## Part I-SP, Summary Report on Status of Strategic Planning Goals/Objectives as Related to UWF Strategic Priorities and Measurable Achievements, 2008-2012 (SP)

**NOTE:** This section relates to the current Strategic Priorities Plan, 2008-2012. Section III.A. relates to the NEW UWF Strategic Plan, 2012-2017. See FAQ for explanation.

<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;c,d&lt;/sup&gt;</th>
<th>Use of Assessment Results to Improve Program/Function/Service&lt;sup&gt;e&lt;/sup&gt;</th>
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<tbody>
<tr>
<td>Function (Circulation)</td>
<td>Assist with and monitor progress of monographic weeding project to continue to reduce space constraints on the third and fourth floor.</td>
<td>1.0</td>
<td>Continue to track the amount of free linear space on the 3&lt;sup&gt;rd&lt;/sup&gt; and 4&lt;sup&gt;th&lt;/sup&gt; floors, and number of volumes removed from collection. Track progress of changes to policies regarding damaged/bindery items to assess impact.</td>
<td>Met</td>
<td>The two year weeding project was completed in June 2012, with over 23,000 items removed from the collection. Shelving space on the 3&lt;sup&gt;rd&lt;/sup&gt; and 4&lt;sup&gt;th&lt;/sup&gt; floors is much improved.</td>
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<tr>
<td>Function (Circulation)</td>
<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>1.0</td>
<td>Track progress of project, including percentage of the collection inventoried, number of problems discovered and hours spent on project.</td>
<td>In Progress</td>
<td>Due to necessary prioritization of other projects in other library departments, the 50% goal was not reached. The project will be restarted when possible.</td>
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<tr>
<td>Function (CML)</td>
<td>Continue to selectively weed the Curriculum Materials Library</td>
<td>1.0</td>
<td>Numbers of materials weeded will be maintained, We weeded 2,159 items from the collection. The</td>
<td></td>
<td>The shelf space that has resulted from selective weeding may be used to</td>
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*Department/Division: University Libraries*
<p>| Function (CML) | Through coordination with School of Education (SOE) faculty, establish an information literacy program targeting two education classes | 2.0 | Statistics will be maintained with an expected increase over the previous year. | In Process: Overall statistics for number of students in library instruction were up over 600%. However, faculty classes only increased by 8%. | CML still needs to work on setting up a literacy plan with the SOE faculty and administration. I would like to have it written in to at least two courses. |
| Function (Special Collections) | Acquire new materials. | 1. a, b; 3. a; 4. b, e, f; | Measured by statistics. | Approximately 60 cubic feet of new acquisitions were received. | Archivist to make contact with donors and community outreach to make others aware of our interest in papers and records of West Florida people, organizations, and institutions. |
| Function (Special Collections) | Bibliographic and Library Instruction | 1. a, b; 3. a; 4. b, e, f; | Measured by statistics. | Nine university classes met in the Department (256 students). | Much of the instruction is one-on-one with undergraduate and graduate students. |
| Function (Reference) | Implement collection development practices among librarians for monograph, journal, and electronic resources | 1. a. | Successful expenditure of the materials budget | Met | Reference Librarians successfully spent monograph allocations for their respective subject areas. |
| Function (ECC) | Continue weeding project for bound journals and reference sources at Emerald Coast Library, and begin weeding monographs that have not circulated in 15 years. | 3a, 3c | Cataloging statistics. | Partially met. Statistics indicate 100 volumes were weeded from the collection, including 51 from the bound journals collection. Weeding effort continues. | Removed dated and unused materials to increase relevance and appeal of the collection. Identified additional areas in need of weeding and updating. |
| Function (Cataloging Services) | Monitor Cataloging Services operations, workflow and job assignments to ensure efficient and effective use of resources | 3a | Monitor the number of items awaiting cataloging and through-put time, work done at the appropriate staff level | There are no backlogs of new materials awaiting cataloging, there is no longer a backlog of scores awaiting cataloging or any other backlog. | Timely provision to UWF user community of new and older materials for study and research. |
| Function (Cataloging Services) | Undertake the correction of significant data and technical errors in the database in preparation for the successful merger of the local catalog with the catalogs of the state university and college libraries. | 3a | Merger was successful | Goal met | The merged catalogs have had a significant impact on workflow and should make the work of cataloging new materials faster. |
| Function (Cataloging Services) | Monitor and participate in new national cataloging standards (RDA) | 3a | Successful implementation of standards | In process | New standards are to begin in March 2013; will make the cataloging record easier for patrons to understand. |
| Function (Cataloging Services) | OCLC reclamation | 3a | | Not met | When FCLA was directed in December to make the catalog merger happen by July 1, other projects were delayed, including the reclamation. I have asked if it can still be done in order to improve on the number of false requests ILL receives, and to aid statistics gathering. |</p>
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<tr>
<th>Program (Circulation)</th>
<th>Increase awareness of reserves services, particularly streaming reserves, through marketing to faculty. Continue to coordinate to ensure maximum effectiveness and usability of these services.</th>
<th>4.0</th>
<th>Develop target groups of faculty for outreach. Track number of contacts (meetings, presentations, and other communication) meant to attract new faculty users to the program.</th>
<th>Met</th>
<th>Michael Pace developed a trailer advertising streaming reserves. Several meetings were conducted with ATC, in addition to training sessions with faculty.</th>
</tr>
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<tbody>
<tr>
<td>Program (Special Collections)</td>
<td>Enhance knowledge about the Department</td>
<td>1. a, b; 3. a; 4. b, e, f;</td>
<td>Measured by statistics of contact.</td>
<td>Conducted tours and department resources used in local news articles and books.</td>
<td></td>
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<tr>
<td>Service (Circulation)</td>
<td>Increase focus on excellent, comprehensive assistance to patrons at the Circulation desk.</td>
<td>2.0</td>
<td>Develop and implement a student training guide to insure standardized training for student assistants and new staff members. Provide training to staff regarding customer service. Have monthly refreshers on policy and services to ensure knowledgeable interactions with patrons.</td>
<td>Met</td>
<td>Student training guide was developed and implemented successfully. It was also used in training two new staff members. Monthly customer service “focus items” were emphasized to increase awareness of customer service best practices.</td>
</tr>
<tr>
<td>Service (CML)</td>
<td>Improve the usefulness of Education LibGuides through evaluation of resources, interactive content, and marketing of LibGuides to faculty and students</td>
<td>2.0</td>
<td>Updates to each guide will be tracked, statistics will be maintained regarding usage of both the guides themselves and The guides were updated monthly. However, the statistics captured are meaningless for comparison to last year as two sources</td>
<td>We will continue to monitor which pages are more useful to students and make adjustments as needed.</td>
<td></td>
</tr>
<tr>
<td>Service (Special Collections)</td>
<td>Continue priority activities of reference services</td>
<td>1.a, b; 3.a; 4.b, e, f;</td>
<td>Measured by statistics, use of materials in collections, and online resources.</td>
<td>Use of the Department and collections totaled 843 users who utilized some 6,048 items in the collection.</td>
<td>We continue to see strong use and demand.</td>
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<tr>
<td>Service (Reference)</td>
<td>Review and implement Information literacy plan</td>
<td>1 a., c.</td>
<td>Survey teaching librarians at the end of the year to see how they are implementing the plan and what improvements could be made</td>
<td>In progress</td>
<td>Administered survey. Will revise plan and activities based on results.</td>
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<tr>
<td>Service (Reference)</td>
<td>Improve quality and level of service provided at the Reference desk</td>
<td>1 a.</td>
<td>Increase number of hours Reference librarians spend at the desk weekly. Hire additional Reference Librarian.</td>
<td>Met</td>
<td>Hired a new Reference Librarian. Reference Librarians spent at least 10 hours per week at the desk. Held a Reference “tune-up” session for all desk personnel.</td>
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<td>Services (ECC)</td>
<td>Coordinate installation of a coffee shop in the Emerald Coast Library.</td>
<td>3a, 3c, 4b</td>
<td>Documentation of physical modifications and opening of operations.</td>
<td>Met. Coffee Shop construction was completed over Winter Break and the shop was opened at the beginning of the Spring semester.</td>
<td>Coffee shop has been very positively received and has increased traffic at the Emerald Coast Library.</td>
</tr>
<tr>
<td>Services (ECC)</td>
<td>Implement Emerald Coast Learning Commons project, creating a technology-rich collaborative learning environment at the Emerald Coast Library.</td>
<td>3a, 3c</td>
<td>Documentation of purchase and installation of furniture and equipment.</td>
<td>Met. Furniture, laptops and other equipment were installed.</td>
<td>Transition to 120-degree desks provides more ample workspace for students. Addition of power/data poles increases connectivity throughout the library. Laptops for checkout broaden student access to technology.</td>
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<tr>
<td>Services (ECC)</td>
<td>Utilize LibGuides to</td>
<td>3a, 3c</td>
<td>Documentation of</td>
<td>Met. Emerald Coast</td>
<td>New functionality of library</td>
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</table>
reformat the Emerald Coast Library web page and migrate custom class research guides to the LibGuides platform.

new web pages. LibGuide page was implemented in July 2011. web page allows for easy addition of high-interest information such as WEPA guidelines, directions to the library, etc.

| a | From unit’s 2010-2011 strategic or action plan. Add lines as necessary. |
| b | Insert Focus/Goal number/letter from the **UWF Strategic Priorities, 2008-2012**. |
| c | Data/information used to determine goal/objective status. |
| d | Can comment on status of goal as “met,” “not met,” or “in progress.” |
| e | Describe decisions made based on assessment results to improve program |

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Part II-A, Major Unit Accomplishments and Changes in Programs and Services

List major unit/department/division accomplishments and changes in programs and services for 2011-2012. (Add lines as needed.)

