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.

I. Goals, Outcomes/Objectives, and Related Measures, Targets, Findings, and Action Plans

A. Goals: 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.

1. Achievement Target:
Complete annual inventory of the records management system. Inventory resources as needed.

2. Findings (2011-2012) - Target: Not Met
The Records Management Associate has been on leave from the library due
to illness and therefore the 2011-2012 inventory is on hold at the present time.

3. **Action Plan:**

   **Complete Annual Inventory of the Records Management System**
   Maintain accurate inventory of resources and records management system.
   
   **Established in Cycle:** 2011-2012
   **Implementation Status:** On-Hold
   **Priority:** High
   **Implementation Description:** The records management associate is on leave from the library due to a serious illness. When she is able to return to work, the annual inventory of the records management system will be completed.
   **Responsible Person/Group:** Ms. Penelope Seale
   **Additional Resources Requested:** None

b. **Measure: Provide students with great 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:**
      (1.) Re-class 16% (24 shelves) of the Fiction collection  
      (2.) Re-class 50% of the 574 collection to reflect changes in DDC23  
      (3.) Add holdings information to the catalog record of the Periodical Collection  
      (4.) Weed out redundant issues from the Periodical Collection  
      (5.) Shift Periodical Collection to make room for newer editions  
      (6.) Complete reclassification of the Poetry Collection and, by extension, the Literature Collection according to DDC22  
      (7.) Continue to add the 505 fields to the Short Story Collection, Literary Criticism, Art Criticism, and Psychology.

   2. **Findings (2011-2012) - Target: Met**
      (1.) The entire fiction collection has been re-classed and this target is complete.  
      (2.) The entire 574 collection has been re-classed in the main library and the Curriculum Library to reflect changes in DDC23.  
      (3.) The holdings information to the catalog record of the periodical collection is up to date.  
      (4.) Redundant issues have been weeded from the periodical collection.  
      (5.) The periodical collection has been shifted to make room for newer editions.  
      (6.) The re-classification of the poetry collection and literature collection is complete.  
      (7.) The 505 fields have been added where needed.

c. **Measure: Preserve materials**

   Provide greater security and preservation for rare materials in order to continue to provide adequate resources for faculty/students.

   1. **Achievement Target:**
      (1.) Remove appropriate materials from the Main Collection to the Alabama Collection  
      (2.) Remove extremely rare books to the vault  
      (3.) Identify items that need repair and/or new spine labels  
      (4.) Stack maintenance will be done
to improve and keep accurate placement of books (5.) Control mold problem in the library (6.) Preserve the richness of cemetery art in Sumter County and surrounding areas

2. Findings (2011-2012) - Target: Met
(1.) The removal of appropriate materials from the Main Collection to the Alabama Collection is up to date. (2.) The removal of extremely rare books to the vault is up to date. (3.) The repair of books and the replacement of old spine labels is done as needed and this target is considered complete at this time. (4.) Stack maintenance is a continuous process with much of this work being done by the work study students. (5.) The mold problem is under control in the library at this time and continuous monitoring is done throughout the year to insure that it remains under control. (6.) The project of photographing tombstones to preserve the richness of cemetery art in Sumter County and surrounding areas has been established and will continue as the opportunity arises.

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

1. Achievement Target:
Request additional appropriations from the University in order for the Library to adjust to inflation.

2. Findings (2011-2012) - Target: Met
Additional funds were provided by the administration for the library in 2011-2012. These funds helped to supplement the purchase of new databases and to cover the increased cost of current databases, journals, and books due to inflation. The funds also supplemented the additional purchases for collections for the new integrated Fine Arts major. A new security security and a new scanner were also purchased with additional funds provided by the administration.

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.

1. Achievement Target:
Host instruction sessions for students in multiple disciplines.

2. Findings (2011-2012) - Target: Met
During the past year specialized sessions were hosted in business, education, history, library media, and English. The library staff will continue to conduct these sessions in the coming terms because the session evaluations bear out the fact that they serve as an important tool in student learning in the various academic units.
3. Objective: Encourage students/faculty to explore a broader range of resources
   Encourage students/faculty to explore a broader range of resources.

   a. Measure: Instruct faculty and students on database information and resources available
      Instruct faculty and students on database information and resources available through the use of workshop sessions, web page links, and emails.

