathfinders and subject/help guides will be updated in Fall 2010 term.
Established in Cycle: 2009-2010
Implementation Status: In-Progress
Priority: High
Responsible Person/Group: John Upchurch
Implementation Notes:
9/12/2011 All print and on-line pathfinders and subject/help guides will be updated and the measure completed in Fall 2010.

III. Analysis Answers
A. What specific strengths did your assessments show? (Strengths)
In the 2010-2011 cycle the Julia Tutwiler Library worked with a total of sixteen measures, with many of the achievement targets for these measures having multiple parts. Of the sixteen measures, seven were partially met, seven were completely met, and two were put on hold because of circumstances that are beyond control of the library. All of the measures were geared toward improving student learning by improving access to physical resources,
enhancing student ability to make effective use of resources, encouraging students and faculty to explore a broader range of resources, increasing visibility and promotion of library resources and services, increasing efforts to provide assistance to students and faculty, and providing research opportunities for students. All of the measures that were partially met had multiple achievement targets and, in the majority of these, all of the targets were met except one. This high percentage of completed and partially completed measures indicates the strength and dedication of the staff of the Julia Tutwiler Library to the service of the students and faculty of the University of West Alabama, with a strong emphasis on student learning. One of the key elements of the library's mission is enhancing the teaching, research, and service functions of the University by providing the best possible access to information for its faculty, students, and patrons in the community as well, and the work accomplished this year on the library's goals greatly improved the access to information and the service functions of the library.

B. What specific weaknesses or challenges did your assessments show? (Weaknesses)
The assessments show that our main challenges are having to deal with a lack of space, shortage of staff, and a need for some specialized equipment. One of the main preservation projects that the staff is pursuing is the digitizing of church records in Sumter County and surrounding areas, and we are hoping to be able to purchase a new scanner that will make it possible to digitize records that are too fragile for the scanners that we now have. We also have a problem of the roof leaking in the area of the Alabama Room and having to deal with this issue in an area where precious archives are stored presents extra challenges to the staff whenever heavy rain and thunderstorms are expected.

C. What plans were implemented?
1. The inventory of the music collection has been implemented and completed.
2. The inventory of the Alabama Room collection has been implemented and completed.
3. The plan to draw up a set of guidelines for the university to follow in regard to records management has been implemented and completed.
4. Revisions, corrections, and updates have been implemented on the Alabama Room link on the library page. More will be done in the coming year.
5. Print and online pathfinders and subject/help guides have been re-evaluated and updated and is on-going.
6. A survey to access information/library instruction needs has been taken and the results of the survey have been carried out.
7. Multiple bibliographic instruction sessions have been held for UWA 101 students.
8. The practice of featuring several databases each month on the library homepage has been established.
9. A library home page has been set up and is being maintained on a regular basis.
10. The practice of conducting bibliographic instruction sessions for all library work study students at the beginning of each new term has been implemented.
11. Digitization of church records from Black Belt churches has been implemented and is on-going.
12. The process of implementing the updating or creating of finding aids for archival collections has been implemented.
13. The process of conducting oral interviews on the history of UWA has been implemented and is on-going.
14. The process of seeking historical memorabilia in the area of history of UWA and Sumter County has been implemented and is on-going.
15. The process of re-classing geological survey items in the Alabama Room to reflect DDC 22 has been implemented, but is on hold for the present time until the issue of roof leakage can be resolved.
16. The re-classing of the fiction collection has been implemented and completed.
17. The re-classing of the 574 collection to reflect DDC 22 has been implemented and with the exception of the 574 collection in the curriculum laboratory has been completed.
18. The weeding out of redundant issues from the periodical collection has been implemented. 18. The process of shifting the periodical collection to make room for newer edition has been implemented.

19. The re-classing of the poetry collection to reflect DDC 22 has been implemented and completed.

20. The process of adding tables of content to the short story collection and literary criticism in the 505 field has been implemented.

21. The process of adding new journals to the catalog record of the periodical collection has been implemented and completed.

22. The practice of developing new interlibrary loan reciprocal agreements with out-of-state academic libraries has been implemented.

23. The practice of communicating interlibrary loan services via emails with students and faculty at the beginning of each new term has been implemented.

24. The process of removing appropriate materials from the main collection to the Alabama Room collection has been implemented and is on-going.

25. The process of removing extremely rare books from the main collection to the vault has been implemented and is on-going.

26. The process of using work study students under staff supervision to do stack maintenance has been implemented and is ongoing.

27. The process of identifying books that need repair or new spine labels has been implemented and is on-going.

28. The process of monitoring the library for mold problems has been implemented and is on-going.

29. The process of preserving the richness of cemetery art in Sumter County by means of photography has been implemented and is on-going.

30. The plan to find ways to make the library more attractive and inviting for student, faculty and local patrons has been implemented.

31. The plan to seek additional monetary appropriations for 2010-2011 was implemented and funds were provided.

D. What plans were not implemented?
There were no plans that were not implemented in 2010-2011. The plan to re-class the geological survey items to reflect DDC 22 was implemented in the 2009-2010 cycle, but it was put on hold in 2010-2011 until the issue of water leaking into the Alabama Room was resolved. There is no available space in the Alabama Room at the present time to shelve these items.

E. How will assessment results be used for continuous improvement?
Many of the measures in the Julia Tutwiler Library's outcomes and objectives for the 2010-2011 cycle are on-going, and they will be carried over into 2011-2012. The library staff will continue to improve service and provide better managed resources for the students and faculty.

IV. Annual Reports
A. Key Achievements
In the 2010-2011 cycle the Julia Tutwiler Library worked with a total of 16 measures and 47 achievement targets associated with these measures. Seven of the measures were met and eight of the measures were partially met. Each of the partially met measures had multiple achievement targets and, in most of the cases, there was only one target out of several that was not completed so the over all accomplishments of the staff were outstanding for the year. Please refer to the Achievement Summary for more details.

B. Faculty Achievements
Two of the library faculty members are involved in ongoing scholarly research in the areas of using social media websites in the library and stone soldiers in Alabama. Two faculty
members have submitted an article for publication, and one faculty member has presented two genealogy workshops. One faculty member conducted a planning day workshop for Library Media faculty in June, 2011, and also conducted a meeting of the Library Media Advisory Council in July, 2011. One faculty member was elected chair of Ex Libris Users of North America Southeast Users Group while another faculty member served on the Network of Alabama Academic Libraries Digital Content Committee. One library faculty received tenure in November, 2010, and two more faculty members are standing for tenure in the coming year.

C. Staff Achievements
One library staff member is involved in scholarly research by using photography to document the richness of cemetery art in Sumter County and surrounding areas in the Black Belt. Another staff member has submitted two epic poems for publication. Two staff members attended a digitization workshop at the Alabama Department of Archives and History and one participated in an online workshop entitled "Hidden Treasurers: Rare Book in the Library." One of the library staff members received her M.B.A. degree from the University of North Alabama in December, 2010, and is now working on a second master's degree in Library Media at the University of Alabama.

D. Public/Community Service
The Julia Tutwiler Library faculty and staff members are very active in public/community service. Several serve on the Sumter County Fine Arts Council as directors and one serves as the programs chairman while another is the historian. One is a trustee on the board of the Ruby Pickens Tartt Public Library and two are directors on the board of the Friends of the Library organization for the Ruby Pickens Tartt Public Library. One member is the secretary of the local Lions Club. One member serves as chairman of the Livingston Beautification Board and is president of the Community Services Society, which is a nonprofit organization for the sole purpose of performing charitable or benevolent services within the city of Livingston. Faculty and staff members are involved in a number of other civic clubs in the community as well.