### Part I-SP, Summary Report on Status of Strategic Planning Goals/Objectives

<table>
<thead>
<tr>
<th>Program/Function /Service</th>
<th>Unit Strategic Goal/Objective&lt;sup&gt;a&lt;/sup&gt;</th>
<th>Related UWF Strategic Goal&lt;sup&gt;b&lt;/sup&gt;</th>
<th>Method of Assessment</th>
<th>Summary of Assessment Results&lt;sup&gt;cd&lt;/sup&gt;</th>
<th>Use of Assessment Results to Improve Program/Function/Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function</td>
<td>Monitor cataloging operation, production, staffing and job assignments, as the Library’s budget fluctuates.</td>
<td>3.a</td>
<td>Assess number of items awaiting cataloging; staff level appropriate for the work to be done.</td>
<td>Current acquisitions cataloged upon receipt, old backlogs of scores significantly reduced.</td>
<td>Timely provision to UWF user community of new and older materials for study and research.</td>
</tr>
<tr>
<td>Function</td>
<td>Implement the new versions and system enhancements for OCLC, Endeca and Aleph’s Cataloging module.</td>
<td>3.a</td>
<td>All systems used in cataloging up-to-date.</td>
<td>Met</td>
<td>Implementation enables the unit to maintain a high quality public catalog for the use of the Library’s users.</td>
</tr>
<tr>
<td>Function</td>
<td>Participate in state-wide cataloging initiatives including the OCLC reclamation and single bibliographic record projects.</td>
<td>3.a</td>
<td>Successful clean up of records (single bibliographic record project) and completion of reclamation project.</td>
<td>In process</td>
<td>The single bibliographic record project should make the catalog simpler for patrons to use. The reclamation project will help make Interlibrary loan more efficient.</td>
</tr>
<tr>
<td>Function</td>
<td>Conduct a comprehensive and systematic reading of the collection with the new wireless barcode scanner.</td>
<td>3.a</td>
<td>Maintain statistics that reflect corrections as a result of this shelf reading project.</td>
<td>In progress</td>
<td>Approximately 15% of the collection was inventoried.</td>
</tr>
<tr>
<td>Function</td>
<td>Coordinate and implement a monographic weeding policy, in conjunction with other departments within the Library.</td>
<td>3.a</td>
<td>Develop a policy and maintain statistics to reflect weeding progress.</td>
<td>In progress</td>
<td>A two year process was begun in September 2010.</td>
</tr>
<tr>
<td>Function</td>
<td>Conduct a comprehensive and systematic reading of the collection with</td>
<td>3.a</td>
<td>Maintain statistics that reflect corrections as a</td>
<td>In progress</td>
<td>Approximately 15% of the collection was inventoried.</td>
</tr>
</tbody>
</table>

