Rethinking Unit Annual Reports

FY 2013

Due date = August 9
Narrative - All units

- Major activities/accomplishments
- Major challenges
- Significant changes
- Unit contributions to Library-wide programs
- Progress on this year’s goals
- Next year’s goals
Narrative – Some units

- GAs – number, funding source, major responsibilities, contributions/projects

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Maximum 8 pages!
Statistical profile – All units

- Personnel – list faculty, academic professionals, civil service staff, GAs, with names and dates
- Student Assistants – budget and FTE

G:\StatsForAnnualReport2013
Statistical profile – Some units

- Seating
- Hours open
- Usage measures
  - Gate count
  - Circulation
  - Reference
  - Presentations / instruction
- Optional “local” statistics
Annual Report Clinic

Monday
July 15
3:30-4:30
314 Main Library