      1. Achievement Target:
         Host bibliographic instruction sessions for UWA 101 students to make them more aware of the resources that are available.

      2. Findings (2011-2012) - Target: Met
         Multiple bibliographic instruction sessions were conducted for the UWA 101 students during 2011-2012 to better inform the freshmen students of the resources that are available in the library and thru the online databases. These sessions will be continued in the coming terms because the student and instructor evaluations indicate that the students find them helpful and informative.

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

      1. Achievement Target:
         (1.) Modify and improve ILL procedures and policies and remove outdated/unnecessary procedures from the ILL procedures (2.) New reciprocal agreements with out-of-state libraries will be made (3.) Communicate ILL services to students and faculty

      2. Findings (2011-2012) - Target: Met
         All of the improvements to the interlibrary loan system have been implemented in 2011-2012 and it has operated smoothly as a result of these implementations. Many requests from UWA students and faculty as well as requests from other sources have been fulfilled.

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.

      1. Achievement Target:
         Maintain the library Facebook page and website.
2. **Findings (2011-2012) - Target: Met**  
The library website has been operating well in 2011-2012 and has been updated on a regular basis. The library Facebook page has also been serving the students, faculty and alumni well during the second year of its use. Since both of these resources have become an established service to increase library visibility and promote library resources and services to students, faculty, and alumni, this achievement target has been completed.

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

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 (2011-2012) - Target: Met**  
The new scanner has been purchased and installed in the library, and the staff members responsible for this project have been learning to operate it. The work of digitizing documents for the ongoing Black Belt Church Records Project will continue to be a vital project for the library archives department and more records will be digitized as they become available.

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 work study students.

1. **Achievement Target:**  
Provide bibliographic instruction sessions for all library work study students.

2. **Findings (2011-2012) - Target: Partially Met**  
In addition to bibliographic sessions in the computer lab for all library work study students, the User Services Librarian planned to set up various pod casts in 2011-2012 for the work study students. The purpose of the pod casts will be to assist the work study students in learning the necessary skills to provide assistance to students, faculty, and patrons in the library. Because this was not accomplished this year, the pod casts creation project will be carried over into 2012-2013.

3. **Action Plan:**  
**Creation of pod casts to train work study students**  
The following pod casts will be created to help train work study students in the library: (1.) Shelf Maintenance. This pod cast will help students understand the call number system and help them to recognize problems in the shelving process. (2.) Front Desk Procedure. This pod cast will teach the process of checking books in and out and also teach them how to search the
web based catalog and use Voyager ILS. (3.) General Search Tips for Databases. This pod cast will give general tips to use when searching the databases. It could be used by any one needing help in this area and not just limited to use by library work study students.

**Established in Cycle:** 2011-2012  
**Implementation Status:** Planned  
**Priority:** High  
**Implementation Description:** A script will be written and staff members will be recorded presenting the procedures to follow for each teaching pod cast.

**Responsible Person/Group:** John Upchurch will coordinate the project with the help of other library staff members.

**Additional Resources Requested:** No additional resources will be needed

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.

1. **Achievement Target:**  
Conduct and record interviews on the history of UWA.

2. **Findings (2011-2012) - Target: Met**  
Several oral interviews were recorded in 2011-2012 and a list has been drawn up of possible prospects to contact in the coming year.

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.

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 (2011-2012) - Target: Met**  
Several items relating to Sumter County history were donated to the archival department in 2011-2012 for preservation in the Alabama Room. Efforts will continue to be made to encourage donations to the Alabama Room.

II. **Other Plans for Improvement:**

A. **Feature Databases on Library Website**  
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: Finished
Priority: Medium
Implementation Description: Feature two databases each month on the library website.
Responsible Person/Group: John Upchurch
Additional Resources Requested: None

B. Preserve materials
In 2010-2011 appropriate materials will continue to be moved from the Main Collection to the Alabama Room and rare books will be placed in the vault for safe keeping. The repair of books and addition of new spine labels is an ongoing task at the library as is stack maintenance and checking books for proper placement and these targets will be continued in 2010-2011. The photography of cemetery art in Sumter County and surrounding counties will continue into 2010-2011.