<sup>a</sup> Unit Strategic Goal/Objective

<sup>b</sup> Related UWF Strategic Goal

<sup>cd</sup> Summary of Assessment Results
<table>
<thead>
<tr>
<th>Function</th>
<th>1.a</th>
<th>3.a</th>
<th>3.c</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>the new wireless barcode scanner.</td>
<td></td>
<td></td>
<td></td>
<td>result of this shelf reading project.</td>
</tr>
<tr>
<td>Coordinate and implement a monographic weeding policy, in conjunction</td>
<td>3.a</td>
<td></td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>with other departments within the Library.</td>
<td></td>
<td></td>
<td></td>
<td>A two year process was begun in September 2010.</td>
</tr>
<tr>
<td>Develop a policy and maintain statistics to reflect weeding progress.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encourage and increase professional development opportunities for staff</td>
<td>5.d.</td>
<td></td>
<td></td>
<td>Met</td>
</tr>
<tr>
<td>by making training opportunities available and readily accessible.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain attendance records at training sessions/workshops that</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>enhance/support professional development skills. Attendee will write a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>brief report on the meeting reflecting what was learned and how it will</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>improve job performance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue weeding Reference collection of dated materials and analyzing</td>
<td>1.a</td>
<td></td>
<td></td>
<td>Increased currency of materials available to UWF students and faculty.</td>
</tr>
<tr>
<td>replacement requirements.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.c</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cataloging and Acquisitions statistics. Documentation of a “wish list”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for materials we may be unable to order.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>67 volumes were added to the reference collection and 27 volumes were</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>weeded.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review the Reference collection for format and content (Collections).</td>
<td>1.a</td>
<td></td>
<td></td>
<td>Acquired over 500 electronic reference titles with CREDO and began</td>
</tr>
<tr>
<td>Finish bound periodicals weeding / shifting project, creating a distinct</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bound Journals area in the library.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cataloging statistics.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical evidence of bound journals area.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partially met. Bound journals were excised from the general collection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and shifted to ranges at the northeast end of the second floor. Weeding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of bound journals is not complete.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review the Reference collection for format and content (Collections).</td>
<td></td>
<td>3.a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review the Reference collection for format and content (Collections).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check availability and cost of electronic formats for current print</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>items.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review the Reference collection for format and content (Collections).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check availability and cost of electronic formats for current print</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>items.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review the Reference collection for format and content (Collections).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check availability and cost of electronic formats for current print</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>items.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review the Reference collection for format and content (Collections).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check availability and cost of electronic formats for current print</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>items.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>Participate in state-wide cataloging initiatives including the OCLC reclamation and single-bibliographic record projects.</td>
<td>3.a</td>
<td>Successful implementation of projects.</td>
<td>In process</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-----</td>
<td>-------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Function</td>
<td>Monitor and participate in new cataloging standards and systems including RDA and FRBR.</td>
<td>3.a</td>
<td>Successful implementation of standards.</td>
<td>In process</td>
</tr>
<tr>
<td>Function</td>
<td>Continue staff cross training.</td>
<td>5.d</td>
<td>Number of training sessions, track changes in workflow.</td>
<td>Met</td>
</tr>
<tr>
<td>Function</td>
<td>Continue priority activities of reference services along with acquisitions, processing and cataloging.</td>
<td>1, a, b 4.b, f</td>
<td>Statistics of collections added, inventories completed, etc.</td>
<td>Our work in this area was greatly diminished this year due to the resignation of the Information Specialist and the emphasis on reference services over cataloging when the position was filled seven months later. We did spend greater time this year in weeding acquisitions and backlogs; notably reviewing 80 boxes of Congressman Sikes records, as well as clearing the basement lobby of 50-60 boxes university records and other collections that have been in the Space for completed cataloged collections continues to be our main problem. We obtained new estimates from SpaceSaver group for changing our shelving to accommodate more storage in limited space. We continue to store materials in Building 43 but its minimal environment makes it unsuitable for many rare and important collections. We have proceeded, due to availability of funding, to work with the Pfeiffer glass plate and nitrate photograph collections of old Pensacola, scanning these, and working toward the point that we can move them to online accessibility.</td>
</tr>
<tr>
<td>Service</td>
<td>3.</td>
<td>5.</td>
<td>In progress Reduced by 18 linear feet so far; outdated reserves articles will be weeded in the coming months.</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----</td>
<td>-----</td>
<td>----------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Service Encourage and increase professional development opportunities for staff by making training opportunities available and readily accessible.</td>
<td>3.a</td>
<td>5.d</td>
<td>Keep attendance records at training sessions/conferences that enhance/support professional development skills.</td>
<td></td>
</tr>
<tr>
<td>Service Explore the feasibility and advantages of Argonet username/password log-in on library web-pages.</td>
<td>3.a</td>
<td>Met</td>
<td>Implemented EZ proxy services in September 2010.</td>
<td></td>
</tr>
<tr>
<td>Service Monitor the Media Room closely in order to assess how the collection fits in the space and to continue to find ways to improve the space.</td>
<td>3.a</td>
<td>Met</td>
<td>New DVD’s were continuously monitored, and new shelving practices were implemented to increase compactness and allow more DVD’s to be shelved.</td>
<td></td>
</tr>
<tr>
<td>Service Improve upon the concept of “Library as a Place”, paying particular attention to the 3rd and 4th floor, Juvenile and New Book areas.</td>
<td>3.a</td>
<td>Met</td>
<td>Blythe Webster served on the Library Space Use Task Force. Spencer Davis has assisted with the weeding of the Juvenile Collection.</td>
<td></td>
</tr>
<tr>
<td>Service Improve upon electronic reserve services by refining policy and workflow for streaming video for reserves. Work with various stakeholders to begin implementation of program.</td>
<td>3.a</td>
<td>Met</td>
<td>Policy was refined and approved. Beta testing was conducted. Program is now fully operational.</td>
<td></td>
</tr>
<tr>
<td>Service Weed the Reserve Collection of outdated materials in both print and electronic format and weed materials left by professors that are no longer needed</td>
<td>3.a</td>
<td>Met</td>
<td>Backlog but not comprehensively reviewed before moving into processing.</td>
<td></td>
</tr>
</tbody>
</table>
Service | Establish a collection policy for permanent reserves, and weed that collection in accordance with the policy, sending items to Acquisitions librarian for possible inclusion in the general collection. | 3.a | Establish a policy, run reports in ALEPH, and weed the collection. | Met | Revised policy was approved by CDC. Reduced collection size by 39 linear feet. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>Implement an external laptop loan program to benefit students.</td>
<td>3.a</td>
<td>Continue pilot program, gather statistics and design and implement a permanent program, asking for support from Automation Committee as necessary.</td>
<td>Met</td>
<td>Pilot was completed; permanent program was implemented Fall 2010. Tech fees were awarded for more laptops in Spring 2011.</td>
</tr>
<tr>
<td>Service</td>
<td>Expand and enhance CML Web page to better serve Web page visitors. 1. Assignment related help pages. 2. Develop a FAQ page to address predictable library user questions.</td>
<td>1.8 3.a</td>
<td>Use a counter to document number of users who visit the Web page. Include a comment option to allow for continual improvement of the Web site's effectiveness. In process. CML Librarian served on a committee to redesign the UWF Libraries website and will redesign the CML homepage in FY 11-12</td>
<td>Student input will be invaluable in what we should include on the CML homepage.</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Continue the partnership with Mamie Hixon and the Writing Lab for a satellite location in the CML.</td>
<td>1.a 3.a</td>
<td>In conjunction with the Writing Lab personnel, keep statistics on student visitors who avail themselves of the continuing service.</td>
<td>This partnership continued for FY10-11. Statistics showed that students needed more support.</td>
<td>As a result, the Writing Lab created an online drop box specifically for COPS online students.</td>
</tr>
<tr>
<td>Service</td>
<td>Promote new technologies through usage of the Mac Multimedia Work Station.</td>
<td>3.a</td>
<td>Monitor student use of Mac Multimedia Work Station.</td>
<td>Most students seem hesitant to work on the Mac.</td>
<td>CML staff offer to work one-on-one with students if they would like to learn how to use the MAC or the attached scanner.</td>
</tr>
<tr>
<td>Service</td>
<td>Redesign the FWB Library web page to conform with the university’s new design, including such functionality that it can be used as a portal for users to access the catalog and databases, read</td>
<td>3.a 3.c</td>
<td>Documentation of new web design.</td>
<td>Partially met. Focus groups were held to identify areas of improvement in website functionality, Improvements to the website will increase the user’s ability to find desired information on the FWB Library website.</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>FWB Library News, etc.</td>
<td>and some changes were made to the FWB Library webpage. However, the UWF Library Web Advisory Committee was disbanded and replaced with a task force that has recommended using LibGuides for departmental pages by the beginning of Fall 2011.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Plan projects and events with the FWB Library Advisory Committee.</td>
<td>Committee minutes. Documentation of events and projects. Met. Committee participated in planning of FWB Library Tech Fee proposal, adding a coffee shop to the library and modification of the upstairs classrooms. Address needs for technology and food service for students and faculty. Improved communications with faculty and staff. Increased visibility of the library. Avenues for suggested improvements to library services.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Provide on-site Reference assistance at the Combs, Eglin and REEF centers at least once each month.</td>
<td>1.a 1.b 3.a Reference statistics. Documentation of promotional material for reference visits. Met. Provided “the-librarian-is-in” days at the computer labs at Combs, Eglin and REEF. Actual use of reference services was sparse at these locations, but well-received. Increased visibility of the library and its services.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Participate in and assist with the transition to the new Dean of Libraries, including any planning and reorganization of staff, space, and services (Services, Staffing, Facility)</td>
<td>3.c 5.a 5.d Participate in departmental and library-wide discussions with the new Dean of Libraries and serve on committees/task forces that examine these. Met Hired a permanent Instruction Librarian. Hired an Information Specialist for ILL. Department members participated in space, Information Literacy,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Develop an Information Literacy plan with measurable goals and objectives (Services).</td>
<td>1.a</td>
<td>Instruction Librarian attendance at ACRL Information Literacy Immersion program.</td>
<td>In progress</td>
<td>Instruction Librarian attended Immersion program. Draft of IL plan submitted to Dean of Libraries for approval.</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------</td>
<td>-----</td>
<td>--------------------------------------------------------------------------------</td>
<td>------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Service</td>
<td>Create online tutorials utilizing new trends, software, and technology (Services, Technology).</td>
<td>1.a</td>
<td>Feedback from students and faculty (email, online forms, in person); review professional literature; attend relevant presentations and workshops.</td>
<td>Met</td>
<td>Upgraded Camtasia software and created new online tutorials for basic library orientation and finding journal articles in selected disciplines.</td>
</tr>
<tr>
<td>Service</td>
<td>Monitor technological developments in order to continually improve the efficiency of reference services to meet user needs (Services, Technology).</td>
<td>1.b</td>
<td>Feedback from students and faculty (email, online forms, in person); review professional literature; attend relevant presentations and workshops.</td>
<td>Met</td>
<td>Collected feedback from students on in-person and online orientation sessions and research guides and tutorials. Assessed user needs with surveys. Updated Subject Research Guides using LibGuides. Implemented UBorrow service in ILL.</td>
</tr>
<tr>
<td>Service</td>
<td>Promote reference and library services through marketing and outreach (Services)</td>
<td>2.e</td>
<td>Participate in Marketing and Outreach committee</td>
<td>In progress</td>
<td>Several departmental members served on the Marketing and Outreach committee. Assessed user needs with surveys.</td>
</tr>
<tr>
<td>Service</td>
<td>Continue to assess the library’s serial subscriptions in light of budget constraints. Coordinate with library and college faculty to identify areas of the collection needing development.</td>
<td>3.a</td>
<td>Monitor and report journal use statistics, ILL requests and collection development.</td>
<td>Made significant progress and will continue to increase the efficiency of the budget in 2012.</td>
<td>Access to 2,726 new online journals and several new databases was added at no additional cost to the Libraries’ budget due to efficiencies found in the budget.</td>
</tr>
</tbody>
</table>
| Service | Continue priority activities of reference services along with acquisitions, processing and cataloging. | 1.a, b  
4.b, f | Measured by statistics, use of materials in collections, demands of online users. | Usage increased among under-graduates (+13%) and faculty (+26%) but decreased in other areas. Our library website about the department with descriptions of collections showed 23,800 hits of 6,213 visitors, while our Archon detailed catalog site showed 256,420 hits from over 9,000 visitors and users. | Since department staffing was reduced 50% for seven months, we feel poor record-keeping as well as some uneven hours reduced our in-person statistics. Last year our overall use was 24% higher than the previous year and this year 24% less. We are aware that research demand fluctuates greatly due to classes, assignments, and the national economy affects community in-person visits, but we are encouraged by our web use and intend to explore more information online pending staff and budget availability. |

| Service | Continue priority activities of reference services along with acquisitions, processing and cataloging. | 1.a, b  
4.b, f | Measured by statistics as well as programmatic efforts. | Approximately 40 cubic feet of new acquisitions were received. Much new material were University Archives collections including records of the Center for Fine and Performing Arts; Duplicating Services; Connie Marse (retiring Publications Editor); Dr. John Dunworth, former Dean of the College of Education; the Librarian Dean DeBolt continues to make contact with donors and their families; he maintains a program of active speaking engagements to help spread the word about Special Collections and the library; he did orientation tours for new students, tours for St. Paul’s Catholic Middle School, met with the Student Affairs Council, met with the Greek Council and the |
photographic archives of the late Ron Besser, beloved UWF campus photo historian; the records of Pilot Class 43-D (World War II aviators); additionally many materials continue to arrive based on previous negotiations with donors over the years.

Panhellenic Council, and negotiated with others including Sharkhunters.

Service | Continue priority activities of reference services along with acquisitions, processing and cataloging. | 1. a, b 4.b, f | Statistic of numbers as well as quantity of programming. | A foremost goal in encouraging research and awareness of the collections for researchers, and for possible donors, are outreach programs. Eleven university classes met in Special Collections for instruction and tours (317 students). In addition, orientation tours were given for new University Police; for new students; receptions for History and Anthropology Departments; and St. Paul Middle school students, and the UWF Educational Research and Development Center.