Collections
- A two year weeding project which started in September 2010 was completed on June 30, 2012.
  - To assist the Pace library with space issues, CML librarian and information specialist withdrew 3,780 books from the juvenile collection. In addition, of 1,192 books pulled for evaluation, only 4.95% were returned to the shelves and 1,133 were withdrawn.
  - Completed a major Reference weeding project in preparation for the renovation on the first floor. A total of 8,570 outdated or electronically available volumes were weeded.
  - 19,602 JSTOR print volumes were weeded.
  - 6,077 titles were weeded this year as part of the 2 year weeding project.
- Updated 12 Kindle e-readers, and repurposed the old Kindles for course reserves and other uses.
- New databases were acquired to support the curriculum:
  - Collaborated with the Dean of the College of Business to purchase Business Source Complete, an important database that provides over 1,900 peer-reviewed full text business journals, including Harvard Business Review in PDF back to 1922, as well as market research reports, case studies, SWOT analyses and economic reports.
  - JSTOR Arts & Sciences X (125 titles)
  - JSTOR Life Sciences (160 titles)
  - Political Science Complete (530 titles)
  - CINAHL with Full Text (770 titles)
  - Purchased the Sage Environment collection of 14 reference works on Politics, Technology, Health, Education, and other subjects as they relate to Environmental Studies.
- Instruction Technology Enhancement (ITEP) projects received in FY2012:
  - Purchased the Web of Science Archive [1975–2012] which, through the robust online search functionality, enables students and faculty to track citations back to seminal articles; discover an article’s influence by linking seamlessly to all of the articles that subsequently cite it; perform in-depth scholarly research; and link to the full text of relevant articles using the Libraries’ discovery tools. ($31,444)
- Systemic Technology Fee project awarded in FY2012:
  - $25,000 for an e-book Patron Driven Acquisition pilot program which became operational at the end of the 2012 fiscal year.
- Expanded the Streaming Media Reserves program through targeted marketing to faculty members, resulting in its use in various forms by instructors in 20 of the 29 departments at the University.
- Created and/or updated a new Collection Development Policy and Procedures for the procurement of new library materials, gifts, and damaged and replacement items.
- Added 23 new titles (new and standing orders) to the Reference Collection.
- Selected children’s books, previously owned by Pace Library, were added to the Emerald Coast Library to create a small children’s collection. These are used primarily to entertain the children of non-traditional students when they are visiting the library.
- The one remaining backlog (a very large number of music scores) was eliminated. All cataloging is current.
- Current periodicals were reshelved in alphabetical order to facilitate student browsing and to streamline their processing (i.e. call number labels are no longer needed).
- CDs were relocated from Circulation to stacks.
• Preparation for the new state-wide shared catalog dwarfed all work from January through June and involved virtually everyone in the Cataloging Services department. Arrow reports generated extensive data about errors and problems in our catalog. The Serials and Government docs units took responsibility for fixing their problems, while I fixed everything else which included deleting records with neither holdings nor items (ca. 18,000), correcting tag errors, deleting duplicate records, creating item records for materials that did not have them, and so on.

• The project to weed government and Florida documents is making steady progress.

• Government Docs updated all its training manuals to reflect new locations of documents and new procedures.

• Thesis cataloging was significantly streamlined by deriving the record for the print version from the electronic record in OCLC instead of cataloging the print separately. This has reduced the time needed for cataloging by half.

Staffing

• Created a new staff position in the Circulation Department in order to increase the library's operating hours and to be able to deal effectively with the increased workload of the department.

• The Circulation Department developed standardized policies and procedures for hiring and training student workers, and utilized them in interviewing, hiring and training 9 OPS and 9 Federal Work Study student assistants.

• Internal library faculty changes
  o Molly Brown began as a reference librarian on November 1, 2011.

• Internal library staff changes
  o Rebecca Doxford began as the Circulation Manager on August 15, 2011.
  o Stanley Baumbauer, financial support in Administration, left on October 26, 2011.
  o Jennifer Sizelove, OPS, replaced Stanley Baumbauer as financial support in Administration on October 26, 2011. She was appointed to the position as a staff member on April 2, 2012.
  o Megan Warden, Digital Archivist, began on February 6, 2012.
  o David “Mike” Ford began as Circulation Late Night supervisor on March 22, 2012.
  o Debra Humphrey began as the Administrative Assistant on June 11, 2012, to replace Barbara Bausher.
  o Joshua Broxson resigned as Assistant Archivist on June 29, 2012.
  o Barbara Bausher retired as Administrative Assistant on June 30, 2012.

• Internal staff reorganization
  o Reorganized staff duties in the Circulation Department in order to maximize efficiency and updated all staff members’ job questionnaires to reflect this reorganization.

Technology

• the libraries overhauled the web site and put it into operation on August 11, 2011. The intent was to simplify the web site, improve navigation, update information, and eliminate no longer used pages. The old site referred to 8,700 objects; the new site on the new server refers to 650 objects.

• Pace Library's telecommunications room was connected to the building’s generator on June 13, 2012, ensuring that the network would be available even if electricity is not.

• Systemic Project proposals funded in FY2012 from the Student Technology Fees:
  o purchased 33 Apple “new” iPads (version 3) for students to check out of the three libraries ($24,252).
  o implemented the eBooks Patron Drives Acquisition (PDA) Project to pilot students and faculty direct e-book purchases ($26,000).
  o purchased a Microsoft Surface Interactive Table (now referred to as a Microsoft PixelSense device) to demonstrate an emerging technology ($13,500).
  o Emerald Coast Library increased the number of laptops available for checkout from three to eleven and added iPads and Kindle e-book readers. 39 new desks were added and old
tables and chairs (surplus property of Northwest Florida State College) were donated to Eglin Air Force Base Library.

- Several Librarians used clickers in library instruction sessions to assess student learning outcomes.

**Facility**

- Space and Usage Improvements
  - the Great Good Place on the second floor of the Pace Library opened in August 2011. This nearly 2,000 square foot area was converted from no longer needed staff space (serials) to a user space with tables and 62 chairs.
  - because of the acquisition of additional JSTOR collections, the Pace Library weeded print journals from the second floor over the fall 2011 semester, and during May and June 2012. The print serials collections was then shifted on the second floor to free up shelving space.
  - the print reference law collection and the print Government Documents collection were relocated from the reference stacks on the first floor to specific shelving areas on the second floor in December 2011.
  - four 48"x30" powered tables and eight bola chairs were added on the second floor near the recently relocated Government Documents stacks on February 15, 2012.
  - renovation of the 1st floor
    - 1st floor, partially funded through a Library Academic Enhancement Award from the Provost’s office, $271,400 and through Library Salary Savings, $161,000.
    - improved the first floor of the Pace Library by replacing the 90” reference stacks with 54” stacks to increase the availability of natural light.
    - increased the efficiency of the Reference function by replacing the circular desk with a smaller desk which was relocated to the side of the area increasing the Reference faculty’s vision of the area’s users.
    - replaced all of the user furniture increasing the horizontal space for fixed desktop user computers, new tables and chairs, and added two “soft” seating areas.
    - created two collaboration areas deploying smartboards (Smart Technologies, Canada), wall-mounted touch-enabled computers, and six seat tables each. Each area is separated by a 54” nine-foot partition.
  - renovation of the 2nd floor
    - 2nd floor, partially funded through a Library Academic Enhancement Award from the Provost’s office, $271,400 and through Library Salary Savings, $161,000.
    - created eight collaboration areas deploying smartboards (Smart Technologies, Canada), wall-mounted touch-enabled computers, and six seat tables each. Each area is separated by a 54” high, nine-foot partition.
  - Room 813 at the ECC, previously a small computer lab, was converted to a library coffee shop. Cranky J’s, a local vendor, was selected to run the operation. Plumbing, power, cabinetry, flooring, furniture and equipment were installed. The result is a very attractive and popular coffee shop serving as the only food concession on the Emerald Coast Campus. Students purchase coffee before class or during study breaks in the library and also use the coffee shop to socialize with each other.

- Signage throughout the Pace Library was replaced in December 2011, and during May and June 2012. The new signage system provided a consistent look and improved user navigation in the building.

