

## Unit Annual Report Instructions

*Due: August 9, 2013*

*Submit to: Sue Searing, [searing@illinois.edu](mailto:searing@illinois.edu)*

### I Unit Narrative

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The Unit Narrative should be **no more than 8 pages** in length and should:

1. review the major activities and accomplishments of the unit in FY13 (July 1, 2012 to June 30, 2013);
2. review the major challenges faced by the unit during that period;
3. identify significant changes to unit operations, personnel, service profile, or service programs;
4. articulate (with appropriate examples) the ways in which the unit and/or its members contributed to Library-wide programs, including information services, instructional services, scholarly communications, assessment, collection management, digital content creation, staff training and development, diversity efforts, and public engagement;
5. review progress made on Unit Annual Goals for FY13 (as enumerated in the FY12 Unit Annual Report);
6. articulate Unit Annual Goals for FY13.

For units employing Graduate Assistants (GAs), the Unit Narrative should also include the following:

7. the number of GAs (FTE and Head Count) employed during FY13;
8. the funding source for the unit's GAs (e.g., state funds, grant funds, endowment funds); and
9. the major responsibilities assigned to the GAs in the unit, and an overview of the contributions made (or projects completed) by GAs during the fiscal year.

This section of the Unit Narrative may draw from the information provided by the GA supervisor to Library Human Resources in accordance with the Library policy on Graduate Assistant Performance Evaluation, and fulfills the unit annual reporting requirement outlined in that policy <[http://www.library.illinois.edu/administration/services/policies/GA\\_Evaluation.html](http://www.library.illinois.edu/administration/services/policies/GA_Evaluation.html)>.

## II Statistical Profile

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### 1. Facilities

- User seating counts (if applicable)
  - at tables
  - at carrels
  - at public workstations
  - at index tables
  - in group study rooms
  - informal/other
- Number of hours open to the public per week (if applicable)
  - Summer II 2012
  - Fall 2012
  - Spring 2013
  - Summer I 2013

### 2. Personnel

- List, by name, all faculty, Academic Professionals, civil service staff, and Graduate Assistants assigned to the unit in FY13.
  - Indicate the FTE of each position.
  - If a person did not work in the unit for the entire year, indicate the period of employment.
    - Example: Jane Doe (Acad. Prof.) (0.5 FTE) (July-December 2012)
  - List both filled positions (permanent, Visiting, or temporary) and positions currently vacant.
  - Include cost recovery positions and positions hired for special projects and grants, but identify such positions clearly.
- Specify the amount of the unit's FY13 Student Assistant wage budget and Student Assistant FTE.

### 3. User Services

Most of the following data has been generated by the Office of User Services and is available at G:\StatsForAnnualReport2013.

- Gate Count (as reported during FY13 Sweeps Week).
  - Units that maintain continuous gate or head counts may substitute actual numbers instead of the Sweeps Week sample.
- Circulation (from Voyager circulation reports)
  - Initial and renewal.
  - Manual (if applicable) – Report using the web form at: <https://illinois.edu/fb/sec/1804189>
  - Other (if available)

- Reference interactions (from DeskTracker)
  - Units that maintain continuous reference statistics may substitute actual numbers instead of the Sweeps Week sample.
- Presentations (from the Instructional Statistics database)
  - Number of presentations to groups
  - Number of participants in group presentations

#### **4. Other statistics (optional)**

Units may report any additional data that is collected within the unit and is illustrative of its activities in FY13. Examples might include website analytics, training sessions provided within the Library, LibGuides usage, tallies of materials processed or transferred, and so on.

### **III Appendices (optional)**

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Units may

- append additional material that illustrates the year's accomplishments, such as program flyers or assessment results;
- cite relevant Web pages, reports, or other documents that provide a richer description of the year's activities.