Class visits to the Department increased 10% over the previous year. We will continue to encourage faculty to use the Department’s resources in teaching.
| Service | Continue priority activities of reference services along with acquisitions, processing and cataloging. | 1. a, b 4.b, f | Measured by statistics of contact. | Outreach is important that we reach potential donors of research materials necessary to support our collections that in turn provide teaching support and analytical thinking growth to our students, faculty, and to the regional community. | In addition to the increase in instructional demands this year, Dean DeBolt also presented programs to the Rare Book symposium on the UWF English Department; the Five Flags Sertoma, the Pensacola Historic Preservation Society, the United Daughters of the Confederacy, the Florida Chautauqua Assembly, the National Council on Public History, and the West Florida Genealogical Society. Dean also provided university support to the UWF Scholar-in-Resident Chaz Mena and served on the committee developing the one-person show on Bernardo de Galvez which premiered on May 7 in which Special Collections was acknowledged in the program. |
| Program | Improve upon the concept of “Library as a Place”.
|---------|-------------------------------------------------
| 11 | 3.a Observe and solicit students’ “place” requirements by preferred usage and anecdotal responses. | Met Students had not used materials in the vertical file in the past five years. Students expressed a need for handy reference materials. Students expressed a need for more equipment in the library. | The vertical file was removed and a smaller shelving unit was installed to hold the carefully selected reference materials. Another MAC and scanner were placed in the library for student use. Plants and photographs were also added to improve the look of the library. |
| Program | Market the availability of in-class instruction on course reserves. | 1.a Develop marketing plan and maintain statistics on the number of requests and classes taught. | Met | Rack cards were developed. Michael Pace presented at an ATC event in Fall 2010. |
| Program | Provide training opportunities for library staff | 5.d Documentation of staff attendance at workshops and other professional development events. | Met. Library personnel attended webinars on providing reference assistance, customer service, PRIMO Central, and EBSCO database searching. | Continuous education and training increases staff engagement in library services and success. Personnel contribute ideas for library improvement. |
Part II-A, Major Unit Accomplishments and Changes in Programs and Services

Collections

- In September, 2011, the John C. Pace Library initiated a two-year weeding project. The project was necessitated by lack of space in the stacks on the third and fourth floors for shelving print monographs and lack of floor space on the first and second floors for computers, study spaces and tables and chairs for student use. The shelves on the 3rd and 4th floors were filled to 96% capacity and the ideal shelving capacity for shelving without having to shift collections daily is 75%. The objective of the project is to weed 39,000 books over 23 months to reduce shelving capacity to 90% filled and to create future study spaces for students on the second and first floors.
  - Reference reviewed the proposed discards before approving them to be reviewed by faculty.
  - Faculty reviewed all proposed discards. They could request a proposed discard be returned to the stacks.
  - Cataloging created a process for the automated deletion of discards.
  - As of June 2011, 10,029 monographs and 2,265 journals have been weeded from the John C. Pace Library.

- Reference liaisons undertook a systematic process to review current individual journal subscriptions and identify online databases or packages that provide access to the same content and much more, but at the same cost as the journal subscriptions. With savings from duplicate online resources, the library
  - upgraded to the full text version of EconLit, adding access to 508 additional online journals
  - purchased the Communication & Mass Media Complete database, providing online access to over 450 full-text journals in the communications field.
  - acquired SPORTdiscus, providing online access to over 550 full text journals in health, leisure, and exercise science.
  - acquired CREDO Reference, adding access to over 500 online reference books.

- New databases were also acquired to support the curriculum:
  - purchased JSTOR Arts and Sciences V to IX, providing online access to 713 full text journals.
  - acquired SAGE Premier, providing online access to 571 multidisciplinary scholarly journals.
  - acquired Children’s Literature Comprehensive Database, which provides reviews of children’s books from over 22 sources.
  - collaborated with the Dean of the College of Business to purchase Mergent Online and Intrinsic, two databases that provide financial
information on U.S. and International companies and more than 30 years of historical data.

- Purchased the Sage Criminology Collection of 22 online Reference titles.
- Purchased the Sage Research Methods Collection of 5 online Reference titles.

Instruction Technology Enhancement Project (ITEP) grants

- In partnership with the Yeager Memorial Library and the English Department, the library purchased the Early English Books Online database ($43,345), an archive of over 100,000 digitized items dating from 1473 to 1700.
- The library purchased Early American Imprints, Series 1: Evans, 1639-1800 ($24,156), an online archive of over 36,000 printed books, pamphlets, and broadsides published in America during the 17th and 18th centuries.

Circulation implemented the Streaming Media Reserves program, based upon a change by the Library of Congress in June 2010 concerning the legal streaming of materials for qualified educational institutions. This service allows instructors the ability to stream video directly to the classroom via electronic course reserve, using either the library catalog or eLearning to host an embedded player.

With the passing of Dan North, the collection development responsibilities for monographs will be assumed by the reference librarians aligned with their subject liaison roles.

Collections acquired for Special Collections included:

- Connie Marse, UWF Publications editor
- John Dunworthy, retired Dean of the College of Education
- World War II Pilot Class 43-D from Frank Dutko
- a rare letter of Navy contractor Samuel Keep to add to the Keep Collection.

Staffing

- Internal library faculty changes
  - Robert Dugan became Dean of Libraries on August 1, 2010
  - Colleen Valente became Head of Cataloging in September 2010
  - Amanda Ziegler became permanent Circulation Manager in October 2010
  - Britt McGowan became permanent Instruction Librarian in October 2010
  - Dr. Ray Uzwyshyn left in February 2011
  - Shari Johnson assumed the responsibilities for Electronic Resources Librarian as well as maintained her liaison with the College of Business in February 2011. She served as Interim Head of Serials until that time.
  - Jeannie Kamerman from CML retired on February 14, 2011
  - Donna Fluharty became the Interim Curriculum Materials Librarian in February 2011
  - Daniel North, Acquisitions Librarian for nearly 20 years, passed away on May 18, 2011. Dan was responsible for directing the development of the monographs collection.
  - Lisandra Carmichael became permanent Associate Dean in June 2011
• Internal library staff changes
  o Blythe Webster became full time Billing Coordinator
  o Evelyn Keith (Circulation Stacks manager) replaced the departing Matt Johnson (Fiscal Officer - Administration) in August 2010
  o John Barksdale became the first Skylab Manager in October 2010
  o Esmer Brown retired in November 2010 after nearly 36 years
  o Joshua Broxson joined Special Collections in November 2010
  o Spencer Davis replaced Evelyn Keith in January 2011
  o Ashley Johnson (Serials) left in January 2011; returned as OPS part time through this fiscal year
  o Lara Lookabaugh (Serials) left in January 2011
  o Elizabeth Bennett started at the CML in March 2011
  o Parris Allaire left in March 2011
  o Stephen Fluharty left as the Lending Information Specialist in ILL in March 2011
  o Stanley Baumbauer began in Administration (financial support) in May 2011
  o Dori Oliver became the Lending Information Specialist in ILL in June 2011
• Internal reorganizations
  o merged the similar processing functions of Cataloging, Serials and Government Documents into Cataloging Services in March 2011. All of these units were physically merged into workspace on the main floor of the Pace Library by the end of June 2011.
  o internally created the position of Electronic Resources Librarian responsible for the collection development and management of electronic materials such as journal and content databases (e.g., statistical).
  o transferred the collection development responsibilities of Dan North to the reference librarians in June 2011.

Technology
• In order to enhance instructional technology and pedagogy, the library purchased student response systems or "clickers" for librarians teaching library instruction sessions. Librarians began implementing the clickers and will continue to use them to improve active-learning and student assessment techniques.
• Systemic Project proposals funded from the Technology Fees
  o purchased 25 laptops for students to check out from the Pace Library ($32,076).
  o purchased 16 computer workstations and associated furniture and equipment located on the 2nd floor in the Pace Library for students to use ($36,497).
  o purchase of 9 laptops, 2 large monitors, and associated furniture and equipment for the Emerald Coast Learning Commons ($60,007).
• The library installed a 52” flat-screen video monitor on a column between Reference and Circulation to display computer availability, short informative library video clips, and to advertise services and events.
- A flat-screen video monitor was installed opposite the public elevators on the first floor to show video programming developed by, and highlighting, Special Collections.
- The library purchased three digital microform readers, one for Special Collections and two as replacements in the 2nd floor microforms area.
- iPads to increase staff productivity were acquired for Special Collections, Reference, Circulation, CML and FWB.
- As part of the Skylab project, FWB and the CML each received one iMac and furniture.
- To facilitate remote user access to resources, the library programmed the capability to log on using the Argonet user name and password instead of depending upon the user’s nine digit library access number (barcode).

Facility
- Space and Usage Improvements
  - to increase the availability of comfortable and effective furniture for student use, the library purchased 32 lounge chairs; 1 love seat; 2 ottomans; 54 task chairs; 6 “wet” tables; 12 coffee and side tables; and seating for the library entrance foyer.
  - an Emergency Response System connected to the University Police Department was activated on November 24, 2010. There are more than 200 speakers throughout the six floors of the Pace Library. A local microphone enables library staff to make library-wide announcements.
  - replaced the chalkboards in the 6 group study rooms with white boards.
- Staff area improvements
  - installed 7 foot partitions to create office space for the Circulation Supervisor.
  - installed additional electrical power in Circulation to reduce the instances of electrical use overloading existing circuits.
- Because of the closing of Combs, the UWF IT Academy moved into the FWB Library.

Services
- Skylab
  - In May, 2010, the University Libraries were awarded $167,933 from student technology fees to build the Skylab; a Technology, Information Literacy, Multimedia and Media Conversion Center, in the John C. Pace Library.
  - The project was funded for two years and included multimedia stations at the two branch libraries. The Provost and the Libraries contributed an additional $130,000 for the renovation of the fifth floor in building 32.
  - In January, 2011, the Skylab opened for student use. President Bense and Provost King were guest speakers at the Grand Opening of the Skylab, which was held in March and attended by over 100 guests.
Since its opening, 22,449 students have made use of the state-of-the-art technology available in the Skylab and over 3,570 student questions have been answered by Skylab staff.