- ITEPs that were completed during FY 2012:
  - Skylab
    - Award: $167,933.00 successfully used to benefit UWF students, faculty and staff. Expended $162,739.36 (returned: $5,193.64)
    - This project added an up-to-date technology enriched computer lab.
  - ECC
    - Award: $60,007.00, successfully used to benefit UWF students, faculty and staff at the Emerald Coast Campus. Expended $59,666.18 (returned: $340.82).
    - This project added power poles and additional network connectivity to support students and faculty.
Services

- Great Good Place was opened on August 22, 2011. This is a user space seats 62 at a variety of tables and chairs. It is named with permission by faculty emeriti Ray Oldenburg.
- Hours
  - there was an increase of 7 hours open in the fall 2011 semester. The Pace Library added 3 hours on Friday, closing at 8:00 pm. The Pace Library added 4 hours on Saturday, opening at 8:00 am and then closing at 8:00 pm.
  - a pilot project commenced on April 15, 2012 and was conducted for the last two weeks of the spring 2012 semester, by closing Sunday through Thursday at 1:00 am rather than 11:00 pm. This successful opening of an additional 10 hours per week will be continued in the fall 2012 semester.
- the ArgoNet printing infrastructure was replaced by an outsourced service (WEPA) administered by UWF Business Auxiliary on August 22, 2011.
- increased circulation of library equipment, especially laptops, with an increase of over 3,740 loans over FY2011 total, for a total of 11,607 laptop loans (both daytime and overnight loan).
- Circulation worked with Fred Barry (Admin/IT) to digitize equipment checkout forms, which dramatically reduced paper and toner cartridge consumption, and increased direct communication of due times and policies with students.
- Transitioned to a new Intercampus Loan workflow in Spring 2012, making the program easier for UWF students, faculty and staff to use, leading to a 140% increase in the use of this service when compared with Spring 2011.
- Through continuing support from the College of Professional Studies and the Graduate School, the Writing Lab @COPS/CML had another successful year. There were 87 undergraduate and 59 graduate appointments completed at the CML. Of these appointments, all were from the College of Professional Studies except for two from College of Arts & Sciences.
- Purchased access to the Ebsco Discovery Service (EDS), called One Search locally, which provides one-stop online access for researchers to nearly all of the content available through the library, including the catalog, eBooks, journals, and databases.
- The Information Literacy Plan began to be implemented by the teaching librarians, with student learning outcomes being assessed for 25% of all students taught in library instruction sessions. Librarians used a variety of assessment methods including a student response system (aka “Clickers”), one-minute papers, and in-class assignments. Support for implementing the plan was provided to librarians via training sessions, workshops, and a centralized LibGuide for quick reference.
- All research guides were reformatted and updated using LibGuides. Department web pages and several tutorials were also added. Overall, the 130+ available LibGuides had 239,793 uses. This statistic demonstrates the value of online research guides, tutorials, and information pages to university patrons, especially distance learners.
- In order to streamline LibGuide maintenance, a template including common features such as More Help, Online Catalog, Online Tutorials, FAQ, Books and articles not at UWF, QuickLinks, Managing Citations, and How to Find a Scholarly Article was developed. Links and information about the availability of open access resources, OER tabs were added to many LibGuides and tabs entitled After Graduation that explored career and continuing education options in various disciplines were developed as well. LibGuide authors will continue to update and improve the guides in their subject areas.
- The Academic Foundations Seminar LibGuide was the most accessed resource, logging 4,668 hits this year. Other often used LibGuides were Nursing, Law, Communication Arts, Education, Political Science, and Environmental Studies.
- Overall, Interlibrary Loan continued its upward trend. Over 25,000 requests were handled, representing a slight (1%) increase from the prior year. However, an 8% increase in the fill rate was experienced, which may be attributed to the effectiveness of RAPID and the increased efficiency of staff members in interlibrary loan.
The enhancements to database and full text coverage initiated last year resulted in 17% fewer journal articles being requested from interlibrary loan services (2,405 requests this year and 3,134 last year). Turnaround time for article delivery averaged 7.27 days.

The continuing decrease in book funding substantially impacted Interlibrary Loan services. In FY2011 3,229 books were borrowed from other libraries using interlibrary loan services. In FY2012, the total of book requests submitted to traditional Interlibrary Loan and UBorrow reached 4,247 (a 31% increase).

UBorrow was a success with 1,149 uses of its convenient platform within the union catalog and the enhancement of the courier service, resulting in quicker delivery times for books (averaging 8 days rather than the traditional 12 days).

Campus delivery remained popular. Staff delivered 725 books to faculty members this year.

Interlibrary Loan services implemented Docline, a network of health related libraries that provide medical resources. So far, 43 out of 46 borrowing requests were filled in Docline. ILL received 491 requests for materials from other libraries and filled 389 of them. ILL will continue to monitor Docline’s value as a support for health related disciplines.

Lending services declined slightly (-2%) but the fill rate actually increased. Last year the average fill rate was 63% and this year it reached 66%. Changes in staffing enhanced interlibrary loan lending services.

Library instruction classes declined slightly (-6%), with 168 classes taught this year compared to 180 last year. Freshmen orientations declined the most which is due to the online assignment created for the freshman-year experience course, Academic Foundations Seminar, and library orientation tutorials. Subject-area instruction increased by 13%.

Library orientation and subject-specific videos were updated in Camtasia Studio based on student feedback and to reflect changes in the library’s website and databases.

Emerald Coast Library coordinated with Okaloosa Public Arts (OPA) to establish ongoing exhibits by local artists. New exhibits are hung every two months. Art openings, sponsored by OPA, are well-attended and increase the visibility of UWF and the library to the Emerald Coast community. The second show, “Folk Art Plus,” featured paintings by nationally-recognized folk artist Toby Hollinghead.

Other

- Counting Opinions, a continuous user survey linked from nearly every web page at the libraries, went live on August 25, 2011. Counting Opinions is a Canadian company located in Toronto which houses the survey and compiles the reports for web-based access.
- CML worked closely with selected COPS faculty to create a survey to determine the needs of all students in the College of Professional Studies. Some highlights from the survey include a need for more publicity, a stronger online presence, and more updated technology. New objectives will try to address these needs.
- Hosted Emma Lazarus traveling exhibit, July-August 2011, with two speaker events (July 12 and August 11, 2011)
- Organized table for Welcome Week, August 22-23, 2012
- Co-hosted a brown bag lunch series with the Women’s Studies program for Women’s History Month, March 2012
- Hosted events for National Library week, April 9-13, 2012, including make-your-own READ posters, an edible book context, an magnetic poetry
- Purchased UWF Libraries reusable tote bags for use at the Book Sale and other events
- Coordinated monthly “cookie” nights for students, including one candy night, hot cocoa and candy canes during Fall finals, and doughnuts during Spring finals
- Developed a Pinterest social media page, and continued marketing library services and events through Facebook and Twitter
- Continued monthly publication and distribution of the Stall Street Journal bathroom newsletter
- Completed several videos for marketing and recruitment: A Day in the Life @ the Library!, About the Library, Fun Facts, and Student Voices
- Special Collections changed its name to the University Archives and West Florida History Center effective July 1, 2011.
• University Archives and West Florida History Center created a Preservation Plan in October 2011.
• New exhibits were created by the University Archives and West Florida History Center including Visual Archives, Women Suffrage, and the Panic Broadcast of 1938.
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Part II-B, Distinguished Individual (Faculty, Staff, and Student) Accomplishments

List college/departmental distinctions earned by faculty, staff, and students during 2011-2012.

A. Faculty

1. Promotions
   - Shari Johnson was promoted to Associate Librarian
   - Britt McGowan was promoted to Assistant Librarian

2. Tenure

3. Awards
   - Shari Johnson received the Outstanding Faculty Award from the College of Business' Marketing and Logistics Association.
   - Dean DeBolt, Connecting to Collections: Emergency Preparedness, statewide training grant, 2012. (Florida Association of Museums, Society of Florida Archivists, IMLS, etc.)

