Lister Hill Library Annual Report 2003-2004

Access Services

Accomplishments

- Back shifting on the second floor completed
- Circulation Module software updated to latest version – upgrade provides new enhancements that will enable staff to streamline certain functions and patron empowerment features have been improved
- With assistance from the Cataloging staff, streamlined the new book display procedures which now allows instant patron access to new materials
- Replaced damaged carpet in the cashier’s office
- Made CDs available for purchase in the cashier’s office
- Credit and debit card payments made available as an option of payment
- Cash register software upgraded to touch screen technology
- Inventory and shelf-reading project launched for the 2nd floor book collection
- Journal Shifting Project launched
- Audio Digest and Supplemental video collections relocated to the Ground floor
- AV equipment relocated to the Ground floor; will circulate via RBR
- To control accumulated dust and debris, vacuums were purchased for use in the stacks
- New public photocopy machines purchased; one color copier added to the Copy Center and additional machine placed in the basement
- Incorporated the opening and closing of the Electronic Classroom for outside instructors to the CAS daily workflow
- Implemented the Stat Trakker program throughout the Access Services service areas
- Upgraded computer workstations purchased to replace all staff workstations within Access Services
- Several Access Services staff completed Reference cross training and now staff the Information desk on a weekly basis
- Several Access Services staff participated on various LHL planning committees
- All Access Services staff participated in weekly rotations throughout the department; rotations suspended to free up time for the shifting and inventory projects; all staff continue to serve as back for all areas
- Access Services staff completed Reverse Strategic Planning workshop with instructor Pat Wagner

Short – Term Goals

- Close cashier’s office
- Relocate cash register to Circulation desk
- Place additional vend-a-card and cash change machine in the Copy center
- Place Help phone in the Copy Center to enable customers to reach the CAS staff
- Finalize procedural changes for handling cash register transactions as recommended by 1998 auditor’s report
• Recruit and Hire new Head of Circulation
• Revise policy and procedures manuals
• Develop plan to work through and implement new enhancement features of the Circulation module
• Continue 2nd floor inventory project and develop a way to systematically and routinely inventory this collection
• With input from Collection Management, finalize plan for handling missing/lost item status issues
• Complete shifting pre-1995 journal volumes to the basement floor
• Begin shifting on the ground floor to optimize empty shelf space created by shifting pre-1995 volumes to the basement
• Set up service points on the 2nd and basement floors
• Implement scanning the journals in basement to determine usage patterns for this collection
• Establish procedures for implementing e-reserves
• Investigate placing a public printer on Ground floor
• Continue to participate in ADDS and Public Services staff meetings
• Assist Historical Collections staff in relocating materials that have historical and archival value
• Continue to foster open communication and cohesive team building amongst all Access Services staff
• Continue to work within the Public Services managers team to develop strategic planning for the Access Services units

Long-Term Goals
• Introduce to the Access Services staff the concept of life long learning and foster an environment that will encourage each staff member to strive to become life long learners
• Continue to work with ADPS and AD/ADDS to implement strategies that will improve customer service, work flow processes and staff morale
• Continue to work with the Historical Collections staff on preservation issues and assist with formulating procedural methods to relocate materials as necessary for archival and historical purposes
• Continue to work with other LHL units to foster collaborative working initiatives that cross departmental lines

Document Delivery Services

Accomplishments
• Completed the implementation of the “lending portion” for ILLiad
• Improved statistical capabilities in area due to ILLiad functionality
• Implemented the use of electronic delivery for some outlying users
• Updated Ariel System to latest version
• Updated ILLIAD to latest version
Goals for 2004-2005

Short Term Goals

• Going live with the whole integrated software package for Document Delivery
• Evaluate staff needs in light of reorganized departmental workflow
• Purchase a new heavy duty/high end scanner

Long Term Goals

• Continue to improve in the area of Customer Service
• Work with Associate Director of Public Service to implement new strategies to improve the work flow, customer service, and other strategic planning initiatives which directly coincide with both Reference and Document Delivery.

Acquisitions

Accomplishments

• The backlog of Approval book shipments was cleared out over a five month period.
• Upgraded to Horizon 7.3.2.
• Retirement of Library Associate/Acquisitions, Wilhelmina Myles retired on September 30, 2003 after 33 years of service to Lister Hill Library.
• Held an Open Forum to preview changes expected from Horizon upgrade to 7.3.2.
• Reduced backlog of gifts.
• Provided a Citation Analysis for Department of Physical Therapy in School of Health-Related Professions.