- The Serials public service window on the 2nd floor was closed in January, 2011. With the ongoing migration of print serials to electronic forms, the staffed service window was used less and less for serials, and more and more for user help with computer workstations and printing which could be answered on the first floor.
- There was an increase of 7.25 hours open in the spring, 2011, semester. Based upon student requests and a survey conducted in September, 2010, the Pace Library extended hours open by 2 hours on Sundays (through 11:00 pm), and one hour each night Mondays through Thursdays (through 11:00 pm). Additionally, the library opened 15 minutes earlier Monday through Friday (open at 7:45 am) to provide additional time for students to print.

- Library Instruction
  - library instruction continued to increase, with a 7% increase overall, reflecting a 41% increase in English Composition classes and a 9% increase in subject area orientations.
  - outreach and education of information literacy and library instruction services were provided to the campus community in partnership with CUTLA, culminating in five workshops, several CUTLA web pages that provide IL resources for faculty, and two “Teaching Tips.”
  - an Information Literacy Task Force was formed to create an Information Literacy Assessment Plan. In this process, teaching librarians wrote student learning outcomes for each of the face-to-face instruction sections they taught. Student learning outcomes for online tutorials and for inclusion in course assignments were also considered. In addition to addressing student learning, the plan also provides a means for assessing the program as a whole, providing goals and objectives for each year.

- UBorrow
  - UWF is one of the SULs participating in the newly launched UBorrow service developed by FCLA.
  - UBorrow uses the union catalog (MANGO) for patrons to identify and send requests to other SULs for books.
  - UWF is part of the Implementation Team, which reviewed policies, workflows, turnaround, and other issues leading to the soft launch on March 1, 2011.

- LibGuides
  - adopted to develop research guides and library information resources.
  - LibGuides has features that facilitate adding new book lists with images, incorporating RSS feeds, and inserting images and videos.
  - 97 of the 100+ library research guides have been converted to the LibGuide format by the end of the fiscal year.

- Online tutorials
  - Videos were created using Camtasia Studio to serve as just-in-time help about using the library and its resources, available anytime through the libraries’ YouTube channel.
11 interactive tutorials were created using Camtasia software

User needs Surveys
- one survey was completed as part of the Space Study in September, 2011
- the Sounding Board rotated questions about the library and its services developed by students on the Honors Council in conjunction with the library’s Marketing and Outreach Committee

Interlibrary loan services
- continued its upward trend by handling almost 25,000 requests, which represents an overall 19% increase in activity (most of which was in lending)
- because of the reliability of RAPID and improved serials holdings in OCLC, we attained almost twice the fill rate reported last year
- a noticeable difference from last year was that the majority of the requests were for books, whereas this year they were more evenly distributed between books and articles
- print article delivery took an average of 6.62 days, which represents a 2 day improvement from last year. Turnaround times for books averaged 12.59 days, which was actually slower than last year’s average of 11.19 days
- campus book delivered 586 items to faculty members

Marketing and Outreach Committee activities:
- Welcome Table in the Pace Library during Welcome Week: library staff provided library information, maps and cookies. Also on hand was a contest for guessing the number of contents in a jar, with a prize for the student who came closest to the actual number.
- conducted tours for a number of UWF families during Family Weekend
- published 12 volumes of the popular "Stall Street Journal" bathroom newsletter, including a contest to name the newsletter
- ran a Library slogan contest - the winner was "UWF Libraries: The Quickest Way from Q to A."
- participated in Festival on the Green; acquired new signage for the book sale
- National Poetry Month (April) - Poem-in-your-pocket-Day and a giant magnetic poetry board was also a hit with students
- National Library Week (April) - hosted 3 events, including a book stacking competition and an Edible Book Contest
- Cocoa and Candy Canes event for Finals Week in fall, 2010. The event was so popular and had such an overwhelming student response that the Library began to host monthly Cookie Nights for our students in spring of 2011.
- had a decal of the University seal mounted inside the library’s foyer

Equipment Loans
- introduced Kindles for loan. The Kindles were used to support patron-driven acquisitions; Kindle users requested 136 titles they wanted to read on the Kindle. The 12 Kindles at the Pace Library circulated 155 times.
o began an iPad lending program, which allows users to borrow an iPad for four days. Two iPads circulated 112 times. A third iPad was added.

o FWB is circulating 2 Kindles and 1 iPad

o began loaning laptops overnight and allowing laptops on daytime loan to leave the building. Total laptop loans were 7,867.

Other

• The Library Committee met on November 9, 2010 and on March 1, 2011. Dr. Chang-Bae Lee (COPS) was elected Chair. Voting members: Professors Christopher Burkart, (COB); Wade Jeffrey, (CAS); Gregory Tomso, (CAS); Dan North, Library Faculty Council; Joslyn Rosado (Student); Mathew Woessner (Student). Ex Officio: Bob Dugan, University Libraries; and Paul Williford, FWB Campus Library Director.

• The Libraries undertook three task forces in the fall to create three reports from September – December 2010.

  o the Task Force on the Annual Report recommended ways to reduce the time it takes to create the annual report.

  o the Task Force on the Strategic Plan recommended a new plan with seven objectives to take the place of the existing plan with 42 objectives. The new plan was adopted. The faculty and staff then aligned FY2011 expenditures to the plan by objective (strategic finance).

  o the Task Force on Space Use included library faculty and staff from throughout the library and looked at all of the user and staff spaces in the Pace Library.

  ▪ the committee conducted a review of the literature, visited libraries in the region, surveyed patrons, and analyzed library spatial use.

  ▪ survey results reported that patrons desired more computers, comfortable chairs, group study rooms, and a quiet floor. These preferences influenced the Committee’s report, which recommended that:

    • seating be increased to accommodate 1200 individuals

    • more computers added to the first two floors (done)

    • designate the 4th floor as a quiet floor (done)

    • weeding undertaken to provide space for seats and group study rooms

    • designated the first floor as the primary floor for service and workstations

    • the law and government documents collections be relocated to the second floor to make room for lower shelving on the first floor, allowing natural light to flow across the reference area.

    • print journals that duplicate JSTOR holdings be weeded on the second floor, and group study rooms constructed in some of the vacated areas

    • a Great Good Place serve as a gathering place for faculty and students. One of the many recommendations in the space use report relocated staff in the second floor Serials area to
Cataloging Services on the first floor, freeing up 1,964 square feet to become the Great Good Place, a community meeting place. The plan approving the Great Good Place followed in February, 2011, is in construction as of June 30, 2011, and is scheduled to open in August, 2011.

- UWF Scholar-in-residence Chaz Mena performed Yo Solo at the Saenger Theatre on May 6, 2011. The research for this cost-of-one performance was done, in part, in Special Collections in August 2010.
Annual Report, 2010-2011

Department/Division: University Libraries

Part II-B, Distinguished Individual (Faculty, Staff, and Student) Accomplishments

A. Faculty

1. Promotions -- Paul Williford, Emerald Coast Campus Librarian, was promoted to University Librarian.
2. Tenure:
3. Awards: Dean BeBolt - 30 year service award, May 2011
4. Other Distinctions: listed below in alphabetical order by last name.

Carmichael, Lisandra R.
Associate Dean
- Appointed Interim Dean of Libraries from February to July 2011
- Allocated carry forward funds to purchase library furniture and technology equipment to update the library as a place and library technology for patron use
- United Way of Escambia County 2011 Campaign Board Member - Co-chair for Education
- University SACS Fifth-Year Report Writing Team, 2010-2011
- University Information Technology Fee Committee Member
- University John C. Pace Symposium Member
- Library Chair of the Collection Development Committee
- Library representative for FCLA Library Management System Coordinators Group
- Completed NIH IRB training
- Library Featured speaker for University Graduate Student Orientation video
- Gave a tour of Skylab to Azalea Trace Residents
- Project Manager for the Great Good Place
- Attended Building Emergency Coordinator Training
- Attended numerous webinars, workshops, and presentations related to libraries, student learning and assessment, marketing, supervision, leadership, and technology

DeBolt, Dean
Special Collections Librarian and University Archivist
- Teaching
  - HIS 5082 Introduction to Archive Management, spring 2011
- Publications
  - “15th and 16th Century Rare Books” exhibit handout for the Rare Book Conference, UWF English Department
- Video exhibit, “Star Spangled Summer at Pace (American Symbols and Statue of Liberty), June 2011

- University and Library Committees
  - Facilities Planning Committee
  - University Faculty Staff Peer Communicator (Foundation 2010-2011)
  - Honors and Awards Committee
  - Library Faculty Council, 2010-2011
  - Chair, Promotion Committee, Library Faculty Council
  - Collection Development Committee, 2010-2011
  - Dean’s Advisory Group / Department Heads, 2010-2011
  - Marketing and Outreach Committee, 2010-2011
  - National Library Week Subcommittee
  - Annual Report Task Force, 2010

- Service to Schools
  - St. Paul’s Lutheran School (90 students, October 2010)
  - National History Day

- Professional Library and Archives Organizations
  - Chair (through November 2010), Special Collections Subcommittee, Council of State University Libraries
  - Member, Digital Initiatives Committee (DISC), CSUL
  - Grant Reviewer, National Historical Records and Publications Committee, Washington, DC
  - University of Southern Mississippi Libraries, Peer Reviewer

