

University of Alaska Fairbanks **2011 Annual Unit Plan**

The information collected in the Annual Unit Plan (AUP) is used in a variety of required reports, including but not limited to institutional accreditation reporting, Performance Based Budgeting (PBB), Alaska Budget System (ABS), Missions and Measures (M&M), and the Annual Operating and Management Reviews. Submission of the AUP is required in August of each year.

Please complete the following information using the format provided, and submit it electronically by August 27, 2010 to Deb Horner, University Planner (dghorner@alaska.edu) with a copy to Ian Olson, PAIR (inolson@alaska.edu) as well as to Susan Henrichs, Provost (fyprov@uaf.edu).

A. General Information

A1. Unit Name: Elmer E. Rasmuson Library

A2. Unit Mission Statement - The mission is a short (no more than one paragraph) statement that describes why the unit exists. Unit mission statements that have been formally approved by the UA Board of Regents should not be changed.

The Rasmuson Library and its Bio Sciences library are committed to acquire and provide access to information in any format to university students, faculty, staff and related scholarly communities within and outside of Alaska delivered conveniently and quickly through both traditional and digital means. These efforts focus on the needs of the academic, research and service needs of the university as well as a particular focus on Alaska and the Polar Regions

A3. Core Services - This section identifies the unit's major functions that support its mission. In the interests of brevity, links to websites with additional information on the unit may be included. This section should not exceed two brief paragraphs.

The Library has several core services:

1. Bibliographic instruction and faculty liaison services assist and engage students to understand the use of a complex library system consisting of traditional formats – books, journals, media, and original source materials as well as extensive collections of online digital sources and provide faculty with consultative services to assist them by providing access to scholarly collections for their own teaching and research.
2. The library continues to provide an important “place” for students to gather, explore both physical and digital research materials and provides a setting for both individual and group study facilities
3. The library’s collection development and collection access is the primary program that leads students, faculty and others to use the library for research and instruction purposes by providing a wide selection of physical materials – books and journals – as well as an increasing selection of digital scholarly journals and books that can easily be used as a distance program
4. The library solicits, purchases and collects - at a close to comprehensive level - books, journals, oral histories, photographs, maps and books(both rare and general use) films and other media to document the history, culture and development of Alaska in all its facets. The library also seeks to gather by the same means a very strong representation of the literature documenting the history and development of the Polar Regions.
5. The library continues to make a sustained effort to move much of its analog holdings (unique, original research materials) relating to Alaska, UAF and the Polar Regions to a digital format so that we can provide access to scholars and other no matter their location.

B. Progress Report

B1. Major Accomplishments

List the significant unit accomplishments for AY09-10 in the areas indicated below. Please include the top three accomplishments in each area. Be brief; use web links to provide additional information if necessary.

- Teaching, research and public service:
- Faculty, student and staff awards, competencies, regional/national/international recognition:

Public Service

Dirk Tordoff was awarded the Edith R. Bullock Prize for Excellence in FY 10

B2. End Results and Strategies

List end results, strategies, targets, etc, in the table below for the period July 1, 2009 to June 30, 2010, based on the 2010 AUP. Add rows as needed.

End Result:	Strategies to Achieve End Result	Target(s):	Measure(s):	Status:	Budget Impact
Strengthen the library's digital book collections	Examine various vendors and choose vendors who can deliver the content needed	Access to 25,000 additional books	Number of books add accessible digitally	Completed the one year target and continue with the process	More than 80,000 were added in calendar 2009
Continue to expand the library digital journal holding	Work singly and with cooperative buying partners to purchase high value packages	Target specific journals and publishers for acquisition	Expansion of titles or replacement of physical journals with digital copies accessible at a distance	Continued to move selected title from hard copy to digital format	These journals are available at a reduced cost compared with physical journals and are immediately available system wide.

Arrangement and description of the Senator .Ted Stevens papers	Work with the Development Office to facilitate a grant from either or both BP Alaska and the North to the Future Foundation	Work with the Foundation and others to acquire the grant; recruit an archivist to begin the project	Securing the grant; hiring the archivist	The grant was secured and announced in November of 2009; the appointment of the archivist is in the final stage (job offer) after having been delayed by the freeze on library spending	The grant will cover most if not all the costs for the collection including shelving
Development effort: provide survey of possibilities for Library Development	Development officer to development plan by assess resources and and individual possibilities for development	Development Officer to work in concert with others in the Foundation to develop a plan targeted to the Library's needs.	Production of a Plan	Completed	Positive impact on budget to provide the margin of excellence to develop the book collection in either physical or digital format
Transfer of unique historic materials relating to Alaska and the Polar Regions from only an analog format to digital copies	Process recordings, films, videos, photograph collections to digital copies	Make 5,000 objects a year available on the web	Number of digital objects made available on the web	Ongoing process	Funded in current operations through the general fund and grant funds