4. Other Distinctions

Brown, Molly
Coordinator of Monograph Collection Development; Subject Specialist for Art, Criminal Justice, and Law

- Wrote a successful Systemic Technology Fee grant for $25,000 for an e-book Patron Driven Acquisition pilot program
- Updated Collection Development Policy for library acquisitions
- Managed the collections of gift books given to the library: wrote letters of acknowledgement to donors, organized the material for subject specialists to look through and took material to cataloging department where they were separated into items to keep for the library collection, donated to Better World Books, or kept for the annual library book sale.
- Worked with the Budget Task Force to prepare the monographic budget for the 2012-2013 fiscal year
- Assisted in streamlining the ordering process for Collection Development and the subject specialists
- Completed the Gift Policy for the Collection Development Committee
- Wrote the eBook Policy
- Attended the new employee orientation
- Participated in National Library week activities and the Festival on the Green library book sale
- Served on the search committee for the Administrative Information Specialist
- Attended various webinars for information literacy and database training
- Assisted with the shift of the law collection from the first floor reference stacks to the second floor law collection area

DeBolt, Dean
University Archivist and Director of the West Florida History Center

- Publications
  - Bibliography of West Florida, Vol. 5 (554 pp.; 3,000 entries)

- Teaching
  HIS5082 Introduction to Archives Management (Directed Study) Summer 2011

- University and Library Committees
  UWF Facilities Planning Committee
  UWF Honors and Awards Committee
  UWF Task Force on Cultural Tourism, 2012-
  UWF Library Faculty Council, 2011-2012
  Chair, Promotion Committee, Library Faculty Council
  UWF Library Collection Development Committee, 2011-2012
  UWF Library Dean’s Advisory Group / Department Heads, 2011-2012

- Services to Schools
  St. Paul’s Catholic Middle School (instruction and reference services, September 2011.
  Brown-Barge Middle School (instruction/tour), January 2012.
  Judge, Escambia County History Fair, February 2012.
  February 20th – Senior Websites
  February 21st – Middle School Individual Exhibits

- Professional Library and Archives Organizations
  Member, Digital Initiatives Committee (DISC), CSUL.
  Member, Special Collections Subcommittee, CSUL.
  Peer Reviewer, American Archivist (Society of American Archivists)
  Grant Reviewer, National Historical Records and Publications
  Commission, National Archives, Washington, DC

- Services to the Community
  Speaker, “Statue of Liberty and Emma Lazarus,” opening of Emma Lazarus exhibit, John C.
  Pace Library, UWF, July 12, 2011.
  Training Workshop for volunteers for Quina House, Pensacola Historic Preservation Society,
  Speaker, “West Florida History Center and Archives at UWF,” Episcopal Church Women,
  Christ Episcopal Church, October 10, 2011.
  Speaker, “Mothers of Pensacola—Women Who Led the Historic Preservation Movement,”
  Speaker, “Wallace Bruce of DeFuniak Springs and the Abraham Lincoln Statue of Edinburgh,
  Scotland,” Gulf South History and Humanities Conference, Pensacola Beach, October 21,
  2011.
  Volunteer, Pensacola Historic Preservation Society, Veterans Day booth at Barnes and
  Noble, November 11, 2011; passed out literature and newsletter which included University
  Archives and West Florida History Center FAQ.
  Interview, live on WCOA-AM radio with Don Parker, November 23 on topic of the “Two
  Thanksgivings” (Roosevelt’s calendar problem in 1939).
  Speaker, “Florida Chautauqua Assembly,” Pensacola Alumni Chapter of Kappa Delta Pi,
  November 29, 2011.
  Mentor, Society of American Archivists mentoring program, Fall 2011. With Nathan Sowry,
  MLIS student at University of Wisconsin-Madison.
  Speaker, “Letters from the Front: Civil War Letters of West Florida,” Florida Chautauqua

Speaker, “What’s New at the University Archives and West Florida History Center,” Santa Rosa Genealogical Society, February 18, 2012.

Speaker/Webinar Presenter, “The People Factor” in Developing Emergency Plans, Connecting to Collections Statewide Training Program, April 24, 2012 workshop at Florida State University, Tallahassee.


Host/Speaker, “Quina House: Family, History, Historic Pensacola” a series of Intimate 90-minute presentations to small groups, offered through Living Social as a fund-raiser for Pensacola Historic Preservation Society. Talks given in costume with tours, demonstrations, etc. in Pensacola’s oldest house on its original site, built ca. 1810. April 14 and April 28, 2012.


Other

Worked with Pensacola American Heritage Society on acquiring Polish history works for UWF Library.

Helped edit National History Day Toolkit website for use by students in areas of primary and archives research.

Prepared “Preservation Plan” for Dean of Libraries covering needs for expansion of Archives stacks and acquisitions of compact shelving.

Spoke at the public hearing of the UWF Master Plan urging preservation of early UWF ‘pizza hut’ dorms and presented a report of UWF history and loss of early structures.

Dugan, Robert
Dean, University Libraries

Publications


Laura Saunders. Information Literacy as a Student Learning Outcome: The Perspectives of Institutional Accreditation. Santa Barbara, CA: Libraries Unlimited, 2011. I served and am acknowledged as a member of the Ph.D. dissertation committee on which this book is based.

Presenter

“Let the Data Talk: Communicating Assessment Results to Stakeholders.” Panelist at the Library Leadership and Management Association’s (LLAMA) Measurement Evaluation and Assessment Section (MAES) American Library Association’s Annual Conference, Anaheim CA, June 24, 2012.


• Invitee (participant) and panel presenter, Association of College and Research Libraries’ Demonstrating Library Value: A National Conversation, Chicago, November 29 – December 1, 2011.

University Committees
• Dean’s Council
• President’s Extended Cabinet
• Facilities Planning Advisory Committee (FPAC)
• Campus Master Plan Task Force
• IT Planning Advisory Committee (ITPAC)
• Strategic Academic Visioning and Empowerment Committee (SAVE)
• University Strategic Plan 2012-2017 Working Team

State Committees
• Member, Council of State University Libraries (CSUL)
• Board member, Florida Center for Library Automation (FCLA)

Fluharty, Donna
*CML Director, Interim*
• Trends in Children’s Literature, WebJunction Webinar, Pensacola, FL. July 7, 2011
• ALEPH v20 Review, University of West Florida, Pensacola, FL. July 15, 2011
• New Faculty Reception, University of West Florida, Pensacola, FL. August 11, 2011
• Fall Faculty Forum, Provost Program, University of West Florida, Pensacola, FL. August 16, 2011
• School of Education Orientation – Library tour, University of West Florida, Pensacola, FL. September 22, 2011
• YBP Meeting and Presentation, University of West Florida, Pensacola, FL. October 4, 2011
• Library Instruction, Measuring SLOs, John C. Pace Library, Pensacola, FL. November 16, 2011
• COPS Teaching Forum, Pensacola, FL. November 20, 2011
• How to Improve Your Library Instruction: Assessment in Five Minutes, Webinar. Pensacola, FL. January 11, 2012
• Circulation Search Committee Chair
• Best Mobile Apps for Handheld Librarians, Webinar. University of West Florida. Pensacola, FL. April 12, 2012
• Weeding Webinar. University of West Florida. Pensacola, FL. May 9, 2012

Gonzalez, Melissa Finley
*Head of Reference; Community Resources Librarian; Subject Specialist for History, Anthropology, Archaeology, Multicultural Studies, Political Science, Music, and Maps*
• Case study on the Great Good Place accepted for publication in the forthcoming ALA Editions book: Abandon all Fear: Assessing, Evaluating and Letting Go of Legacy Services, edited by Mary Evangeliste and Katherine Furlong (2013) – co-authored with Amanda Ziegler
• Proposal for panel session “Academic Monograph Tastes on a Paperback Budget: An MIS for Collection Development” accepted for presentation at The Innovation Conference: Fostering Creativity and Invention in Academic Libraries, Panama City, August 2012 – with Amanda Ziegler
• Wrote a successful Information Technology Enhancement Project (ITEP) proposal on behalf of the Division of Anthropology and Archaeology in the amount of $3,590 for a 2-year subscription to the electronic Human Relations Area Files collection
• Held a Reference “tune-up” session for all desk personnel, August 9, 2011
Contributed significantly to the library weeding project by reviewing over 7257 monograph titles in the E an J classification ranges, identifying duplication in print and e-books, and analyzing e-journals and databases in History and Political Science

Helped coordinate a major Reference weeding project (8570 titles) in preparation for the renovation of the first floor

Initiated a dialogue with ATC staff to begin identifying ways to collaborate and better serve the needs of online learners and faculty

Provided library orientation and instruction for St. Paul’s Catholic School, Bellview Middle School, Avalon Beach Middle School, and the UWF Leisure Learning Society

Chair, University Archives Information Specialist Search Committee

Co-Chair, Library Marketing and Outreach Committee; Library Faculty Council Nominating Committee; Collection Development Policy and MIS Task Force; Systematic Weeding Procedures Task Force; PDA Task Force; IL Workforce Readiness Task Force; Web Site Task Force; CSUL Public Services Planning Committee (PSPC)

History Faculty Award for Excellence in Writing selection committee, Spring 2012; UWF Graduate Council, 2011-2013; Chair, Graduate Council Outstanding Master’s Thesis Award selection committee, Fall 2011

Participated in Welcome Week, National Library week, new faculty and graduate student receptions, and Festival on the Green book sale

Served as a judge at the Escambia County History Fair and the UWF Scholars Symposium

Attended over 20 webinars, workshops, and presentations related to libraries, information literacy, student learning and assessment, marketing, supervision, leadership, and technology

Assisted in developing and writing the University Archives & West Florida History Center’s Preservation Plan

**Johnson, Shari**

**Coordinator of Electronic Resources; Subject Specialist for Business**

Promoted from Assistant to Associate Librarian

Collaborated with Administration to establish a system of tracking monograph and serials orders and expenses that allowed us to have an accurate picture of our budget in a timely manner.

Continued to increase 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 3,485 online journals in 2012.