Short Term Goals

• Clear Gifts backlog – continuing with progress made.
• Implement the workflow redesign as discussed from the R2 Consulting recommendations.
• Hire and train a replacement for the Library Associate position vacated by retirement.
• Continue to stay current with Approval book processing.
• Review and implement Horizon Focus Group ideas for Acquisitions.
• Continue to communicate information about new books, book requests and books received with UAB authors & contributors to librarians acting as Liaisons to the UAB health schools.
• Adjust book purchases to complement the usage & circulation patterns of the existing monograph collection, tracked by call number class.
• Investigate use of EDIFACT orders from Horizon.

Long Term Goals

• FAS and Horizon interface – ongoing, no progress made during the year.
• Streamline the order and receiving processes related to print monographs.
• Interface Horizon with Oracle financial systems for seamless transfer of order and payment data.
• Ability to order from discount internet vendors such as Amazon.com and Barnes & Nobles.com

Administration
Accomplishments:
• Successfully adapted LHL HR processes with Oracle HR implementation in January 2004
• Coordinated training for LHL staff affected by Oracle implementation
• Successfully tested SSH transfer of journal entry batches for Oracle finance system
• Continued to work with Vice-President for Information Technology to integrate LHL academic computing activities and to identify and resolve desktop support/customer service issues
• Worked with the provost’s committee to finalize the report for the taskforce on instructional technology. Presented report to the Academic Programs Council.
• Worked with VP/IT to refashion Director of Learning Technologies position and to recruit to fill that position.
• Developed evaluation measures for the UAB strategic planning objectives
• Participated in SACS accreditation self study.
• Identified LHL leadership goals: scholarly publishing and PDA support
• Director led 10-session seminar on Scholarly Publishing for LHL faculty
• Launched Liaison Program and assigned LHL liaisons to five UAB schools and the Joint Health Sciences
• Formed PDA users group for LHL staff
• Hired R2 Consulting for Collection Management to analyze workflow and report recommendations
• Continued to use results of LibQUAL+ to prioritize and refine LHL resources and services
• Redesigned LHL home page and continued revision of other LHL Web pages based on results of usability testing
• Monitored ARL e-metrics and COUNTER (Counting Online Usage of Networked Electronic Resources) for applicability to LHL statistics
• Developed and updated policies on computer misuse and patron/staff responsibilities
• Completed review with programmer for the DERT Project, an electronic queuing system and information repository to manage electronic resources and journals
• Developed guidelines for statistics, trained staff, and implemented StatTrakker throughout the library
• Held six Horizon focus groups to gather information to develop an evaluation of our needs in an automated system
• Purchased ILLiad document delivery system and implemented lending module
• Credit card processing is done in Administration via the Web and the cashier station uses a credit card terminal with the upgraded cash register. Training issues
are being resolved with the upcoming relocation of the cash register to the Circulation Desk

- Completed the LHL Collection Development Manual and set up timelines for periodic revisions
- Continued to work with UAB HRM Compensation representative on review of classified positions and development of proposal for job family hierarchy
- Recruited and appointed Reference Librarian
- Began recruitment for Historical Collections Cataloger and Assistant Director for Reference
- Appointed Associate Director for Public Services
- Hired two security guards for night and weekend hours
- LHL Friends Steering Committee, sponsored two lectures:
  - “Copyright and Fair Use in Medical Education,” by Dr. Peter G. Anderson, DVM, PhD, Professor and Director of Undergraduate Medical Education, November 19, 2003.
- Continued to expand membership of LHL Friends Group
- Continued to assist library for UASOM-Huntsville program
- Director
  - Serves as Editor of the *Journal (formerly Bulletin) of the Medical Library Association* and others in the Unit provide administrative support
  - Served as mentor for NLM/AAHSL Leadership Fellow
  - Served as chair of Search Committee for Health Informatics faculty
- Deputy Director made presentations on medical librarianship and special librarianship for University of Alabama, School of Library and Information Studies (SLIS), Tuscaloosa
- Deputy Director serves on Medical Library Association Board of Directors
- Hosted intern from School of Library and Information Studies, University of Alabama, Tuscaloosa
- Taught Scholar’s Week classes for School of Medicine
- Completed six surveys for local, state, regional, and national agencies/organizations
- Reorganized and updated staff public folders for easier access to information such as the LHL staff manual, committee minutes, forms, and reports
- Created copyright handout
- Building Patrol Crew meets monthly to identify and work on building issues
- Installed new building sign for front of LHL
- Security camera upgrade in progress
- Relocated student lounge from Basement to 1st Floor
- Upgraded cash register
• Upgraded public copiers
• Replaced carpet in cashiers office
• Health InfoNet consumer health initiative expanded state-wide
• Collaborated with Alabama Public Library Service and Alabama Health Libraries Association on GoLocal project to link Alabama local resources to National Library of Medicine’s MEDLINE Plus
• Began monthly FYI meetings to facilitate communication among units
• Held Staff Development Day and offered workshop on project management
• Offered MLA Expert Searching teleconference
• Hosted meeting of CONBLS (Consortium of Southern Biomedical Libraries) and presented program on scholarly publishing issues
• Planned celebration of National Medical Librarians Month in October
• Participated in Homecoming Parade and Building Decoration Contest