B3. Analysis of Performance Metrics and Supporting Data

Unit data will be provided by the UAF Office of Planning, Analysis and Institutional Research (PAIR). Respective data reports will be available at <http://www.uaf.edu/pair/performance-data/> for your use by July 30, 2010. Units may also include additional unit-specific performance data at the end of the section. Please use the same format in reporting unit-specific performance data. Please write a brief data analysis that incorporates the following aspects, where applicable:

Data Review

- Evaluate the differences in final numbers as compared to your unit targets. Did your unit meet its stated goal? Why or why not?
- Discuss data trends, both positive and negative.
- Indicate whether or not the targets should be adjusted for future years in light of trends.

Library data suggests that it will be difficult to increase the library's access to digital book and journals at any dramatic rate. We are probably at the point where we can expand journals by 2-5% at best if we focus carefully on needed titles versus more journal or digital book "baskets" offered by the publishers.

A negative figure but positive indicator of the library's success in providing online access to new library materials is the decline we are seeing in faculty and student requests for interlibrary loans.

Strategies

- Reflect upon key unit strategies initiated over the last year – which ones worked and which ones returned results that did not meet your expectations. Please explain. Take careful note of this critical piece as it plays an important role in the university's overall PBB evaluation.
- If there is a formal plan (e.g., Enrollment Management Plan) that is strongly related to a particular performance criteria, discuss any evidence that the plan is or is not achieving its objectives, and if not, any changes implemented or planned.

The library is moving consistently to acquire more digital access to journals and books. Over several years the library has moved from a just-in-case model to much more of a just-in-time model for many materials. In other words we acquire special or specific texts quickly at the request of a faculty member rather than try to estimate which of a dozen or more choices of textual material the faculty member might desire.

We continue to focus on acquiring journals and other materials in digital form. This strategy allows us to avoid additional space commitments and provide intellectual content at the desktop of the student or faculty members.

Resources and Reallocation

- Were there any resources allocated or reallocated to support achievement of your unit's targets and strategies? If so, please explain.
- Are any areas of achievement suffering from a resource (re)allocation that additionally impacts other metrics?
- Of all your strategies, which is your most critical for unit success and is it in need of additional resources in order to make it successful?

The most critical is our effort to continue and to expand access to research materials especially journals. Journal prices seem to increase independent of any other rational measure such as the cost of living or the inflation rate for other materials. Even in this "down" economy prices are increasing at close to 5-15%. The library's ability to absorb these costs is very limited. We are already in the process of converting part of our work force to deal with the different requirements for going increasingly digital.

Fairbanks Academic Unit-Level Historical Performance and Targets

Line No. ▼	Performance Metrics and Supporting Data	Historical Performance					FY11 Target		FY12 Target
		FY06	FY07	FY08	FY09	FY10	Current	New	
	Reporting Period: FY10 (July 1, 2009 to June 30, 2010)	6	7	8	9	0			
1	Student Credit Hours Generated (ex. 500-level)								
2	Grant-Funded Research Expenditures								
3	High Demand Job Academic Awards								
4	Undergraduate Student Retention								
5	Undergraduate Enrollment	560	455	472	480	539	LS 101 is a required core course. There are no targets		
6	UA Scholar Enrollment								
7	Graduate Enrollment								
8	Unit Enrollment Management Plan								
9	Student Learning Outcomes Assessment	95	104	105	67	65	Assess ¼ of the Students enrolled in LS 101		

	Historical Performance					FY11 Target		FY12 Target
							New	

								FY12 Target
							New	

B4. Publications in refereed journals/periodicals

Please use EndNote to report publications for CY2008. The download is available at: <http://www.alaska.edu/keys/#Windows%20installers>, or <http://www.alaska.edu/keys/#Macintosh%20Installers>. Include the information as an attachment when you submit the AUP.

