

Administrative and Educational Support Report

University Library

**Annual Action Plan
Annual Assessment Report**

June 2005 – May 2006



Annual Action Plan: June 1, 2005–May 31, 2006

Unit: University Library

UTPA Mission: The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master’s and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

Division: Academic Affairs **Unit Head:** Mr. Lawrence Caylor

Unit Mission: As a component of The University of Texas-Pan American, the University Library plays a critical role in the commitment of The University of Texas-Pan American to academic excellence in a balanced program of teaching, research, and service. Its main function is to provide educational support for The University of Texas-Pan American, and, accordingly, library programs are focused upon securing informational resources relevant to the university curriculum and making them available for student and faculty use. The Library actively assists instruction programs by providing students with library use instruction both on an individual and group basis. The Library facilitates scholarship by acquiring and providing access to resources, reference materials, and facilities to students and faculty. The University Library serves as the chief information center on campus and also plays a strong role as a regional information center, making its resources accessible to area residents, in accordance with The University of Texas-Pan American mission statement.

Unit Goal: Continue to provide bibliographic instruction and reference services in support of the university’s academic programs.

Link to UTPA Goal(s):

1. Ensure undergraduate access and success
2. Enhance graduate education and research

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY06
Promote bibliographic instruction. (1)	2, 4	Increase the use of online instruction and research web pages and tutorials during	Promote online tutorials in library instruction classes, through direct communication with	In May 2006, the Instructional Services Coordinator will compare the number of website	None

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		2005-2006 by 10% over 2004-2005.	faculty members, through the Center for Distance Learning, and through the library website.	hits for the instruction pages in 2005-2006 to those in 2004-2005.	
Promote reference services. (2)	2	Establish "Info to Go" Program to increase student awareness of library resources and promote remote reference services.	Maintain statistics of "Info to Go" reference transactions.	In May 2006, the Instructional Services Coordinator will establish the official baseline for future comparisons of "Info to Go" reference transactions.	2 laptops
	2, 5	Implement Federated Search and Link Resolver software to increase ease of access to indexes and full-text articles.	Install, test and implement the software.	In May 2006 the Electronic Reference Librarian will compare the number of database searches in 2005-2006 to those in 2004-2005.	Federated Search and Link Resolver software
	2	Update Internet resources library web pages to increase usability and access to internet-based information.	Librarians will compile and submit to the Head of Reference suggested Internet sites in their respective bibliographic subject areas	In May 2006, the Head of Reference will review suggested sites and formulate a template for librarians to input selected links.	None

Unit Goal:	Establish a University Scholarly Achievement Depository.
Link to UTPA Goal(s):	2: Enhance graduate education and research 3: Improve UTPA's organizational effectiveness

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY06
Provide access to scholarship. (3)	5, 7	Provide physical and virtual access to scholarly achievement by members of the University community.	Develop procedures for identifying, obtaining and posting scholarship produced by the UTPA community Create a physical location and web resources link for scholarship by the UTPA community.	By March 2006 the operating procedures will be approved and implemented. By May 2006, the physical location will be established, and a web link for the collection will be completed.	Interlibrary loan fees for materials not held by the University Library



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1. Ensure undergraduate access and success
2. Enhance graduate education and research

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Promote bibliographic instruction. (1)	2, 4	Increase the use of online instruction and research web pages and tutorials during	In May 2006, the Instructional Services Coordinator will compare the number of website	In 2004, the year that the tutorials were released, there were 6977 viewings of 15	In 2005, the tutorials were actively promoted in library instruction classes and as part of

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		2005-2006 by 10% over 2004-2005.	hits for the instruction pages in 2005-2006 to those in 2004-2005.	tutorials. In 2005, there were 11,742. This represents an increase of 68.30%.	informational brochures for the library users. The growth in use suggests that these promotional activities were successful, and that the Library should continue with the creation and promotion of informational tutorials.
Promote reference services. (2)	2	Establish “Info to Go” Program to increase student awareness of library resources and promote remote reference services.	In May 2006, the Instructional Services Coordinator will establish the official baseline for future comparisons of “Info to Go” reference transactions.	“Info to Go” was established in November 2005. Between 11/2005 and 4/2006, librarians conducted 21 “Info to Go” sessions totaling 47.5 hours. This is an average of 3.5 sessions per month.	The results established a baseline for outreach in the “Info to Go” program at 3.5 sessions per month. This baseline will be taken into account as the Library plans outreach to the students, faculty, and community during AY07.
	2, 5	Implement Federated Search and Link Resolver software to increase ease of access to indexes and full-text articles.	In May 2006 the Electronic Reference Librarian will compare the number of database searches in 2005-2006 to those in 2004-2005.	Open URL searches have increased from 159 for Calendar year 2005 to 22,845 since implementation of Article Linker link Resolver software (Jan. 2006 – present (May 9, 2006)). Central Search federated search software has not been fully implemented as of this writing.	Central Search federated search software implementation will be transferred to the ODP.
	2	Update Internet	In May 2006, the Head	Original project has	In light of developments

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		resources library web pages to increase usability and access to internet-based information.	of Reference will review suggested sites and formulate a template for librarians to input selected links.	merged into subsequent stages of Central Search tool.	relating to the Central Search tool, it was determined to incorporate online resources with Central Search.

Unit Goal:

Establish a University Scholarly Achievement Depository.

Link to UTPA Goal(s):

- 2: Enhance graduate education and research
- 3: Improve UTPA's organizational effectiveness

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Provide access to scholarship. (3)	5, 7	Provide physical and virtual access to scholarly achievement by members of the University community.	<p>By March 2006 the operating procedures will be approved and implemented.</p> <p>By May 2006, the physical location will be established, and a web link for the collection will be completed.</p>	<p>Operating procedures have been written for the initial phase of this project.</p> <p>A physical location has been established for circulating copies of UTPA theses. A web link has not been established due to technical difficulties.</p>	Project deemed worthy but also very time-consuming. Will be continued as time allows and as technical issues are resolved.