Established in Cycle: 2009-2010
Implementation Status: Finished
Priority: Medium
Implementation Description: Monitor shelves for materials that need to be moved to the Alabama Room. Check books to see if repairs are needed or spine labels need to be replaced. Continue photographing tombstones in area cemeteries
Responsible Person/Group: Anna Bedsole, Christin Loehr & Vivian Hauser
Additional Resources Requested: None

C. 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: Finished
Priority: Medium
Implementation Description: Responsible staff members will review online pathfinders and subject/help guides and update them as necessary.
Responsible Person/Group: John Upchurch, Sheila Limerick
Additional Resources Requested: None

D. Seek ILL reciprocal agreements with out of state libraries
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: Finished
Priority: High
Implementation Description: Seek out reciprocal agreements with other libraries and continue to inform students and faculty at the beginning of each term about the ILL services of the library by emails.
Responsible Person/Group: Anna Bedsole
Additional Resources Requested: None
E. 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: Finished
Priority: High
Implementation Description: Develop reciprocal ILL agreements with out-of-state libraries
Responsible Person/Group: Ms. Anna Bedsole
Additional Resources Requested: None

F. 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.
Responsible Person/Group: Ms. Sheila Limerick Ms. Christin Loehr

G. 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: Finished
Priority: Medium
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

H. 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: Finished
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
Additional Resources Requested: None

I. 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:** Finished  
**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

J. 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:** Finished  
**Priority:** High  
**Implementation Description:** Preservation of Materials  
**Responsible Person/Group:** (1) Ms. Anna Bedsole (2) Ms. Anna Bedsole (3) Ms. Christin Loehr and Ms. Anna Bedsole (4) Ms. Christin Loehr (5) Ms. Christin Loehr (6) Ms. Vivian Hauser  
**Additional Resources Requested:** None

K. 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:** Finished  
**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

L. Provide students with greater ease in using collections

Re-class the 574 collection in the curriculum lab to reflect changes in DDC 22. Add holdings information to the catalog record of periodical collection as new journals are added to the collection. Weed out redundant issues from the periodical collection. Continue to re-classify the literature collection by adding a specific area to be re-classified in 2011-2012. Continue to add the 505 fields to the short story collection, literary criticism, art criticism and psychology.  
**Established in Cycle:** 2010-2011  
**Implementation Status:** Finished  
**Priority:** High  
**Implementation Description:** Provide students with great 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

M. **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:** Finished  
**Priority:** High  
**Implementation Description:** Updating of Alabama Room Link on library website

N. **Continuing education for faculty and staff**
To provide continuing education for library faculty and staff in order to keep them abreast of latest technologies and trends in the library field.

**Established in Cycle:** 2011-2012  
**Implementation Status:** Finished  
**Priority:** Medium  
**Implementation Description:** Faculty and staff will attend selected conferences and workshops that relate to their particular responsibilities in the library.

**Responsible Person/Group:** All staff members  
**Additional Resources Requested:** None

O. **Create finding aids for archival collections**
Identify archival collections that are in need of finding aids.

**Established in Cycle:** 2011-2012  
**Implementation Status:** Finished  
**Priority:** High  
**Implementation Description:** Compile a list of the archival collections that need finding aids and divide the list between the two staff members working on this project. Each staff member will decide on the collections for which they will be responsible for in 2011-2012.

**Responsible Person/Group:** Ms. Christin Loehr Ms. Sheila Limerick  
**Additional Resources Requested:** None

P. **Maintain a well managed collection**
Maintain a well managed collection in library

**Established in Cycle:** 2011-2012  
**Implementation Status:** Finished  
**Priority:** High  
**Implementation Description:** Regular stack maintenance will be done to retrieve misshelved books and to also maintain the order and physical appearance of the collection. Outdated textbooks and professional resources will be removed by using approved criteria.

**Responsible Person/Group:** Christin Loehr  
**Additional Resources Requested:** None
Q. Purchase Scanner
Purchase a scanner capable of scanning pages up to 18" X 24"
Established in Cycle: 2011-2012
Implementation Status: Finished
Priority: High
Implementation Description: Research vendors to choose the scanner that best meets the needs of our library. In order to scan large pages we need a scanner capable of scanning pages up to 18 inches by 24 inches.
Additional Resources Requested: Funds will be needed to purchase scanner
Budget Amount Requested: $31,000.00 (recurring)