TO BE SUPPLIED

B5. Occurrences of applied research benefiting Alaska

<p>School, College or Institute</p> <p>Rasmuson Library</p>	<p>Project Title</p> <p>Sen. Ted Stevens Papers</p>	<p>Project Status (complete, active, awarded, proposed) Awarded</p>	<p>Description of contribution to the state of Alaska</p> <p>Will prepare the papers of Sen. Ted Stevens' 40 year career in the US Senate for eventual research use. During his career Stevens dealt with almost every major opportunity, challenge or problems confronting Alaska. He was aware of his unique opportunity to serve the state and kept a careful record of his work and that of his staff on these major events.</p>	<p>Indicate if project is collaborative w/ AK Native or rural groups and/or involves traditional knowledge*</p>
<p>APR projects in Historic film and video, Photo Collections, Oral Histories Rare Book and maps</p>	<p>The solicitation, arrangement, description and digitization of unique films, oral histories. May, rare books, photo collections etc materials to be made available in both original and digital format</p>	<p>Ongoing</p>	<p>Makes available in both original and digital format unique materials to study and evaluate Alaska history including science, cultural, social and business development</p>	<p>Oral history program is a collaborative project with the appropriate native group</p>

*This information is being collected as an *Indicator* for UAF's NWCCU accreditation reporting.

B6. Comparative scores of students who take professional exams

List examination scores:

School, College or Institute	Examination Type	Test Date	# of UAF Students Tested	UAF Pass Rate	National Pass Rate
N.A.					

C. End Results and Strategies – FY 2011

C1. End Results Table

Complete the table below for the period July 1, 2010 to June 30, 2011. Add rows as needed. For each end result, identify the applicable core theme(s) listed below.

- A. Educate: Undergraduate and Graduate students
- B. Discover: Through Research, Scholarship, and Creative Activity, including an Emphasis on the North and its Peoples
- C. Prepare: Alaska's Career, Technical, and Professional Workforce
- D. Connect: Alaska Native, Rural, and Urban Communities through Contemporary and Traditional Knowledge

E. Engage: Alaskans via Lifelong Learning, Outreach, and Community and Economic Development

End Result:	Theme	Strategies to Achieve End Result	Target(s):	Measure(s):	Status:	Budget Impact
Increasing student and faculty access to scholarly materials	Educate, Discover, Engage	Engage faculty on specific works they desire and negotiate with vendor for quick shipment of desired items. Negotiate with vendors to acquire larger subject areas of interest in both books and journals. s to acquire these;	convert 25 reference works to digital content Add 35,000+ digital books	Units added	Planned	An additional \$22,000+
The Library as "Place"	Educate & Connect	Replace 20 back runs of science and other journals to provide for additional, comfortable study spaces for group study and discussion (Environmental Sciences package)	230 linear ft reduction in space requirements	Space released for study space	Planned	\$16, 115

Arrange and Describe the Sen. Stevens papers, Phase 1	Educate, Discover and Engage	Do the initial survey, box arrangement, separate media materials and transfer to Film Archives,	Initial survey of the 4700+ boxes and separate materials	Number of boxes surveyed and number of media materials transferred	Will start upon the arrival of the Stevens archivist expected in late September	Expenses are covered by the BP Alaska Grant
Facilitate a development program (Book Plate Program) that will provide the margin of excellence in developing the Alaska and general book collection	Educate & Discover	1.Launch the Book Plate Program in October- November 2010 after refining ordering systems and workflow to insure quick acknowledgement to donors and notification when the materials arrive and are available for use. 2.Identify and solicit gift from 50 new donors	1.Refine workflow, insure accountability for both items ordered and money donated 2.\$ 7,500 in new donor gifts	Number of Donors	Will start in October- November 2010 time period	The budget impact is minor – cost of promotional materials. The initial number of book plates donated is part of a more general development effort for the library.

<p>Develop and implement a pilot program for an Institutional Repository dealing with Theses and Dissertations.</p>	<p>Educate and Engage</p>	<p>Firm up workflows, preliminary costs, staffing, service (computer) requirements for the pilot program</p>	<p>Digitize and make digital copies publically available on the web of theses and dissertations already in digital form at the Graduate Office</p>	<p>Completion of the current theses and dissertations already in digital form.</p>	<p>Expect planning horizon Sept – November with a launch scheduled for January 2011.</p>	<p>Initial effort will be carried out with carry forward funds</p>
---	----------------------------------	---	---	---	---	---

D. Long Range End Results and Strategies – FY 2012 and Beyond

D1. Long Range End Results Table

Complete the table below. For End Results with an anticipated start date of 2012, the results should be in line with budget requests for FY2012. Add rows as needed. For each end result, identify the applicable core theme(s) listed below.