Wrote a successful Information Technology Enhancement Project (ITEP) proposal for the library to purchase the Web of Science, a standard citation searching database in the sciences and social sciences. This capability allows researchers to identify citations to particular authors and articles. This classic indicator of an author’s or an article’s importance and has been used to track other relevant studies, follow a researcher’s path, and locate seminal research. The Web of Science not only identifies scientific articles, it also links out to full text sources or other discovery tools. This enhances the value of this core resource.

Negotiated with vendors to purchase the Ebsco Discovery Service (EDS), Business Source Complete, JSTOR Arts & Sciences X, JSTOR Life Sciences, Political Science Complete, and CINAHL Full Text, and to set up the Ebsco PDA pilot project

Provided research guidance for the Marketing and Logistics Team in preparation for their participation in the annual Operation Stimulus/Denver Transportation Club annual logistics case competition, where they took first place.

Received an Outstanding Faculty Award from the Marketing and Logistics Team.

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.

Served as Chair-elect for the statewide Electronic Resources Subcommittee and member of the Acquisitions Subcommittee, Chair for the Search Committee for the Administration Information Specialist position, member of the CDC EBook Task Force, PDA Task Force, Budget Re-alignment Task Force and the Workforce Readiness Task Force.
Low, Douglas  
*Coordinator of Reference Collection Development; Subject Specialist for Philosophy, Religion, Psychology, Social Work, and Theater*

- Completed a book entitled *Merleau-Ponty in Contemporary Context*, which was accepted for publication by Transaction Publishers
- Checked and updated links for assigned LibGuides in January and April; added Open Education Resources to assigned LibGuides
- Served on the search committee for the Circulation Evening Supervisor
- Serves as the UWF Representative on the statewide OPAC committee
- Supervised a graduate Directed Reading course on the Philosophy of Language
- Assisted with final aspects of Social Work Master’s degree accreditation
- Did citation search for and with Professor Rob Rotunda for his promotion (which he received)
- Helped coordinate a major reference weeding project
- Served on the library’s ebooks committee
- Served on the library’s Patron Driven Acquisitions committee
- Worked with FCLA to set-up, evaluate and reject Primo as a single search tool
- Met weekly with philosophy graduate students/part-time faculty
- 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*

- Promoted from Instructor to Assistant Librarian
- Updated the five Basic Library Orientation videos based on feedback and website changes; created the “Citing Sources” and “Literature Review: Conducting & Writing” libguides; worked with Fred Barry to create the Assignment Calculator for our library.
- Coordinated training and created support materials to assist librarians in implementing our Information Literacy Assessment Plan which resulted in measuring SLOs in one-shot library instruction sessions.
- Served as Chair of the Circulation Supervisor Search Committee and Secretary of the Library Faculty Council. Served as a member of following: University’s Technology Fee Committee, CUTLA Advisory Board, Common Read Committee; the Libraries’ Marketing & Outreach Committee, Collection Development Task Force, Website Task Force, Information Literacy Professional Workforce Readiness Task Force, Library Mentoring Task Force; and the CSUL Information Literacy Subcommittee and the ALA Instruction Section’s Program Planning Committee.
- Judged various rounds for the State Speech & Debate Tournament for the UWF Speech & Debate Team; judged the Festival on the Green Craft Fair; and presented at the High School Articulation Conference hosted by the English Department.
- Presented the diversity workshop, “Who Belongs?: Creating a Culture of Inclusion at the University” and co-presented a CUTLA Faculty Friday workshop with Ron Belter and Xuan Tran, entitled: “Newly Tenured?: Time to Plan a Sabbatical Proposal” to the University community.
- Acted as Campus Coordinator for the Kaps-4-Kids Ronald McDonald House Campaign, raising $884.00.

Thompson, Caroline  
*Coordinator of Interlibrary Loan; Subject Specialist for Science and HLES*

- Extensively weeded the science reference collection. Coordinated the effort to select which legal materials to weed and which to move to the second floor. Assisted with moving and weeding the legal materials.

Annual Report, 2011-2012
• Coordinated faculty orders in the sciences and ordered monographs for the science main collection. Reviewed gifts in the science areas. Also selected materials for the science reference collection.
• Served as a member of the CDC EBook Task Force and PDA Task Force
• Provided a presentation to HLES faculty on Journal Impact Factors
• Coordinated and maintained LibGuides; updated science and HLES LibGuides; maintained an A to Z list of databases in LibGuides; added after graduation and open access pages on each LibGuide. Updated tutorials and reformatted them in LibGuides.
• Implemented Docline, a medical library network.
• Represented Library on the ACCESS Services Subcommittee, the ERS Science Subcommittee, the U Borrow Team, the U Borrow Policies Committee, and the Resource Sharing Task Force.
• Participated in RA Orientation, library welcome week, library week, new faculty receptions, and graduate student receptions, Great Good Place receptions, and Festival on the Green booksale
• Served on the University’s Web Advisory Committee
• Invited by Director of Undergraduate Research to serve as a judge at the Student Scholars Symposium
• Served as Chair of the University's Scholarly and Creative Activities Committee
• Served as Chair of the Reference Librarian/Collection Development Coordinator Search Committee and member of the Administrative Assistant Search Committee

Ziegler, Amanda
Head, Circulation Department
• University Committees
  o Member, University Instructional Technology Planning and Advisory Committee
  o Ex-officio member, Faculty Senate
  o Member, Faculty Senate Salary Compression Task Force
• Library Committees
  o Chair, Library Faculty Council
  o Co-Chair, Library Marketing and Outreach committee
  o Member, Collection Development Committee
• State Committees
  o Member, Access Services subcommittee, State University libraries
  o Member, Statewide Storage Task Force
• Submitted proposal for technology fee monies to expand the iPad loan program

B. Staff

1. Awards
   - Frederic Barry, University Professional Excellence Award for the Division of Academic Affairs
   - John Barksdale, Student Government Association’s Distinguished Staff Award

2. Other Distinctions
   - Spencer Davis received recognition from Libraries/University for 1 year service
   - Evelyn Keith, appointed to the UWF Staff Senate by President Bense

Barksdale, John
Skylab Manager, Administration
• Member of marketing and outreach committee, assisted with a variety of marketing and other promotional ventures - mainly social networking and website related projects.
• Member of circulation department assistant manager search committee.
• Assisted with the creation of a library statistics/questions tracking system that utilizes ColdFusion, SQL and a Microsoft Access database.
• Member of the Library Website Taskforce. Worked on the development and deployment of a new library website to better serve our needs and also stay compliant with university web standards.
• Created library recruitment video.
• Created behind the scenes library video.
• Created student voices video
• Created library statistics video
• Created webpage/tutorial instructions on how to download Ebsco e-books
• Completed Adobe Flash Classroom in a Book Training
• Completed Adobe In-Design Classroom in a book training
• Completed Adobe Illustrator Classroom in a book training
• Attended Computers in Libraries 2012 Conference
• Attended the UWF Staff Development Training workshop "Answering Student Questions", Wednesday, July 13th 2011
• Attended Aleph v20 New Features Demo July 19th 2011

Barry, Fred
Libraries Information Technology, Administration
• Upgraded all the first floor patron use computers (40 machines) in the Pace Library using equipment purchased on our behalf from Student Technology Fee money.
• Helped manage and implement the library-wide transition to Aleph v20 in July 2011.
• Worked with local librarians and staff at FCLA to configure and trial a demo of Ex Libris’ Primo Central discovery tool (which was eventually passed over in favor of Ebsco’s Discovery Service).
• 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 staying compliant with the University web-presence guidelines. Standout features of the new site include promotional space on all pages, logical grouping of content (by audience or page-type), and the removal of all legacy/orphaned pages (went from several thousand pages & images to several hundred!).
• Helped roll out and provide support for the new student printing system, WEPA, in the fall of 2011. Shortly thereafter, deployed an “emergency” back-up printer in the Pace library that can be enabled/disabled via simple web-form.
• Upgraded our physical primary and backup servers to run VMWare’s ESXi 5 virtualization platform.
• Upgraded our internal file and print server from Windows Server 2003 to Windows Server 2008 R2. This move puts us in a better position to make the eventual switch to an all 64-bit environment (in addition to the normal benefits of keeping critical systems as up-to-date as possible).
• Upgraded the server that hosts our instance of Symantec Backup Exec from Windows XP to Windows Server 2008 R2. Also upgraded the Backup Exec client and server software from v10d to v12.5.
• Created logout scripts to display a customized warning background for patrons who have inadvertently left a personal USB device in one of our machines. This was done to reduce the amount of “lost” devices collected by the circulation department.
• Developed an equipment checkout web application for use on two circulation iPads to facilitate the rapid checkout of equipment for our patrons and reduce the physical paper trail maintained by the department. In ~6 months of use the system has been used by almost 900 unique patrons to check out almost 6,000 pieces of equipment. Standout features of the web application include LDAP integration (to ensure that only legitimate users access the service) and an e-signature box.
• Used AJAX web technology to enhance our existing webpage computer availability “barometer” so that it continually updates itself when a visitor is viewing any library webpage. Used a different technique to similarly automatically update the computer availability maps every few seconds.
• Worked with local librarians to configure, launch, and market Ebsco’s Discovery Tool (which we’ve branded One Search).
• Helped purchase and deploy $23,000+ worth of Apple technology (iPads and support equipment) to support our upgraded iPad checkout program.
• Created a mobile-specific library website which is automatically served to patrons accessing the standard library domain on a mobile device (an option to view the “full” page is presented as a
link). The mobile site contains optimized versions of “essential” library pages and services including catalog search, contact information, links to mobile optimized databases, etc.