Short-Term Goals
• Work with Collection Management to implement changes adopted from the R2 Consulting recommendations
• Adapt LHL financial processes and tracking mechanisms to Oracle Finance application
• Continue with UAB and LHL strategic planning process
• Implement DERT for management of all electronic resources
• Work with appropriate units as needed when 4th Floor is outfitted
• Recruit for Head of Circulation
• Host PDA Fair in October 2004
• Continue to work with UAB HRM Compensation to finalize job family proposal
• Work with Systems Librarian and Document Delivery Services to implement ILLiad Borrowing module (scheduled for 9/04)
• Implement EFTS (Electronic Fund Transfer System) for document delivery automated billing
• Create Web page and publish newsletter issues for LHL Friends Group
• Clarify procedures and responsibilities for person in-charge of LHL, especially for nights/weekends
• Continue to work with UASOM Huntsville Medical Library
• Complete guides for administrative processes and procedures
• Present data to Health System and Provost that demonstrate need for appropriate funding support for LHL
• Compile results of Serials Review
• Develop procedures/guidelines and training sessions for HIPAA and USA Patriot’s Act
• Conduct formal evaluation of the liaison program and expand to include School of Medicine.
• Provide leadership to campus with scholarly publishing and PDA support

Long-term goals
• Discover opportunities for funding and create strategies to overcome continuing
budgetary constraints
• Develop financial strategies for coping with increasing collection costs

Cataloging Unit

Accomplishments
• Continued cataloging and special projects
• Continued to provide cataloging of new acquisitions including monographs and serials
• Continued to provide access to electronic resources and monographs including titles from ScienceDirect, BiomedCentral, MDConsult, and Karger and tools from the Virtual Desktop and LHL Databases & Resources
• Began a project to catalog electronic resources tip sheets
• inventoried, cataloged, and processed equipment and media to be housed in Circulation and on Reserve
• Continued to provide cataloging of UASOM at Huntsville books
• Continued to revise cataloging procedures
• Continued to revise statistics forms and spreadsheets
• Continued to re-catalog or reclassify Cunningham collection
• Pulled the remaining NLN/ANA publications off Reserve and are completing their re-cataloging and reprocessing for Books (LHL) collection
• Migrated from OCLC Passport to OCLC Connexion Client in Cataloging; set up the OCLC Web Connexion logon in Historical Collections and Reference
• Implemented the AACR2 2003 revisions
• Hosted the Medical Librarianship class from SLIS and discussed issues in cataloging electronic resources
• Provided range labels and some additional shifting for the 2nd floor stacks areas that were recently shifted
• Provided mending of materials including those identified during inventory
• Provided cross-training in Cataloging for Todd Wallwork and Kyla Tew
• Began the process to recruit a new Historical Collections Cataloger to take the place of Ellen Griffin whose employment at LHL ended on 10/13/03

Continued to collaborate on Horizon revisions and improvements
• Participated in the upgrade to Horizon 7.2 and 7.3 and prepared and presented an information session on cataloging features
• Ran Horizon item status reports and resolved problem items and bibliographic records
• Completed inventory training for staff and resolved problems identified by reports
• Continued to report on the cataloging issues assigned to the Horizon Cataloging Group and served on the Horizon PAC Group, Staff PAC Group, Circ/RBR/Media Group, and Electronic Reserves Group
• Participated in the ongoing process of evaluating and recommending changes to Horizon through the Horizon Management Group
Continued authority control processing and evaluation
- Implemented the yearly Authority Update Processing for 2004 including the annual MeSH changes
- Implemented 4 Authority Express batches in 2003/2004
- Continued to evaluate process for authority control and revised the procedures for importing LTI batches

Participated in library-wide initiatives and activities
- Coordinated the Training and Orientation Program for Staff which included the Supervisory Training and Orientation Committee
- Participated in the Liaison Program, acting as one of the Liaisons to the School of Dentistry
- Participated in the evaluation of two products providing user access to electronic resources and MARC records and holdings information
- Served on the Library Operations Committee, Training and Orientation Program for Staff Committee, Horizon Management Group, Horizon CIRC/RBR/Media Group, Horizon Electronic Reserves Group, Horizon PAC Group, Horizon Staff PAC Group, Horizon Cataloging Group, Faculty Affairs Committee, and Historical Collections Cataloger Search Committee and worked at the Information Desk.