- Services to Community
  - Volunteer and committee member, 200th Anniversary Celebration of Quina House (1810-2010), Pensacola Historic Preservation Society, October 2010
  - Luncheon speaker, “Gutenberg and Early Printing Treasures of Special Collections,” Rare Book Conference, UWF English Department, November 2010
  - Speaker, “Pensacola’s Christmas History,” Five Flags Sertoma, December 21, 2011
  - Florida Chautauqua Assembly, DeFuniak Springs, Florida, January 2011
    - Trolley Tours/Chautauqua/DeFuniak Springs History, January 27
    - “History of the Florida Chautauqua,” January 28, 2011

**Dugan, Robert E.**  
*Dean of Libraries*

- Member, Dean’s Council
- Member, President’s Extended Cabinet
- Member, Facilities Planning Advisory Committee (FPAC)
- Member, Campus master Plan Task Force
- Member, IT Planning Advisory Committee (ITPAC)
- Member, Strategic Academic Visioning and Empowerment Committee (SAVE)
- Member, Ad Hoc Disability Advisory Committee
- Member, CSUL: Council of State University Libraries (CSUL)
- Member, CSUL: FCLA Board
- Member, Libraries Task Force on Website Content

**Publications**


**Fluharty, Donna** (staff from July 1, 2010 through February 14, 2011)  
*Interim Director of the Curriculum Materials Library*

- The Blended Librarian’s Approach to Rethinking Instruction and Redesigning the Information Literacy Initiative, Pensacola, FL. July 8, 2010
• Reference Training: Literary Criticism, Britt McGowan, Pensacola, FL. July 14, 2010
• Acquisition Search Committee Chair, July 2010
• Project Search Informational Meeting, Pensacola, FL. August 12, 2010
• iMac Training, Pensacola, FL. August 12, 2010
• Welcome Back, Faculty Reception, Pensacola, FL. August 18, 2010
• Fall Provost Assembly, Pensacola, FL. August 19, 2010
• U-Borrow Overview, Pensacola, FL. August 27, 2010
• Adobe Illustrator CS2: Getting Started, WebJunction, Pensacola, FL. September, 2010
• Introduction to Cataloging for Non-catalogers, WebJunction, Pensacola, FL. September, 2010
• Multicultural Literature for Children and Young Adults, WebJunction, Pensacola, FL. September, 2010
• APA 6th Edition Overview, Helen Richards, Pensacola, FL. September 2, 2010
• Gear Up to Game Webinar, Pensacola, FL. September 15, 2010
• Immersion Recap, Britt McGowan, Pensacola, FL. November 10, 2010
• Battle Bullying with Books, Pensacola, FL. January 25, 2011
• Customer Service Webinar, Pensacola, FL. January 27, 2011
• School of Education Orientation, Pensacola, FL. January 31, 2011
• Supervisory Skills – Session 1: The Art of Delegating, Pensacola, FL. March 7, 2011
• LFC Speaker Series, Value of Usage, Robert Dugan, Pensacola, FL March 7, 2011
• Free Content for Library Collections, Pensacola, FL. March 11, 2011
• Supervisory Skills – Session 2: Creating a Motivating Environment, Pensacola, FL. March 21, 2011
• FCLA MANGO Presentation, Pensacola, FL. March 23, 2011
• Supervisory Skills – Session 3: The Good, the Bad, and the Ugly...Dealing with Difficult Behaviors and the Conflict they Sometimes Cause, Pensacola, FL. April 4, 2011
• ProQuest - Early English Books demo, Pensacola, FL. April 6, 2011
• Lunch with President Bense, Pensacola, FL. April 20, 2011
• ACRL Preparing for Accreditation Course, Pensacola, FL. June, 2011
• Adobe Illustrator CS2: Beyond the Basics, WebJunction, Pensacola, FL. June, 2011
• Weeding the Library Collection, WebJunction, Pensacola, FL. June, 2010

Gonzalez, Melissa Finley
Head of Reference; Community Resources Librarian; Subject Specialist for History, Anthropology, Archaeology, Multicultural Studies, Political Science, Music, and Maps
• Awarded student technology fees via an approved ITEP (Instructional Technology Enhancement Project) proposal for the purchase of Early American Imprints, Series 1: Evans, 1639-1800
• Contributed significantly to the library weeding project by reviewing over 9200 titles, identifying duplication in print and e-books, and analyzing e-journals and databases in History and Political Science
• Presented at Faculty Fall "e" Kickoff! and UWF Graduate Student Orientation
• Provided library orientation and instruction for St. Paul’s Catholic School, the UWF Leisure Learning Society, and Escambia/Santa Rosa teachers in an autism endorsement class
• Space Task Force, Fall 2010; Information Literacy Task Force, Spring 2011-; Web Site Task Force, Summer 2011-; Co-Chair, Library Marketing and Outreach Committee, 2009-; Chair, Special Collections Manager Search Committee, Summer-Fall 2010; CSUL Public Services Planning Committee (PSPC), 2010-
• SACS Fifth-Year Report Writing Team, 2010-2011; History Faculty Award for Excellence in Writing selection committee, Spring 2011; UWF Graduate Council, 2009-2011; Chair, Outstanding Master’s Thesis Award selection committee, Fall 2010; UWF Compass Points to Excellence Process Action Team, 2008-
• Attended over 25 webinars, workshops, and presentations related to libraries, student learning and assessment, marketing, supervision, leadership, and technology
• Completed NIH IRB training

Johnson, Shari  
Coordinator of Electronic Resources; Coordinator of Government Documents through February 5, 2011; Subject Specialist for Business

• After the resignation of our Serials Librarian, took on additional responsibilities on an interim basis to keep the Serials department functioning smoothly, maintain access to journals and databases and keep the budget balanced.
• Appointed to a newly created position of Electronic Resources/Reference Librarian after the reorganization of Serials and Cataloging. Took on additional responsibilities for increasing access to electronic full text content and maximizing the purchasing power of the Libraries' budget. While keeping a flat budget, the Libraries’ added access to over 2726 online journals in 2011
• The addition of full text content was accomplished by developing a systematic process for reviewing current individual subscriptions and identifying online databases or packages that provide access to the same content and much more, but at the same cost as the journal subscriptions. For example, by working with the subject specialist for Communication Arts we identified 21 individual subscriptions that could be cancelled and the cost-savings was sufficient to pay for the full text database Communication and Mass Media Complete. This database contained online access to these journals plus 428 additional journals.
• We also added access to two important business databases, Mergent Online and Intrinsic, by collaborating with the Dean of the College of Business to fund the purchase. Mergent offers financial information on U.S. and International companies and more than 30 years of historical data.
• Provided library instruction in Basic Orientations and in-depth subject instruction in industry analysis, market research, information systems and management, tax law, communication arts, and to Intensive English students.
Served as a subject specialist and faculty liaison to the College of Business and the MBA program. Supported faculty in those departments by providing citation searching to support their tenure and promotion packets. Provided research assistance and interlibrary loan assistance to faculty in support of their research.

Kamerman, Jeannie (retired February 14, 2011)
Director of the Curriculum Materials Library

- The Blended Librarian’s Approach to Rethinking Instruction and Redesigning the Information Literacy Initiative, Pensacola, FL. July 8, 2010
- Horizon Report Webinar, Pensacola, FL. July 12, 2010
- Project Search Orientation, Pensacola, FL. July 16, 2010
- 2010 Handheld Librarian III, Pensacola, FL. July 28-29, 2010
- iMac Training, Pensacola, FL. August 12, 2010
- Welcome Back, Faculty Reception, Pensacola, FL. August 18, 2010
- Fall Provost Assembly, Pensacola, FL. August 19, 2010
- U-Borrow Overview, Pensacola, FL. August 27, 2010
- School of Education Graduate Student Reception, Pensacola, FL. September 7, 2010
- School of Education Orientation, Pensacola, FL. September 20, 2010
- Immersion Recap, Britt McGowan, Pensacola, FL. November 10, 2010
- Redesigning Today’s Public Service: Focus on Reference, Pensacola, FL. November 12, 2010
- School of Education Orientation, Pensacola, FL. January 31, 2011

Low, Douglas
Coordinator of Reference Collection Development; Subject Specialist for Philosophy, Religion, Psychology, Social Work, Criminal Justice, and Theater

- Updated assigned Subject Research Guides into LibGuides
- Chair, Search Committee for ILL Lending Specialist
- UWF Representative on statewide OPAC Committee
- Assisted with Social Work Master’s degree accreditation reports
- Weeded circulating materials in a number of assigned areas
- Analyzed and compared psychology journals available via Ebsco vs. ProQuest
- Supplied a list of classes and the Information Literacy standards that each satisfies
- Did citation searching for and with Professor Robert Philen for his promotion application
- Analyzed reference titles in Gale Virtual Reference Library
- Coordinated weeding of print items that we now have online via Credo
- Met weekly with philosophy students
- Completed NIH training regarding research subjects.
- Participated in professional development with ongoing research and writing. Two recent essays have been accepted for peer reviewed journal publication: 1.)