- Researched, sourced, and helped purchase and install $60,000+ worth of technology to upgrade existing equipment at all our public service desks and deploy new technology (10x SMART Interactive Whiteboards with touch-screen PCs) for student use.
- Helped manage and implement the library-wide transition to the Aleph v20 SharedBib environment in June 2012.

Bennett, Elizabeth
Assistant at CML

- School of Education Orientation – Library tour, University of West Florida, Pensacola, FL. September 22, 2011
- COPS Teaching Forum, Pensacola, FL. November 20, 2011

Broxson, Joshua
Information Specialist, University Archives and West Florida History Center

- Library Marketing and Outreach Committee
- Volunteer, Library Book Sale 2012
- Created exhibit “Women Suffrage” in March 2012 for Department exhibit area.

Daley, Aric
Information Specialist, Reference and Interlibrary Loan

- Assisted with implementing UBorrow
- Enrolled and completed Two Dimensional Design, fall 2011
- Enrolled and completed Drawing II and Painting I, spring 2012
- Participated in the Docline training workshop series, Dec 2011-Feb 2012
- Helped implement Docline

Davis, Spencer
Information Specialist, Circulation Stacks Manager

- Developed and executed 3 major book moving projects with no significant errors
- Completed shifting the entire second floor on time and faster than initially expected
- Developed a plan for shifting and balancing the 3rd and 4th floors
- 3 Webinars
  - 1 In-house training
  - 2 HR/University wide training
- Conducted microfilm training for several staff
- Received basic cataloging training from Colleen Valente
- Began reference desk training
- Began Reference teaching training
- Actively assisted the cataloging department with the weeding project
- Added full clearing and shelf reading of the 2nd floor to responsibilities.
- Served on search committee for Circulation Evening Supervisor position
- Developed student policies manual
- Completely revised Stacks supervisor position binder
- Supervised 15 student workers
- Hired 6 new people

Doxford, Rebecca
Information Specialist, Circulation Supervisor

- Joined the circulation department in August 2011
- Served on the search committee for the new Digital Conversion Specialist position in the University Archives and West Florida History Center.
- Served as the primary backup for all 7 staff positions within the department as well as serving as the sole backup for the Department Head.
- Joined the libraries marketing & outreach committee in February 2012 and currently maintains the libraries’ Kindle Titles Pinterest board.
- Currently running circulation function tests during the testing phase of the SUS SharedBib Implementation Project.
- Updated all 7 circulation staff members’ job questionnaires.
- Revised parts of and organizing the entire circulation staff supervisor instruction binder.
- Co-interviewed and provided feedback to Department Head and Dean of Libraries during the search for the new Circulation Department Evening Supervisor.
- Attended 12 classes offered by OHR to improve and develop knowledge of University Polices and supervisory skills:
  - New Employee Orientation
  - Keys to Supervision and Management – The Performance Evaluation Tool Kit
  - Keys to Supervision and Management – Employment Fundamentals
  - Employee Relations Symposium
  - Drug-Free Workplace Training
  - CAS101-Online performance Management Training
  - EAP Employee Orientation
  - CAS101- Position, Performance, & Employment Management System – The Job Questionnaire
  - Preventing Discrimination & Harassment for Supervisory Employees
  - Shrink Your Stress – Increase Your Productivity
  - Administrative Video Conferencing Orientation – UWF Libraries, CAS & COPS Conference Rooms
- Attended the following 2 in-house workshop(s) and 3 webinar(s):
  - Microfilm training (conducted by Spencer Davis).
  - WEPA training (conducted by Fred Barry).
  - How to Improve Your Library Instruction: Assessment in Five Minutes (ALA Editions Workshop)
  - ALEPH printing and reports Elluminate Session.
  - SUS Sharedbib Implementation Schedule Elluminate Session.

Ford, Mike

Information Specialist, Circulation Evening Supervisor

- Joined the circulation department in March 2012
- Learned job quickly and enabled the library to stay open until 1:00 am earlier than expected
- Pursuing traditional education/training from the University that will help expand technical skills
- Attended New Hire Orientation
- Attended Administrative Videoconferencing training
- Learned how to re-image laptops/desktop computers
- Became familiar with new technology being brought in by IT

Golanka, Andrea

Information Specialist, Circulation Evening/Desk Student Supervisor

- Served on Search Committee for position of Stacks Manager
- Helped train new staff member (Stacks Manager), specifically with student assistant- related issues
• Took over new duty of handling student assistant payroll and scheduling (to then coordinate with Barbara Bausher/Administrative office Assistant)
• Did the majority of training for new staff position (late night closer)
• Did all of the new hiring of students, working equally with the Stacks Manager to contact possible hires, conduct interviews, and gather contact information
• Trained the majority of new desk student hires (six students total)
• Avoiding Conflict in the Workplace Workshop (2 days), presented by Chief John Warren
• Attended the WEPA training workshop
• Assisted Marketing Committee by setting up/cleaning up each “Cookie Night”
• Updated student policies and procedures
• Continued to create seasonal displays on the first floor
• General responsibilities have increased in the evening as we offer more and more services and equipment
• Streamlined carrel log book chronologically and updated it (added to contract, new fees, for example)
• Continued to double check and enter correct data into ALEPH for John C. Pace and Emerald Coast Libraries card applications
• Continued to assign semester carrels

Keeble, Laura
Information Specialist, Circulation Database Maintenance Coordinator
• Updated all procedures when implementing new Intercampus loan workflow
• Assisted stacks manager in supervising morning students.
• Project Search Appreciation Award.
• Gave a Speech at the Project Search End of the Year Celebration.
• Webinars – Supervisory Skills 5 part series.
• In-house training- Photo Shop, Elluminate Version 20, Tandberg Training, Owning Sublibrary Work Flow.
• HR/University wide training – Non Violent Crisis, Answering Students Questions workshop.
• Other training – Spreading Contagious Enthusiasm.
• Served on Library Search committee for the Circulation department supervisor position.
• Cataloged 175 kindle titles and 150 paperbacks.

Meehan, Matthew
Information Specialist, Circulation Equipment Coordinator
• Began a new iPad Checkout program with 30 devices provided by student technology fee money. Developed a workflow for checking the devices in and out that insures end user data security when a device has been returned.
• “Aleph v.20 Elluminate Session”
• “Aleph New Features” Webinar
• “Non -Violent Crisis Intervention Certification”
• “Answering Student Questions” public service webinar
• Attended training on WEPA the new campus wide printing standard.
• “PCard Basic Online eLearning course” To obtain a University PCard
• Converted all Circulation departmental computers to Aleph version 20
• Processed and purchased 150 Individual kindle title requests between three different locations.
• Assisted in authoring a student technology fee proposal that was approved for the purchase of 33 iPads.
• Installed wireless electronic patron counters that provide hourly details on the number of patrons coming in to the building
• Worked an extra desk shift a week on both the library Reference Desk and Skylab.
• Moved all computing technology out of the Curriculum Materials Library for new carpeting and reinstalled.
• Helped remove all technology from the first floor to aid with the renovation of the first floor
• Participated with the department in the search for a new closing staff member

Oliver, Dori  
*Information Specialist, Reference and Interlibrary Loan*
• Participated in the Docline training workshop series, Dec 2011-Feb 2012  
• Helped implement Docline  
• Attended the ‘One Search’ demo and other Reference-related workshops, Jun 2011-May 2012  
• Attended the Women’s History Month lecture series, Mar 2012  
• Volunteer – Festival on the Green’ Library Book Sale, Mar 2012  
• Volunteer – Library ‘Welcome’ activities, Aug 2011  
• Community Service – Volunteer, Ballet Pensacola, May 2011

Pace, Michael  
*Information Specialist, Circulation Reserve Coordinator*
• Continued fine-tuning of Streaming Video services and workflow to accommodate increasing instructor demand  
• Comprehensive weeding of Permanent Reserve collection completed  
• Comprehensive weeding of hardcopy Articles collection completed  
• Comprehensive weeding of audio cassette collection completed  
• With Circulation department head, proposed and conducted meetings with senior Academic Technology Center staff to better coordinate ATC-Library Reserves collaboration  
• To replace the Library’s lost/stolen/missing copy of retiring faculty member Dr. Amir Karimi’s doctoral thesis, obtained Dr. Karimi’s personal copy and scanned the entire 282-page document. This will be entered into the Library catalog as an e-Book, and hosted locally on Library servers  
• FCLA Webinar outlining changes related to implementation of new Shared-Bib catalog architecture  
• Updated Course Reserves procedures manual and documents, now to include stepwise Streaming Video process instruction  
• Further streamlining of collection and reporting of Reserves statistics; existing spreadsheets merged to effect a more efficient document  
• Devised effective solutions for instructors to deliver large video files for Streaming processing; this resulted in the procurement of a large-capacity thumb drive for loan to faculty  
• Proposed the creation of a file-share solution to enable ATC staff to deliver large video files via network to the Library’s Streaming Video server. Library IT Manager Fred Barry’s ‘drop box’ was tested by ATC and Library Reserves staff and works flawlessly  
• Transported 22 cases of donated books to Library from Dr. Karimi’s office upon his retirement. Assisted the area-specialist Reference librarian in weeding the mass of titles. With close knowledge of the Library’s film/media studies holdings, was able to recommend titles to be retained for the collection.