- A. Educate: Undergraduate and Graduate students
- B. Discover: Through Research, Scholarship, and Creative Activity, including an Emphasis on the North and its Peoples
- C. Prepare: Alaska’s Career, Technical, and Professional Workforce
- D. Connect: Alaska Native, Rural, and Urban Communities through Contemporary and Traditional Knowledge
- E. Engage: Alaskans via Lifelong Learning, Outreach, and Community and Economic Development

End Result:	Theme	Strategies to Achieve End Result	Target(s):	Measure(s):	Budget Impact	Anticipated start date
Enhance digital and physical book and journal collections	Educate Discover, Connect and Engage	Focus heavily on digital collections that can be made available on a statewide basis and cover rising information costs.	Cost of living increments plus \$100,000 for additional data bases and \$50,000 for books for the general collection	Number of books, journal subscription and databases added 2. The number of articles accessed by faculty and students and use of the digital book collection	\$ 256,000 plus current budget targeted to journals and books	July 1, 2012

A substantial additional number of unique documents and objects available on the web in digital form	Educate, Connect. Engage	Continue current processes to move analog materials to digital copies and place copies on the web	5,000 digital objects per year	Number of digital objects added Number of ADA object accessed on the web	In current operations budget	July 1, 2012
Evolve LS 101 to maintain currency	Educate	Have faculty review content and approach on an annual basis using the ACRL Information Literacy Guidelines	Major revision once every 3 years	Revision completed	In current budget	August 2012
Substantial collections of unique and original Alaska related materials arranged and described with some materials digitized for web access	Educate Discover Connect	Use grant funds and current operating funds to continue or accelerate the arrangement and description process of significant collections	Complete the initial work on the arrangement and description of the Sen. Ted Stevens Papers	Collection arrangement completed in FY 13	BP grant should cover most of the costs	September 2010

D2. Top three challenges for FY2012

Identify the top three challenges confronting the unit for the period July 1, 2011 to June 30, 2012. These challenges must be directly related to the unit's FY2012 budget request.

Challenge 1: Continuing to identify the funds to maintain collection development efforts in the face of continued journal inflation beyond the normal inflation. In addition to requesting funds to cover library material fixed cost we are targeting increased donor giving through the library's Development Program

Challenge 2: Recruiting specialized library faculty conversant with digital systems, subject areas, access strategies and undergraduate user information behaviors and a Dean with appropriate experience, leadership skills and temperament to lead the library into this digital intensive era

Challenge 3: Continue to balance the use of original materials with digital collections and the unique information seeking behaviors of tech-savvy entering students while maintain the library as "place."

D3. Use of unanticipated funds

Specify what the unit would do with additional funds, should they be made available later in FY2012. Activities must support the FY2012 budget request.

Unanticipated funds would be detailed to:

1. Buy Alaska books issued in the last 8 months that were not acquired because of the freeze on library book expenditures
2. Buy significant work for the general collection that were missed in the last 8 months because of the freeze on book expenditures
3. Purchase back-runs of significant journals to vacate space they now require, open space for the Information commons, and provide access to these journals online so they are available statewide;
4. Fund a limited number of new journal titles to cover high demand faculty interest areas.
5. Fund equipment to replace heavily used computer stations in the reference area.
6. Convert more reference works to digital format to insure updated works and their availability online statewide
7. Purchase moveable stacks to house APR materials according to a planned expansion

E. Additional Information

E1. Unit Unmet Needs

Identify unmet unit needs that could be supported through private, non-governmental funding, such as donors, foundations, etc.

1. Unique and costly materials, arrangement and description costs and equipment to meet the specialized needs of the collections administered through the Alaska and Polar Regions Collections.
2. Funding to establish a UAF wide Institutional Repository for all UAF published and grey literature reports to be available 24/7 on the web in digitized format
3. Unique original materials for the general collection using discretionary funding where the purchase using general funds during scare times would not be possible

E2. Major Capital Investment Priorities and Space Needs

In order to better connect academic and research priorities with capital investment planning, identify the unit's highest priority facility needs, if any, for consideration in the six-year capital plan. Units should also describe any other significant facility or space management issues in this section. Be sure to show the linkages between facilities needs and unit End Results.

Establish an Information Commons on the Library's 3rd floor in 3 years given the library's ability to vacate the space now taken up by hard bound journals. This will depend upon sufficient funds to replace these back runs of scholarly journals with access to digitized copies of the same journals. This would require careful review of units that serve students in a way conversant with and complementary to the services the library provides.

Revised 8/26/10 at 4:42 pm