- Member, American Library Association, American Philosophical Association, Association of College and Research Libraries, Merleau-Ponty Circle

**McGowan, Britt**  
*Coordinator of Library Instruction and Information Literacy; Subject Specialist for English and Foreign Languages and Communication Arts*

- Attended the ACRL Information Literacy Immersion Program.
- Created new Library Orientation modules, using Camtasia software.
- Presented and facilitated a CUTLA Faculty Friday workshop on information literacy and participated in 4 CUTLA workshops on assessment in the academic domains (communication, project management, critical thinking, and academic integrity), applying information literacy to each one.
- Served as Chair of the Growth & Development Committee and two staff search committees and served as a member of the Marketing & Outreach Committee, Web Task Force, CUTLA Advisory Board, and the CSUL Information Literacy Subcommittee.
- Participated as a mentee in the ACRL Instruction Section Mentorship Program.
- Awarded student technology fees via an approved ITEP (Instructional Technology Enhancement Project) proposal for the purchase of Early English Books Online, in partnership with the Yeager Memorial Library.
- Reviewed individual serial subscriptions in Communication Arts and canceled duplicate subscriptions in order to purchase the Communication & Mass Media Complete database.
- Chaired an Information Literacy Task Force which created an Information Literacy Program & Student Assessment Plan.
- Attended the National Conference on Race & Ethnicity.
- Acted as Campus Coordinator for the Kaps-4-Kids Ronald McDonald House Campaign, raising $1403.00.

**Thompson, Caroline**  
*Coordination of Interlibrary Loan; Subject Specialist for Science, HLES, Art, and Law*

- Reviewed individual serial subscriptions in assigned areas and identified duplicates available in online aggregators. With the savings, purchased SPORTdiscus and recommended purchasing the CSA Biological Collection and CINAHL.
- Upgraded to ILLIiad to 8.1 and updated ILL manuals to reflect the changes.
- Participated in the OCLC/DRA Direct Article Lending pilot project, the UBorrow Implementation Team, the UBorrow Policies Committee, and the RAPID Assessment Team.
- Served as the Chair of the Library Space Task Force, member of the Library Web Task Force
- Appointed to the University’s Web Advisory Committee and the University’s Common Read Committee
• Introduced presenters and served as a convener at the 7th Annual Informal Dispute Resolution Management Forum
• Invited by Director of Undergraduate Research to serve as a judge at the Student Scholars Symposium
• Served as a member of the University’s Scholarly and Creative Activities Committee, voted Chair of the Committee for 2011/2012
• Attended three CUTLA Faculty Fridays, the ATC Mini Conference on Online Learners, and several webinars.
• Completed NIH IRB training

Valente, Colleen
Head, Cataloging Services
• Assumed responsibility for Serials and Government Documents processing in the reorganization of the Serials and Cataloging departments.
• Worked with FCLA to automate the withdrawing of hundreds of books from the Aleph catalog and from OCLC in one process, in order to enable the major weeding project to go forward without overwhelming the Cataloging Services department with items needing to be manually withdrawn. So far, this process has made it possible to withdraw a total of 9,575 titles in under two hours.

Williford, Paul
Campus Librarian, Fort Walton Beach Campus Library
• Authored a UWF Technology Fee proposal to improve technology and workspace offerings at the Emerald Coast Library. The Emerald Coast Learning Commons project was funded at $60,007.
• Participated in a panel discussion sponsored by the Association of College and Research Libraries at the annual conference of the American Library Association on June 25, 2011.

Ziegler, Amanda
Head, Circulation Department
• Confirmed as department head October 2010
• Member, Access Services subcommittee, State University libraries
• Member, Statewide Storage Task Force
• Appointed to University Instructional Technology Planning and Advisory Committee
• Co-Chair, Marketing and Outreach committee
• Recorder, Web Advisory Committee
• Member of the Library Faculty Council and Collection Development Committee
• Coordinated with FCLA to develop and refine reports to use in the monographic weeding process, and worked with other departments to help coordinate circulation assistance with workflow for the project
• Maintained the Libraries presence on Twitter and Facebook
• Submitted proposal for technology fee monies to expand the laptop loan program
• Member, Website Content Task Force
• Attended numerous trainings and webinars, in particular completing the Supervisory Skills offered by the University

B. Staff

1. Promotions
2. Tenure
3. Awards: Laura Keebler - 20 Years’ Service Recognition Award
4. Other Distinctions: listed below in alphabetical order by last name.

Barry, Fred
• Served as a member of the Skylab Manager Search Committee (which resulted in the successful hiring of John Barksdale).
• Served as a member of the Library Spaces task force which made library wide renovation and reconfiguration recommendations to the Dean of libraries.
• Served on the Skylab task force and was directly responsible for selecting and purchasing over $110,000 worth of hardware and software. Worked as part of a team to quickly deploy this equipment in time for a Spring 2011 opening.
• Researched and recommended a digital signage product for the library. Wrote a dedicated Java application for the display that shows real-time computer availability in the library along with promotional still image and video content.
• Implemented a video streaming server to support the new Video Course Reserves initiative.
• Used FCLA automation funds to order and deploy over $55K worth of various new equipment including laptops for the circulation laptop checkout program, microfilm scanners, and a primary physical server.
• Installed VMWare’s ESXi 4.1 hypervisor on our new primary server and migrated all existing Virtual Machines to this new system (which replaced our older configuration of a Server 2008 OS and a Type-2 hypervisor). Backup server was also configured to use ESXi 4.1.
• Served on the Library Website Taskforce and worked as part of this group to develop a new library web site that meets our requirements while following the Universities web-presence guidelines.

Baumbauer, Stanley
Administration
• Successfully completed thorough budget audit for FY 11
• Created new tracking worksheets to better track materials and funds

Bausher, Barbara
Administration
• Organized a retirement party for Paula Thomas
• Member of the retirement party for Esmer Brown
Bennett, Elizabeth
Curriculum Materials Library
- B.A. Elementary Education/Reading/ESOL, UWF, December 11, 2010
- Attended four sessions on Supervisory Skills in March and April 2011
- Free Content for Library Collections, Pensacola, FL. March 11, 2011

Brown, Debbie
Serials, and then Cataloging Services since February 2011
- Efficiencies in workflow were achieved by changing the way we link from the Catalog to online journals. Rather than linking directly to the journals URL, which often change and have been a tremendous workload to maintain, we now link to the SFX target for the journal. Since SFX is maintained automatically by FCLA, the links are stable and will require no additional maintenance in the Catalog.
- Participated in the weeding of serials project that produced a reduction of 2129 serials volumes from the 3rd and 4th floors of the Library by removing records from the catalog. 3064 volumes were reviewed and 935 were returned to the stacks. Over 2,500 volumes of Biological Abstracts, Chemical Abstracts and Index Medicus were all weeded from the 2nd floor.

Broxson, Joshua
Special Collections
- Library Web Development Committee, 2011
- Volunteer, Library Book Sale, 2011

Daley, Aric
Information Specialist, Reference and Interlibrary Loan
- Member of the Strategic Planning Task Force committee
- Member of the ILL Lending Search committee
- Attended several Uborrow Implementation Team Illuminate sessions
- Participated in the initial on-site Uborrow training session provided by FCLA
- Enrolled and completed Drawing for Non-Majors, fall 2010 and Drawing I, spring 2011
- Assisted the UWF SCUBA Club with the spring, fall, and winter Open Water SCUBA certifications as a certified and insured Dive Master (NAUI)
- Acted as Dive Master for the UWF SCUBA Club on various open water dives throughout the year

Davis, Spencer
Stacks Manager
- Developed a tracking procedure which streamlined and made shelf reading more efficient
- Helped develop a new weeding stream of books from survey
- Received an MLIS from Florida State University
- Attended Uborrow training in Elllluminate
- Attended EEBO database webinar training
• Group sensitivity training with the Circulation staff
• Attended Photoshop training
• Shelf read over 80% of the general collection in the first 6 months of the calendar year
• Created a sustainable survey process and developed plans to ensure a smooth flow of related work between departments

Fountain, Alice
Cataloging Services
• Had the primary responsibility for withdrawing materials coming into the department from a number of different sources. Because many of the materials are very old, working with them has brought numerous database quality issues to her attention which she has worked to resolve

Golanka, Andrea
Circulation Evening Supervisor
• Appointed Building Emergency Coordinator (evenings) in addition to Doug Low
• Narrated the marketing video (pending approval) for the John C. Pace Library
• Represented the library (with Parris Allaire) at the Fall 2010 UWF Job Fair
• Served on the Search Committee for Stacks Manager (Fall/Winter)
• June 2010—Attended the Getting Started Seminar for Welcome Week volunteers
• Attended the University – Wide Building Emergency Coordinator Training Workshop with Doug Low (library specific training pending)
• Attended One webinar in the UBooborn Public Services Training
• Attended Microfilm training (Instructed by Parris Allaire) FEB 2011
• Attended Sexual Harassment Prevention Training Workshop (presented by Kay Larson)
• Participated in the “Birds of a Feather” Communications Improvement Seminar presented by Kay Larson
• Attended Photoshop workshop (presented by Blythe Webster)
• Completed the Institutional Review Board training/testing Certification Program (May 2011)
• Assisted Marketing Committee by setting up/cleaning up each “Cookie Night”
• Assisted in and began implementing updated student policies and procedures (more pending)
• Continued to create seasonal displays on the first floor
• General responsibilities have increased while student assistant help is about half each evening due to budget, so, for example: twice as many potential laptops to check out in the evenings (this includes more time for patrons to fill out contracts)
• Full responsibility each evening of securing the building and following closing procedures, which have increased over the past year, and now include responsibility for the Skylab student assistant who closes and the securing of the Skylab itself
• Continue to double check and enter correct data into ALEPH for John C. Pace and Emerald Coast Libraries
• Continue to assign semester carrels