Richard, Esther  
*Information Specialist, Reference*
• Recording Secretary, Emancipation Proclamation Committee  
• Member, AFSCME  
• Volunteer, Welcome Week  
• Member, Reference Librarian/Collection Development Search Committee  
• Member, Administrative Assistant Search Committee  
• Attended Answering Stupid Questions Conference  
• Completed Ancient and World History (Jun 2011 – Aug 2011)  
• Completed Personal Finance (Jan 2012 – Apr 2012)  
• Attended PLAN: E-Government in Public Libraries  
• Attended PLAN: 20 Questions: Successful Strategies for Job Searchers  
• Attended PLAN: Utilizing the Cloud  
• Attended PLAN: Twitter
- Attended Women’s History Conference

**Sizelove, Jennifer**  
*Information Specialist, Cataloging Services through October 2011, and then Administration*

- With the resignation of former Administrative Information Specialist, took on responsibilities to keep up the payment of invoices, the ordering of materials and budget reconciliations.
- While transferring into Information Specialist position, trained Sarah Berrian (OPS) to take over serials/periodicals responsibilities in Cataloging Department.
- Assisted with the transition of Amanda Morrow (OPS) into Sarah Berrian’s position in Cataloging Department.
- Performed daily reconciliation of library materials budgets
- Upon completion of Banner Basics training, Where Does the Money Go class, Budget Basics training, Transfer Overview & Reports training, and Rolling Out Routelt class, received certificate in Budgeting.
- Completed Budget Transfer Training for both budget transfer Initiator and Approver.
- Streamlined ordering process and budget spreadsheet management in order for Subject Specialists to more easily track the status of their orders and availability of funds for library materials.
- Worked with Reference Department and Cataloging Department to streamline the book & replacement ordering process, as well as efficiently managing items upon receipt.
- Completed PCard Basic training

**Warden, Megan**  
*Information Specialist, University Archives and West Florida History Center*

- Library Marketing and Outreach Committee (June 2012-

**Webster, Blythe**  
*Information Specialist, Circulation Accounts Coordinator*

- Developed new procedures  
  - Entering community patrons into CICS under new Cashier’s guidelines  
  - Deleting expired non-UWF patrons  
  - Billing lost daily/semester carrel keys  
  - Book withdrawal after 6 months  
  - Reporting delinquent laptop loans to the police  
  - Recording statistics of items not being checked in properly  
  - Processing library fines appeals/refunds/fine waivers for registration
- In-house training - 2
- HR/University wide training - 3
- Other training - 1
- New procedures in billing increased responsibilities for daily tasks in “inventory control”  
  - Projects Completed – 3  
  - Projects In Progress - 2
- Membership on the Marketing & Outreach Committee  
  - Projects Completed - 30  
  - Projects In Progress/Ongoing - 6

**C. Students**

- Kim Chafin (Interlibrary Loan)  
  - Graduated cum laude with a B.A. in psychology and a minor in business  
  - Initiated and completed a research project with Dr. Daniel Dolgin on emerging technologies for improved cognitive-behavioral treatment delivery of pain management techniques  
  - Co-authored article with Dr. Dolgin on improved cognitive-behavioral treatment delivery of pain management techniques in a supplemental issue of the Journal of Pain  
  - Presented on improved cognitive-behavioral treatment delivery of pain management techniques at the American Pain Society’s 31st Annual Conference in Hawaii
Accepted into the UWF graduate psychology program, fall 2012
Awarded a graduate scholarship

Christopher Li graduated with a BS in Computer Science/Mathematics
Kenneth Lyles was accepted into FAMU's College of Pharmacy and Pharmaceutical Sciences graduate program, fall 2012
Erin Scully graduated with a BS in Psychology
Lee Yu-Cheeh (Judy) (Interlibrary Loan)
  Dean's Honor Roll (Awards)
  Volunteered at an animal shelter (Community service)
  Became a member of Phi Kappa Phi
  Became a member of the Association for Computing Machinery (ACM)

D. Student (individual and group/team) participation in and results from state, regional, and national competitions (only if appropriate/this typically will be reported by an academic department)
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 2011-2012. 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>A. Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean DeBolt</td>
<td>Lectures, classes, consultation, planning, exhibits, displays</td>
<td>Florida Chautauqua Assembly, Inc., DeFuniak Springs, FL</td>
</tr>
<tr>
<td>Dean DeBolt</td>
<td>Lectures, volunteer tour guide, docent training, programs as Vice President, Newsletter Editor</td>
<td>Pensacola Historic Preservation Society, Inc., Pensacola, FL</td>
</tr>
<tr>
<td>Dean DeBolt</td>
<td>Lecturer</td>
<td>Florida Endowment for the Humanities</td>
</tr>
<tr>
<td>Dean DeBolt</td>
<td>Lectures and programs</td>
<td>Episcopal Church Women, Christ Episcopal Church; Gulf South History and Humanities Conference; WCOA-AM radio; Pensacola Alumni Chapter of Kappa Delta Pi; Santa Rosa Genealogical Society; National Active and Retired Federal</td>
</tr>
<tr>
<td>Name</td>
<td>Role/Activities</td>
<td>Location/Role</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dean DeBolt</td>
<td>Mentor, peer reviewer for Society of American Archivists; Oversight of student at University of Wisconsin-Madison; assist with reviews for the <em>American Archivist</em>.</td>
<td>Pace; Gulf Islands National Seashore.</td>
</tr>
<tr>
<td>Melissa Gonzalez</td>
<td>Judge, Escambia County History Fair; Recruitment and Community Engagement</td>
<td>Escambia County School District</td>
</tr>
<tr>
<td>Melissa Gonzalez</td>
<td>Library instruction and orientation (History Fair) for St. Paul’s Catholic School; Recruitment and Community Engagement</td>
<td>St. Paul’s Catholic School</td>
</tr>
<tr>
<td>Melissa Gonzalez</td>
<td>Library instruction and orientation (History Fair) for Avalon beach middle School; Recruitment and Community Engagement</td>
<td>Avalon beach middle School</td>
</tr>
<tr>
<td>Melissa Gonzalez</td>
<td>Library instruction and orientation (History Fair) for Bellview Middle School; Recruitment and Community Engagement</td>
<td>Bellview Middle School</td>
</tr>
<tr>
<td>Melissa Gonzalez</td>
<td>Library orientation for Leisure Learning Society; Members aware of library resources available to them</td>
<td>Leisure Learning Society</td>
</tr>
<tr>
<td>Melissa Gonzalez</td>
<td>Inventory and catalog of materials for school media center for Blessed Star Montessori Christian School</td>
<td>Blessed Star Montessori Christian School</td>
</tr>
<tr>
<td>Shari Johnson</td>
<td>Collaborated with the American Chemical Society to organize 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>
<tr>
<td>Britt McGowan</td>
<td>Campus Coordinator, Kaps-4-Kids Campaign; Raised $884.00 for the Ronald McDonald House</td>
<td>Ronald McDonald House</td>
</tr>
<tr>
<td>Paul Williford</td>
<td>Cultural Community Events for Okaloosa Public Arts; Provide Emerald Coast Library as gallery space for rotating exhibits and assist with hanging art and organizing openings. Increase visibility and esteem of UWF in the community.</td>
<td>Okaloosa Public Arts</td>
</tr>
<tr>
<td>Paul Williford</td>
<td>Cultural Community Events for Okaloosa County Commission on the Status of Women; Relocated the OCCSW’s &quot;Wall of Honor&quot; to lounge space on the library’s second floor and assisted with preparations for the organization’s induction ceremony (held in the library). Increased public regard and visibility of UWF.</td>
<td>Okaloosa County Commission on the Status of Women</td>
</tr>
<tr>
<td>Paul Williford</td>
<td>Participation in Eglin Air Force Base; Moved surplus library</td>
<td>Eglin Air Force Base</td>
</tr>
<tr>
<td>Community-Based Projects</td>
<td>Library</td>
<td>furniture to Eglin Air Force Base Library for use by library patrons. Delivered surplus books for addition to collection or sale to benefit Base Library. Increased regard for UWF at Eglin.</td>
</tr>
<tr>
<td>--------------------------</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Paul Williford</td>
<td>Knowledge Sharing &amp; Discussion</td>
<td>Okaloosa-Walton Libraries Group</td>
</tr>
<tr>
<td>Paul Williford</td>
<td>Participation in Community-Based Projects</td>
<td>Habitat for Humanity</td>
</tr>
<tr>
<td>Paul Williford</td>
<td>Participation in Community-Based Projects</td>
<td>United Way of Okaloosa and Walton Counties</td>
</tr>
<tr>
<td>B. Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frederic Barry</td>
<td>USO Drive 12/23/2011</td>
<td>USO</td>
</tr>
<tr>
<td>Barbara Bausher</td>
<td>USO Drive 12/23/2011</td>
<td>USO</td>
</tr>
<tr>
<td>Evelyn Keith</td>
<td>Hand to Paw</td>
<td>UWF Staff Senate</td>
</tr>
<tr>
<td>Evelyn Keith</td>
<td>UWF Booth at 4th Annual Latino Fair, 10/8/2011</td>
<td>UWF Latin American Student Association, UWF Marketing Department and La Costa Latina Newspaper (Latino Media, Inc.)</td>
</tr>
<tr>
<td>Evelyn Keith</td>
<td>USO Drive 12/23/2011</td>
<td>USO</td>
</tr>
<tr>
<td>Name</td>
<td>Event Description</td>
<td>Location</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Blythe Webster</td>
<td>Japan House Exhibits and Cherry Blossom Festival</td>
<td>Local Community</td>
</tr>
<tr>
<td>Blythe Webster</td>
<td>WUWF Fall/Spring Membership Drive</td>
<td>Local Community</td>
</tr>
<tr>
<td>Circulation Faculty and</td>
<td>Festival on the Green Book Sale</td>
<td>Local community</td>
</tr>
<tr>
<td>Staff Members (worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>together on these)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Students</td>
<td>Tabitha Green</td>
<td>USO</td>
</tr>
<tr>
<td>Amanda Morrow</td>
<td>USO Drive 12/23/2011</td>
<td>USO</td>
</tr>
<tr>
<td>Lee Yu-Chieh</td>
<td>Volunteered at an animal shelter</td>
<td>Escambia County Animal Shelter</td>
</tr>
</tbody>
</table>
Annual Report, 2011-2012