Short-term goals
- Participate in the process to evaluate R2’s proposals
- Implement the selected recommendations and evaluate the new processes and their impact on service
- Update the cataloging manual to reflect changes in procedures
- Participate in the process to evaluate and implement DERT as it relates to cataloging processes and communication
- Evaluate, report on, and implement the Horizon Management Group focus session suggestions for cataloging
- Continue to evaluate cataloging statistics and how Horizon can help generate these monthly statistics
- Hire and train a Historical Collections Cataloger

Long-term goals
- Continue to evaluate ways to improve description, access, and content of the catalog
- Continue to evaluate outstanding and ongoing cataloging projects in terms of resources required and value projects produce
- Continue to collaborate on Horizon design, development, and management
- Continue to monitor changes in national standards and trends in cataloging and library services

Collection Development (for Electronic Resources)
Accomplishments
Licensed the following online resources:

- Cancer cell, from Cell Press – added online-only subscription
- Caries research, added online-only subscription from Karger
- Interactive atlas of human anatomy – replaced older network version with 15 stand-alone copies of newest version of CD-ROM
- JAMA & Archives - Site licensed access to these 9 titles for UAB, and made them accessible for School of Medicine students currently at the University of Alabama and the University of Alabama in Huntsville campuses.
- Karger Publisher has offered a free trial with complete online access to all of its English-language titles through June 2005. Titles and links are being set up in Horizon.
- MD Consult – added Specialty Choice collections for Hematology-Oncology and Neurology. A third collection for Surgery was provided at no charge.
- Mental Measurements Yearbook
- Nature reviews microbiology – added online-only subscription
- New England journal of medicine – added a site license
- PLoS Biology – added print subscription and site license access
- Psychiatric bulletin – added online-only subscription
- Site licensed 7 journal titles through Ovid for access on Highwire Press platform:
  - Arteriosclerosis, thrombosis and vascular surgery
  - Circulation
  - Circulation Research
  - Hypertension
  - Neurology
  - Obstetrics and gynecology
  - Stroke

Historical Collections

General Unit Accomplishments:

- Successful season of Reynolds Historical Lectures (avg. lecture attendance 55)
  - The Feminine Touch: Women and the American Medical Profession – H.. Hughes Evans, MD, PhD, 9/5/03
  - “An Exile in My Own Country”: The Confinement of Patients at the U.S. National Leprosy Hospital at Carville, Louisiana – John Parascandola, PhD, 10/8/03
  - “Persistent as Vermin”: Anti-Semitism in the History of Medicine, 1890-1955,” – Maarten Ultee, PhD, 11/4/03
  - Three Perspectives on Civil War Medicine – Maurice S. Albin, MD, Arnold G. Diethelm, MD, Michael Flannery, MA, MLS, 3/17/04
  - Southern History, Rats, and Fleas: The Rise and Fall of Murine Typhus
the United States – Greg Anstead, MD, PhD, 4/21/04
  o Bikini, Nevada and George Washington: Reflections on A-Bomb Tests by Two Participants – Wayne Finley, MD, PhD, Dick Shepard, MD, 5/10/04
• Course enrichment program given to four history survey classes comprising approx. 225 students.
  o Two Western Civilization PowerPoint programs (11/17/03)
  o One Western Civilization PowerPoint program (11/18/03)
  o One American History PowerPoint program (1/15/04)
  o One World War II PowerPoint program (2/2/04)