Keeble, Laura  
*Circulation Database Maintenance Coordinator*
• Assisted with development of new Kindle title cataloging guidelines.
• Cataloged 155 Kindle titles
• Supervised 5 Project SEARCH students
• Received Project SEARCH Appreciation award for efforts with Project SEARCH students
• Webinars – 10
• In-house training – 4
• HR/University wide training – 2
• Other training – 2

Keith, Evelyn  
*Fiscal Officer*
• Promotion from Library Information Specialist to Library Fiscal Specialist on Sept 6, 2010.
• UWF Courses completed:
  o UWF Budget and reports
  o UWF Banner Basics
  o UWF PCard Basics
  o UWF PCard Program
  o Manager Banner Requisition training
  o Banner Req. Approval training

Lee, Marcia  
*Cataloging Services*
• Cataloged a very large number of scores, many of which were part of the Pierre Huybregts donation
• Took the lead in physically organizing and relocating materials awaiting cataloging in the reorganization of the space
• Trains and oversees the work of the student processing clerk who prepares materials to be sent to the books stacks

Meehan, Matthew  
*Circulation Equipment Coordinator*
• Began a Kindle checkout program with custom title purchasing
• Began a new iPad Checkout program
• Received a five years of service certificate from the University
• “Sexual harassment training session for managers” with human resources training
• “Birds of feather” interoffice personality management training
• attended four webinars
- Processed and purchased 200 Individual Kindle title requests between three different locations.
- Assisted in authoring a student technology fee proposal that was approved for the purchase of 25 laptops.
- Represented the Libraries on the List Service Provider Committee.
- Served on the Library Automation Committee.
- Served on the library taskforce to draft the UWF Libraries strategic plan.
- Assisted the library Acquisitions department in the copying of CD-ROM material for backup purposes.
- Recorded an audio narration for the UWF Library recruitment video.

Oliver, Dori
*Information Specialist, Reference and Interlibrary Loan (as of June 6, 2011)*
- Began learning the Borrowing aspect of ILL in order to gain a complete understanding of the ILL process.
- Attended workshops and seminars to compliment both work and studies, to reinforce current skill set, and to acquire new skills.

Pace, Michael
*Circulation Reserve Coordinator*
- Formal launch of Streaming Video course reserves (version 2.0).
- Initial weeding of Permanent Reserve collection.
- Proposed and won approval for film restoration/archiving project that involves the University President, veteran UWF faculty, and the library’s Special Collections department.
- Researched, proposed, and won approval for purchase of professional-level video equipment package for internal Library productions.
- HR ‘Colleague compatibility’ training (the “Birds of a Feather” session).
- Presented to new university faculty on the capabilities and features of the Course Reserves service.
- Refining and standardization of collecting and reporting of Reserves statistics.
- Testing and modification of existing Streaming Video Reserves workflow to accommodate revised encoding procedures for handheld/mobile delivery.
- Training of library staff in basic video production skills.
- Member of Library website content-generating taskforce.

Patterson, Travis
*OPS, Special Collections*
- Judge, History Fair, Pensacola Catholic High School.
- Judge, History Fair, St. Paul’s Catholic Middle School.

Richard, Esther
*Information Specialist, Reference*
- Recording Secretary, Emancipation Proclamation Committee.
- Member, AFSCME.
Volunteer, Welcome – Greet and Guide (08/24/10)
Member, Library Space Study Committee (Aug – Dec 2010)
Participant, Focus Group (09/13/10)
Member, Retirement Committee (Esmer Brown) (11/17/10)
Completed Philosophies of the East (Jan 2011 – Apr 2011)
Completed Inequality in America (Jan 2011 – Apr 2011)
Customer Service Workshop (01/27/11)

Sanders, Debbie A.
Information Specialist, Reference and Government Documents, and then Cataloging Services since February 2011
Member, Library Staff Council
Participated in monthly TSPC teleconferences
Member, Interlibrary Loan Information Specialist Search Committee
Attended demo/presentation on the Mango Discovery Tool.
Attended Supervisory Skills #1: The Art of Delegating
Attended the UBorrow User Interface Eluminate Session
Attended the Florida Retirement System workshop
Signed up for Drop, January 2011
Reassigned to the Cataloging Department during Re-organization Library Project

Sizelove, Jennifer
OPS in Serials, then Cataloging Services since February 2011
Changed from part-time student worker to full-time OPS worker in February, 2011, taking on a staff member’s job and responsibilities including: bindery, claims, check-in of journals, reference items, microfilm/microfiche, current/bound periodicals maintenance, and theses/dissertations.
Participated in the weeding of serials project that produced a reduction of 2129 serials volumes from the 3rd and 4th floors of the Library by physically pulling the volumes, reviewing for availability at other SUS Libraries or electronically, and several other criteria.

Webster, Blythe
Circulation Billing Coordinator
Developed new procedures
- Created new laptop billing and reporting procedure including statistics
- Updated billing search procedures
Webinars – 3
In-house training – 3
HR/University wide training – 3
Other training – 2
Took on minor damaged book repair and evaluation duties – 2-4 hrs increase per week
• Began duplicate patron cleansing project with the assistance of a Project SEARCH student
• Increase in duties related to library marketing – 10+ more hours a week
• Maintained, updated and developed internal library marketing materials – 22 brochures, rack cards and bookmarks, plus informational/hours signage as needed
• Membership on library committees – Marketing and Space
  o Projects completed – 16
  o Projects ongoing – 9

C. Students

Carla Quinn, MA Comprehensive Program in Special Education
Part II-C, Community Engagement Activities (Faculty, Staff, and Student)

Information about community engagement will be used to document the University’s activities related to its service mission, to comply with a new SACS standard pertaining to community service, and to support the University’s application for classification by the Carnegie Foundation as a “community engagement” institution.

List all college/departmental/unit community engagement activities with participation on behalf of UWF by faculty, staff, and students during 2010-2011. Please include a very brief description of the Activity, the Community Partner, and the Outcome/Impact of the activity.

Examples of community engagement activities include participation on community-based projects, organization and/or presentation of cultural community events, faculty scholarship related to community action, student scholarship related to community action, participation on community organization boards, and community-based student learning activities such as service learning projects, internships, and capstone experience projects.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Community Partner</th>
<th>Outcome/Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Festival on the Green Book Sale</td>
<td>Local community</td>
<td>Assisted Acquisitions department with the annual book sale</td>
</tr>
<tr>
<td>Campus coordinator for Ronald McDonald House Kaps-4-Kids Campaign</td>
<td>Ronald McDonald House</td>
<td>8 UWF Departments, including the Libraries, raised a total of $1043.00 for the Ronald McDonald House</td>
</tr>
<tr>
<td>Attended Science Café sessions</td>
<td>American Chemical Society and local residents.</td>
<td>Local community members have an avenue to learn more about science and interact in a relaxed way with UWF science faculty</td>
</tr>
<tr>
<td>Convener at the 7th Annual Informal Dispute Resolution Management Forum</td>
<td>Local professionals participating</td>
<td>Introduced speakers at the Annual Informal Resolution Management Forum. The audience has a connection with UWF regarding dispute resolution.</td>
</tr>
<tr>
<td>Lectures, classes, consultation, planning activities; serves as official Historian.</td>
<td>Florida Chautauqua Assembly, Inc., DeFuniak Springs, FL</td>
<td>Florida Chautauqua Assembly held in DeFuniak Springs, January 2011, brought several thousand visitors and participants to lectures, classes and</td>
</tr>
<tr>
<td>Name</td>
<td>Role/Activities</td>
<td>Organization/Location</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dean DeBolt</td>
<td>Lectures, volunteer tour guide, Board member, Newsletter Editor.</td>
<td>Pensacola Historic Preservation Society, Inc., Pensacola, FL</td>
</tr>
<tr>
<td>Dean DeBolt</td>
<td>Management, consultation</td>
<td>Northminster Presbyterian Church, Inc., Finance Committee</td>
</tr>
<tr>
<td>Dean DeBolt</td>
<td>Lectures, talks, programs</td>
<td>Five Flags Sertoma; United Daughters of the Confederation; Daughters of the American Revolution; West Florida Genealogical Society</td>
</tr>
<tr>
<td>Lisandra Carmichael</td>
<td>Annual Campaign Board – Co- chair Education</td>
<td>United Way of Escambia County</td>
</tr>
<tr>
<td>Lisandra Carmichael</td>
<td>Kaps for Kids</td>
<td>Ronal McDonald House</td>
</tr>
<tr>
<td>Lisandra Carmichael</td>
<td>Latin American Resource Center</td>
<td>La Costa Latina, Inc.</td>
</tr>
<tr>
<td>Melissa Gonzalez</td>
<td>Judge, Escambia County History Fair</td>
<td>Escambia County School District</td>
</tr>
<tr>
<td>Melissa Gonzalez</td>
<td>Library instruction and orientation</td>
<td>St. Paul’s Catholic School</td>
</tr>
<tr>
<td>Melissa Gonzalez</td>
<td>Library orientation and instruction</td>
<td>Escambia/Santa Rosa teachers autism endorsement class</td>
</tr>
<tr>
<td>Melissa Gonzalez</td>
<td>Library orientation</td>
<td>Leisure Learning Society</td>
</tr>
<tr>
<td>Name</td>
<td>Event Description</td>
<td>Location/Activity</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Paul Williford</td>
<td>Knowledge Sharing &amp; Discussion</td>
<td>Okaloosa-Walton Libraries Group</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Williford</td>
<td>Participation in Community-Based Projects</td>
<td>Habitat for Humanity</td>
</tr>
<tr>
<td>Shari Johnson</td>
<td>Presented on library resources at the Constitution Day Celebration hosted by the Department of Government.</td>
<td>Local civic studies teachers.</td>
</tr>
<tr>
<td>Shari Johnson</td>
<td>Participated in orientation of the UWF Student Ambassadors.</td>
<td>Potential students and their families who take tours.</td>
</tr>
<tr>
<td>Shari Johnson</td>
<td>Collaborated with the American Chemical Society to establish the Gulf Coast Science Café local program. The Science Café runs monthly presentations by local scientists for a non-scientific audience in a relaxed environment.</td>
<td>American Chemical Society and local residents.</td>
</tr>
</tbody>
</table>