Department/Division: University Libraries

Part III-A, Strategic Planning Goals/Objectives for 2012-2013 (specify time frame; e.g., 2012-2013, 2012-2017).

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</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote and teach information literacy skills that relate to professional workforce readiness (Services)</td>
<td>1.1</td>
<td>Create web-based videos and guides that demonstrate information literacy skills in the workplace.</td>
</tr>
<tr>
<td>Fully implement Information Literacy principles and applications in Library Research instruction at Emerald Coast Library.</td>
<td>1.1, 2.1</td>
<td>Documentation of Student Learning Outcomes, instructional rubrics and class assessment.</td>
</tr>
<tr>
<td>Collaborate with Academic Technology Center to identify approaches for better serving the needs of online learners and faculty (Services)</td>
<td>1.1, 2.1, 2.2, 4.1, 4.2, 4.3</td>
<td>Meet with ATC staff. Hire new Reference Librarian to coordinate tutorials and online learning applications.</td>
</tr>
<tr>
<td>Review online tutorials and migrate web-based tutorials into LibGuides (Services)</td>
<td>1.1, 4.1</td>
<td>Successful migration of tutorials to LibGuide format.</td>
</tr>
<tr>
<td>Promote and assess the quality of library services in relation to the first and second floor renovation and design (Services)</td>
<td>1.2, 1.3, 3.3, 4.1</td>
<td>Solicit feedback from users through surveys, the Sounding Board, and desk interaction. Compile number of logins to the whiteboard collaborative workstations.</td>
</tr>
<tr>
<td>Develop a plan to have all required textbooks made available to the University’s students through the Course Reserves Program.</td>
<td>1.2</td>
<td>Develop possible policies and procedures for supporting this type of program. Prepare a plan for space to house such a collection.</td>
</tr>
<tr>
<td>Using the results of the CML Survey completed Spring 2012, seek innovative means to be more inclusive of all students in the College of Professional Studies while maintaining a focus on K-12 education.</td>
<td>1.2</td>
<td>One possibility might be to re-issue the survey although the student population would be slightly different. Another is anecdotal observation of students in the library.</td>
</tr>
<tr>
<td>Institute policies and procedures to better prepare our student assistants for the practical conditions they will face upon graduating and entering the workforce.</td>
<td>2.1</td>
<td>Implement standardized position orientation and continuing evaluations for students. Develop ALEPH competence benchmarks. Provide refresher training each semester.</td>
</tr>
<tr>
<td>Continue priority activities of reference services supported by acquisitions, processing, and cataloging</td>
<td>2.1, 2.3, 3.2, 4.1</td>
<td>Measured by statistics of use, records of acquisitions, processing, and reference/service statistics; and by use of collections by UWF and community organizations; use in published resources. A review and assessment of collection backlog will be undertaken, as well as strong additions to the Archon catalog of our collections.</td>
</tr>
<tr>
<td>Enhance the university and community</td>
<td>2.1, 2.3,</td>
<td>Measured by activities with donors and</td>
</tr>
<tr>
<td>Knowledge of the services of the Department and the value of its collections in supporting the university and the West Florida region.</td>
<td>3.2, 3.3, 4.1</td>
<td>Community groups including preparation of handouts speaking engagements, partnerships to encourage donation of resources, and related community service, and marketing activities.</td>
</tr>
<tr>
<td>Increase educational activities for CML faculty and staff. Strategically scheduling student assistants to allow for attendance at campus learning activities as well as locating online opportunities.</td>
<td>2.2, 4.2</td>
<td>Keep a record of educational activities attended by CML faculty and staff. Numbers should be higher than last year.</td>
</tr>
<tr>
<td>Evaluate spaces and collections in order to increase accuracy and promote efficient use of resources.</td>
<td>4.1</td>
<td>Track shifting on 3rd and 4th floor. Continue with comprehensive inventory of the monographic collection, and track progress. Repurpose and reorganize equipment for maximum use in our various loan programs.</td>
</tr>
<tr>
<td>Improve open hours if possible, while continuing to focus on excellent, comprehensive assistance to patrons at the Circulation desk.</td>
<td>4.1</td>
<td>Track additional open hours during finals periods. Continue standardization of student and staff training, particularly in regards to refresher training. Establish ALEPH competence benchmarks for staff.</td>
</tr>
<tr>
<td>Improve marketing of the library to include all COPS departments by highlighting CML services appropriate for all students.</td>
<td>4.1</td>
<td>Again, a possibility is to re-issue the survey.</td>
</tr>
<tr>
<td>Ensure high quality cataloging of new materials is made accessible in our catalog within three weeks of item’s receipt, as staffing levels permit.</td>
<td>4.1</td>
<td>There will be no backlog of new materials awaiting cataloging.</td>
</tr>
<tr>
<td>Serial holdings will be corrected and updated to provide accurate information for the UWF community and for ILL</td>
<td>4.1</td>
<td>ILL will be able to depend on holdings information in fulfilling requests; users will find the volumes they expect to find.</td>
</tr>
<tr>
<td>The department will be involved in a lengthy cleanup effort, spearheaded by FVLC, of the shared catalog. Records and headings will have to be corrected, duplicates merged, and standards for using proprietary records developed</td>
<td>4.1</td>
<td>Records will display correctly in the catalog, headings will be accurate and consistent all of which will aid finding appropriate materials for research and leisure reading.</td>
</tr>
<tr>
<td>Coordinate with Emerald Coast teaching faculty to assess collection development efforts in Criminal Justice, Hospitality, Electrical Engineering, etc.</td>
<td>4.1, 4.3</td>
<td>Documentation of assessment instruments and results.</td>
</tr>
<tr>
<td>Conduct a survey of the Reference collection to correct mistakes in Aleph and ensure that all materials are secured with tattle tape (Collections)</td>
<td>4.1, 4.3</td>
<td>Produce an accurate inventory/shelf list.</td>
</tr>
<tr>
<td>Incorporate systematic weeding procedures and workflow into regular workload (Collections)</td>
<td>4.1, 4.3</td>
<td>Successful de-selection of a minimum number of volumes from the monograph collection (to be determined by CDC in July).</td>
</tr>
<tr>
<td>Continue weeding project for bound journals and reference sources at Emerald Coast Library, and continue weeding monographs that have not circulated in 15 years.</td>
<td>4.1, 4.3</td>
<td>Cataloging statistics.</td>
</tr>
<tr>
<td>Enhance professional development of Emerald Coast Library staff by establishing monthly training/refresher sessions on information sources, library technology, etc.</td>
<td>4.2</td>
<td>Documentation of training materials. Staff assessment</td>
</tr>
</tbody>
</table>

*a Add lines as needed.
*b Insert Priority number (e.g., 1.1) from the UWF Strategic Plan, 2012-2017 (SP).
*c Briefly describe target and method of assessment for each goal/objective.