R. Replacement of Security System
Replacement of outdated library security system
Established in Cycle: 2011-2012
Implementation Status: Finished
Priority: High
Implementation Description: Seek extra funds to replace outdated security system
Responsible Person/Group: Dr. Snider
Additional Resources Requested: Additional Funds will be needed
Budget Amount Requested: $16,266.00 (recurring)

S. Seek increased library funding to meet inflationary needs
Seek increased library funding in order to meet the inflationary rates of materials and services and to meet new curricular demands on the library.
Established in Cycle: 2011-2012
Implementation Status: Planned
Priority: High
Implementation Description: Request additional appropriations from the university
Additional Resources Requested: Funds to meet inflationary rates for materials and services
Budget Amount Requested: $249,594.00 (recurring)

T. Update computer in Curriculum Laboratory
Update one computer in the Curriculum Laboratory
Established in Cycle: 2011-2012
Implementation Status: Planned
Priority: Medium
Implementation Description: Decide which computer needs to be updated and consult with Information Systems
Additional Resources Requested: Funds to purchase computer
Budget Amount Requested: $1,000.00 (recurring)

III. Analysis Questions and Analysis Answers

A. What specific strengths did your assessments show? (Strengths)
In the 2011-2012 cycle the Julia Tutwiler Library worked on a total of twelve measures, with several measures having more than one achievement target. Of these
twelve measures, ten were met, one was partially met and one measure was put on hold due to circumstances beyond the control of the library. This cycle saw ten measures completed that had been carried over for several cycles. All of these measures focused on (1.) improving student learning by improving access to physical resources; (2.) enhancing student ability to make more effective use of resources; (3.) encouraging students and faculty to explore a broader range of resources; (4.) increasing visibility and promotion of library resources and services; and, (5.) providing research opportunities for students and faculty. The completion of ten measures in the 2011-2012 cycle indicates the dedication of the Julia Tutwiler Library staff to provide the best possible service and resources for the faculty and students of The University of West Alabama. The completion of updates to the cataloging system and the concerted effort to better train the library work study students certainly benefits both the faculty and students in their use of the library's resources. Another important strength that is revealed by the completion of these measures is the dedication of the staff to the preservation of the historical heritage of Sumter County and the surrounding counties. The Black Belt Church Records project which was started several years ago seeks out old church records from individuals in the county. They are brought into the library to be digitized. Often times the churches are no longer active and the records are in grave danger of being destroyed or lost for future generations. The project was greatly enhanced by the purchase of the new scanner this past year which gives the staff the capability of digitizing larger and more fragile records. Also, the oral interviews with individuals connected with the university's past and the encouragement of donations of historic memorabilia to the archives shows dedication to preservation of the historical heritage of the area for future generations.

B. What specific weaknesses or challenges did your assessments show?
(Weaknesses)
As in the past, there are three main challenges that face the library. These challenges are a lack of space, shortage of staff, and the problems associated with a leaking roof upstairs, particularly in the area of the Alabama Room. The library has a need for more study and conference areas and at the present time, the space is not available to provide these. Extra staff could be used to help with the digitizing of records. Also, because moisture is so detrimental to books and historical records, the upstairs area must be regularly monitored for signs of mold.

C. What plans were implemented?
The following plans were implemented in the 2011-2012 cycle: (1.) Bibliographic instruction sessions were conducted in the computer lab for UWA 101 students, library work study students, and also multiple discipline classes. (2.) Library website and facebook page were updated and maintained. (3.) Staff members involved in the church records digitization project held training sessions on operating the new library scanner. (4.) The project of conducting oral interviews with individuals connected with the university's past and also Sumter County history was continued in this cycle. (5.) Fiction collection was re-classed (6.) The entire S74 collection was re-classed. (7.) The catalog record of the holdings in the periodical collection was updated. (8.) Redundant issues were weeded from the periodical collection. (9.) The periodical collection was shifted as much as possible to make room for newer editions (10.) The re-classification of the poetry and literature collection was completed. (11.) The 505 fields were added where needed
in the catalog records system. (12.) The Interlibrary Loan system has been improved and updated. (13.) Appropriate materials have been moved from the main collection to the Alabama Room Collection. (14.) Rare books have been placed in the vault. (15.) Book repairs have been made and spine labels have been replaced where needed. (16.) Stack maintenance has been done. (17.) The library mold problem is under control and being monitored for future problems. (18.) The preservation of cemetery art in Sumter County and surrounding areas by means of photography is ongoing. (19.) Additional funds were requested from the administration and they were received.