**B. Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Event Description</th>
<th>Location/Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blythe Webster</td>
<td>Hung Bridal Kimono exhibit in the Japan House</td>
<td>Local Community</td>
<td>Assisted Japan House with community outreach</td>
</tr>
<tr>
<td>Evelyn Keith</td>
<td>UWF – Latin American Students Association of: National Hispanic Heritage Celebration, Oct 15th, 2010 (10 community service hours)</td>
<td>UWF International Student Dept., Student Government, UWF students, faculty and staff in attendance (organizer)</td>
<td>Educational program, cultural awareness and diversity</td>
</tr>
<tr>
<td>Evelyn Keith</td>
<td>United States Postal Service National Hispanic Heritage Program and celebration, October 2010 (2 community service hours)</td>
<td>United States Postal Service, Post master Pensacola, FL (guest and participant)</td>
<td>Educational program, cultural awareness and diversity</td>
</tr>
<tr>
<td>Evelyn Keith</td>
<td>Naval Air Station, Training Command, All Hands Training Seminar on National Hispanic Heritage celebration, October 2010, (2 community service hours)</td>
<td>Naval Air Station, Training Command, United States Navy (guest and participant)</td>
<td>Educational program, cultural awareness and diversity</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Evelyn Keith</td>
<td>UWF Hand 2 Paw Program, October, 2010 (6 community service hours)</td>
<td>UWF/Pensacola Humane Society (volunteer)</td>
<td>Funds directly benefit local animal shelters with pet food and public education on animal welfare issues</td>
</tr>
<tr>
<td>Laura Keeble</td>
<td>Festival on the Green - co-judge at the craft fair</td>
<td>Local craft artists</td>
<td>Prizes were awarded to crafters in various categories</td>
</tr>
<tr>
<td>Travis Patterson</td>
<td>Historical Assistance</td>
<td>Catholic High School; St. Paul's Catholic Middle School</td>
<td>Serves as history judge, advisor to history students</td>
</tr>
<tr>
<td>C. Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carla Quinn</td>
<td>Provided music therapy</td>
<td>Capstone Academy</td>
<td>Students benefited from group music therapy sessions</td>
</tr>
</tbody>
</table>
**Part III-A, Strategic Planning Goals/Objectives** for 2011-2012

List strategic plan goals/objectives and planned method of assessment (if applicable).

<table>
<thead>
<tr>
<th>Strategic Goal/Objective</th>
<th>Related UWF Strategic Goals &amp; WPU Strategies</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document new and update older departmental procedures</td>
<td>3.a</td>
<td>A cataloging manual will be produced to document procedures and enable staff to perform less familiar tasks successfully.</td>
</tr>
<tr>
<td>Initiate project to add holdings information to existing bibliographic serial records in the ALEPH online catalog. Staff will create current and reliable serial holdings to titles identified by circulation as lacking such information in their inventory project.</td>
<td>3.a</td>
<td>Titles lacking a summary of holdings that incorporates a formal statement of the extent of any given serial (year, volumes, issues) will have one added to assist catalog users to identify and locate needed resources.</td>
</tr>
<tr>
<td>Implement a retrospective &quot;item record for everything&quot; policy, based on reports identifying titles lacking such a record from FCLA. This will enable the library to obtain accurate counts of volumes held.</td>
<td>3.a</td>
<td>All library materials will have an accurate item record.</td>
</tr>
<tr>
<td>Finish cataloging backlogged materials set aside for original cataloging in the absence of a professional cataloger/Dept. Head.</td>
<td>3.a</td>
<td>No older materials will remain uncataloged; all cataloging will be current.</td>
</tr>
<tr>
<td>Submit UWF database files to OCLC for reclamation, i.e. to have local holdings synchronized with the OCLC database in order to enhance discovery of library materials through WorldCat and to decrease the number of failed interlibrary loan requests received based on erroneous information</td>
<td>3.a</td>
<td>OCLC holdings information for the UWF libraries will be accurate.</td>
</tr>
<tr>
<td>Cross-train staff to increase flexibility in assignments and timeliness in cataloging and database maintenance projects.</td>
<td>5.a</td>
<td>Staff will be able to undertake new assignments and substitute for one another as needed.</td>
</tr>
<tr>
<td>Activity</td>
<td>Number</td>
<td>Action</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Assist with and monitor progress of monographic weeding project to continue to reduce space constraints on the third and fourth floor. (Circulation)</td>
<td>3.a</td>
<td></td>
</tr>
<tr>
<td>Conduct a comprehensive inventory of the monographic collection to ensure accuracy and assist with stacks maintenance. Goal is 50% inventoried by July 1, 2012.</td>
<td>3.a</td>
<td></td>
</tr>
<tr>
<td>Increase awareness of reserves services, particularly streaming reserves, through marketing to faculty. Continue to coordinate to ensure maximum effectiveness and usability of these services.</td>
<td>2.e</td>
<td>4.E.</td>
</tr>
<tr>
<td>Increase focus on excellent, comprehensive assistance to patrons at the Circulation desk.</td>
<td>3.a</td>
<td>1.A.</td>
</tr>
<tr>
<td>Continue to selectively weed the Curriculum Materials Library collection so the resources held in the library will be the best materials which are easily located.</td>
<td>3.a</td>
<td>4.B.</td>
</tr>
<tr>
<td>Through coordination with School of Education faculty, establish an information literacy program targeting two education classes</td>
<td>2.b</td>
<td>4.C.</td>
</tr>
<tr>
<td>Improve the usefulness of Education LibGuides through evaluation of resources, interactive content, and marketing of LibGuides to faculty and students</td>
<td>2.c</td>
<td>4.E.</td>
</tr>
<tr>
<td>Task</td>
<td>Responsibility</td>
<td>Action</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------</td>
<td>--------</td>
</tr>
<tr>
<td>Coordinate installation of a coffee shop in the Emerald Coast Library</td>
<td>3.a, 3.c, 4.b</td>
<td>4.B.</td>
</tr>
<tr>
<td>Implement Emerald Coast Learning Commons project, creating a technology-rich collaborative learning environment at the Emerald Coast Library</td>
<td>1.b, 3.a, 3.c</td>
<td>2.E.</td>
</tr>
<tr>
<td>Utilize LibGuides to reformat the Emerald Coast Library web page and migrate custom class research guides to the LibGuides platform</td>
<td>3.a</td>
<td>4.E.</td>
</tr>
<tr>
<td>Continue weeding project for bound journals and reference sources at Emerald Coast Library, and begin weeding monographs that have not circulated in 15 years</td>
<td>3.a</td>
<td>4.B.</td>
</tr>
<tr>
<td>Improve quality and level of service provided to users at the Reference desk</td>
<td>3.a</td>
<td>1.A., 1.C., 3.A., 5.A.</td>
</tr>
<tr>
<td>Review and weed the Reference collection to accommodate plan for lower shelving (Collections)</td>
<td>3.a</td>
<td>4.B.</td>
</tr>
<tr>
<td>Implement collection development practices among librarians for monograph, journal, and electronic resources (Collections)</td>
<td>1.b, 3.a, 4.d</td>
<td>1.C., 3.A.</td>
</tr>
<tr>
<td>Review and implement Information literacy plan (Services)</td>
<td>1.a, 1.c</td>
<td>4.C.</td>
</tr>
<tr>
<td>Continue priority activities of reference services supported by acquisitions, processing, cataloging. (Special Collections)</td>
<td>1.a, 1.b</td>
<td>4.B.</td>
</tr>
<tr>
<td>Enhance knowledge of collections and services of the Department (Special Collections)</td>
<td>1.a, 1.b, 4.f</td>
<td>3.B.</td>
</tr>
</tbody>
</table>