D. What plans were not implemented?
The plan that dealt with the creation of podcasts to be used in the training of work study students was not completed in this cycle. This project will be carried over into the 2012-2013 cycle. One other plan, completing an annual inventory of the records management system, was put on hold because the staff person responsible for this has been on leave from the library due to a very serious illness.

E. How will assessment results be used for continuous improvement?
There were ten measures that were completed in this cycle, but the plans that were put in place to complete them will not end with this cycle. They will continue into future cycles as permanent staff procedures. The staff will always look for ways to improve on these procedures to make the resources of the library more readily available and easier for the students to assess.

IV. Annual Report Section Responses

A. Key Achievements
In the 2011-2012 cycle the Julia Tutwiler Library worked with a total of 12 measures, and of these twelve, ten were completed, one was partially completed and one measure was put on hold due to the illness of the responsible staff member. All of the measures were focused on improving services in the library and making resources more accessible to faculty and students. Please refer to the Achievement Summary for more details. There were two major purchases made for the library in this cycle. The administration provided extra funds for the purchase of a new security system for the entrance to the library that has greatly improved the functionality and appearance of the library. Also, extra funds were provided for the purchase of a new and better quality scanner that is capable of digitizing larger and more fragile items. The director and staff of the library are responsible for the university art exhibits in the Webb Hall Gallery and 2011-2012 has been a very successful year for art on campus. The following exhibits have been on display this year: Southern Images (a collection of southern paintings, photographs, and memorabilia), Painted Wings: Southern Butterflies (photographs of butterflies by Dr. Andrew Ringsberg and Mr. Larry Herr), the UWA Student Art Show (collection of paintings, drawings and sculptures by university art students), and Israel 2003: Walking in His Footsteps (a collection of paintings inspired by a trip to Israel by artist Miriam McClung).

B. Faculty Achievements
Scholarly Research:
Brannan, Joyce
• Researched the differences in the new 23rd edition of the Dewey Decimal Classification and Relative Index to the old 22nd edition and correlated the changes to the local collection. Holdings that pertain to botany and computer science have been updated.

**Articles:**

Brannan, Joyce

• Updated genealogy information guides “First Things First” and “Using the Internet for Genealogy.”

Limerick, Sheila B.


Upchurch, John.


**Offices/Positions in Professional Organizations and/or Other Significant Professional Activities:**

Limerick, Sheila B.

• Advised *The Sucarnochee Review* staff in publishing the fall, 2011, issue
• Completed an online Intergovernmental Preparedness for Essential Records (IPER) course, Records Emergency Planning & Response Webinar, conducted by the Alabama Department of Archives and History staff and the Council of State Archivists using grants from the Federal Emergency Management Agency, four sessions, January, 2012.
• Selected to participate in the UWA Office of Sponsored Program’s professional development initiative, Community of Scholars, taking part in two Publish and Flourish workshops and six weeks of writing/critiquing sessions with colleagues. October-December, 2011.
• Served as a Director, Sumter County Fine Arts Council, Chair of Programs Committee
• Served on the Committee on Preservation of University History Served on the Network of Alabama Academic Libraries Digital Content Committee

Snider, Neil

• Continued research on stone soldiers in Alabama
• Served as a Director, Sumter County Fine Arts Council
• Trustee, Ruby Pickens Tartt Library

Upchurch, John.

• Attended Ex Libris Users of North America (El-UWA) Conference, May 2012
• Chairperson, Ex Libris Users of North America-Southeast (EL-UNA) User-Group

**Awards and Honors:**
Brannan, Joyce.
- Family Search Indexing Achievement Badges for Alabama, Indiana, New Jersey, and Ohio, awarded by the Family Search International - which is the genealogy section of the Church of Jesus Christ of Latter-Day Saints

Workshops Conducted:
Brannan, Joyce.
- Presented a workshop in Demopolis, Alabama, on indexing the 1940 United States census

C. Staff Achievements
STAFF ACHIEVEMENT REPORT 2011-2012 JULIA TUTWILER LIBRARY

Articles: Loehr, Christin A poem, Snowstorm in the City, has been accepted for publication in the fall issue of Sucarnochee Review

Offices/Positions in Professional Organizations and/or Other Significant Professional Activities:
Bedsole, Anna
- Accepted into the MLIS Graduate Program at the University of Alabama

Hauser, Vivian
- Completed a four session online Intergovernmental Preparedness for Essential Record (IPER) course
- Records Emergency Planning and Response, presented by the Alabama Department of Archives and History staff and the Council of State Archivists, January 2012
- Represented the Julia Tutwiler Library at the Network of Alabama Academic Libraries annual meeting in Montgomery, AL, October 2011
- Represented the Julia Tutwiler Library at the Alabama State Data Center annual meeting in Muscle Shoals, AL, November 2011
- Will Represent the Julia Tutwiler Library at the Network of Alabama Academic Libraries annual planning retreat in Auburn, AL, July 2012
- Served as a director, Sumter County Fine Arts Council

Other Civic Activities:
Hauser, Vivian
- Chair, Livingston Beautification Board Chair
- Community Services Society, Inc., a nonprofit organization for the purpose of performing charitable or benevolent services in the city of Livingston
- Vice President, Primrose Club
- Vice President, Livingston Book Club

C. Public/Community Service
Public / Community Service:
Hauser, Vivian
- Chair, Livingston Beautification Board Chair
• Community Services Society, Inc., a nonprofit organization for the purpose of performing charitable or benevolent services in the city of Livingston
  Vice President,
• Primrose Club Vice President
• Livingston Book Club Director
• Friends of the Ruby Pickens Tartt Public Library organization
Limerick, Sheila
• Director, Friends of the Ruby Pickens Tartt Public Library Organization
Upchurch, John
• Assisted in revising the Primrose Club Yearbook
• Conducted internet job search search workshop for Division of Outreach Services
### Goals
Goals are broad statements describing what the unit wants to accomplish. Goals relate to both the unit's mission and the University's mission. The goal(s) is stated as the University goal(s) a unit is attempting to meet.

- **Approved**: YES  
- **Remarks**: NO  

### Outcomes/Objectives
Outcomes and objectives are statements that describe in some detail what the unit plans to accomplish. Outcomes/objectives are associated with all applicable goals, strategic plans, standards, and institutional priorities.

- **Approved**: YES  
- **Remarks**: NO  

Objectives are active-verb descriptions of specific points or tasks the unit will accomplish or reach. Outcomes are active-verb descriptions of a desired end result related to student learning and the unit’s mission.

- **Approved**: YES  
- **Remarks**: NO  

### Measures
Measures are statements to judge success in achieving the stated outcome or objective. Measures contain information on the type of evidence and assessment tool that a unit will use to verify if stated outcome/objective has been met.

- **Approved**: YES  
- **Remarks**: NO  

### Achievement Targets
Achievement targets are the thresholds that the measures must meet for the unit to determine that it has been successful in meeting its specified outcomes/objectives. Achievement targets are measurable statements.

- **Approved**: YES  
- **Remarks**: NO
<table>
<thead>
<tr>
<th>Item</th>
<th>Approved</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Findings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Findings are indications whether an outcome/objective was met or not. Findings are put into the system under each achievement target. Findings include an interpretation of results, possible uses of results, reflection on problems encountered, indicated improvements/changes and strengths or weakness.</td>
<td>YES</td>
<td></td>
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<tr>
<td>Action Plans</td>
<td></td>
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<tr>
<td>Action plans are detailed plans created by the unit to meet an outcome/objective that was only partially met or not met or to make improvement to those outcomes/objectives that were met but still need some strengthening. The plan includes a projected completion date, implementation description, responsible person(s)/group, resources required, and budget amount (if applicable).</td>
<td>YES</td>
<td></td>
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<tr>
<td>Action plans created in previous cycles have been updated with implementation notes.</td>
<td>YES</td>
<td></td>
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<tr>
<td>Annual Report</td>
<td></td>
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<tr>
<td>The Annual Report section contains information on key achievements, faculty and/or staff achievements, and community/public.</td>
<td>YES</td>
<td></td>
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<tr>
<td>Analysis Report</td>
<td></td>
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<tr>
<td>The unit has reflected on and created narratives for each of the following areas: specific strengths and progress made on outcomes/objectives, specific weaknesses or challenges, plans that were and were not implemented, and how assessment results will be used for continuous improvement.</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

Approved by: [Signature]  
Date: 7/27/12

Received by OIE: [Signature]  
Date: 8-10-12