Alabama Museum of the Health Sciences
• 2004 UASOM Medical Student Art Show in collaboration with Alpha Omega Alpha Honor Society of the University of Alabama School of Medicine, March 2004 – May 2004
• Medicine on the Go, March 2004 – present
• Alabama Heritage, Museum objects featured, Spring 2004
• Frankenstein: Penetrating the Secrets of Nature, developed by the National Library of Medicine in collaboration with the American Library Association. It has been made possible by major grants from the National Endowment for the Humanities, Washington, DC, and the National Library of Medicine, Bethesda, MD.
  o Presentations to Jefferson County English teachers, June & July 2003
  o Panel Discussion, organized and served as moderator with three UAB scholars, January 2004
  o Film Series led by UAB Scholar, January – February 2003
  o UAB BookTalk & Frankenstein, in collaboration with UAB Department of English, March 2004
  o 1,350 exhibit visitors
• The Research Revolution: Science and the Shaping of Modern Life video series, a competitive project awarded by the National Video Resources, in collaboration with Dr. Andre Millard, UAB Department of History, September – November 2003
• Changing Faces of Medicine: Influential Women at the University of Alabama School of Medicine and Influential Women of the Occupational Health Sciences, in collaboration with UAB Archives and University of Michigan and Pfizer Global Research & Development, September, 2003 – January, 2004
• Pre-Modern Anesthesia, in collaboration with the Wood Library-Museum of Anesthesiology, January 2004 – present
• Dream Anatomy web exhibition, in collaboration with National Library of Medicine, January – August, 2003
• Successful grant applications from the National Endowment for the Humanities, American Library Association, and the Alabama Humanities Foundation
• Sponsored LifeSouth blood drive – February 2004
• 64 objects accessioned

Reynolds Historical Library
• Cunningham weeding project completed April 2004
• Collection reorganization began May 2004
• Instruction:
  o Medieval medicine, presented to Mountain Brook High School class 11/11/03
  o History of the book/literacy; presented to Charlotte Ford's undergraduate course on books and reading @ Samford University 2/26/04
  o Introduction to special collections (in conjunction with Tim), presented to Flowers Braswell's graduate seminar on bibliography and research @ UAB (EH 645) 11/18/03
• Spencer Bonsall project (contract initiated June 6, 2003, Southern Illinois University Press)
• Finalized plans for historical journals compact shelving, even if didn't secure funding (pending funding)
• 74 items accessioned

University Archives
• Provided support for Offices of the UAB President and Provost
  Offices of the Deans of the Schools of Medicine, Nursing, Optometry, Public Health, and Social & Behavioral Sciences
  • Faculty, staff, and student support for the Departments of Anesthesiology, Genomics & Pathobiology, History, Medicine, Nephrology, Pediatrics, Physiology & Biophysics and Surgery, and the Division of Nutrition
  Staff from the offices of Alabama Eye Bank, Athletic Department, Comprehensive Cancer Center, Creative Services, Development Office, Facilities, Human Resource Management, Information Technology, Medical Alumni Office, Media Relations, Medical Records, Nurse Anesthesia Program, OADI, and Undergraduate Admissions
• Supported research requests for throughout the United States, Austria, and Germany
• Civil Rights in Birmingham class given 7/23/03
• Introduction to special collections (in conjunction with Katie), presented to Flowers Braswell's graduate seminar on bibliography and research @ UAB (EH 645) 11/18/03
• Samford student presentation 6/21/04
• Assisted with instructional support for the UAB History Department.

Exhibits
• Added 128 photographic prints; fielded 215 reference requests.
Goals

General Historical Collections
• Continue efforts at outreach through ongoing lectureship and fellowship programming, especially UAB curricular support through programs like the course enrichment initiative with the History Department
• With Tim Pennycuff as co-chair, provide coordinated direction and support for the American Association for the History of Medicine Conference coming to Birmingham, April 7-10, 2005
• Have a successful Reynolds Associates Fellowship program for ‘04/05
• Seek long-term funding solutions for Historical Collections support
• Develop a for credit Historical Collection internship course through the History Department

Alabama Museum of the Health Sciences
• Complete inventory of Museum collection
• Host a second LifeSouth blood drive on September 8, affiliated with UASOM students.
• Update Museum signage, including exhibition labels and didactic material
• Apply for “Changing the Face of Medicine”, another American Library Associations traveling exhibition, following success and momentum of this year’s “Frankenstein: Penetrating the Secrets of Nature”
• Continue work with UAB departments that can extend to larger community, including repeat a of Research Revolution-like video series, annual UASOM Student Art Show, and partnership with relevant courses, etc., that will make use of Museum resources

Reynolds Historical Library
• Obtain necessary funding for the compact shelving project.
• Continue collection reorganization
• Facilitate and coordinate cataloging project
• Complete Spencer Bonsall ms. editing

University Archives
• Designate permanent and appropriate space for Archives (number one priority and a long-term goal)
• Transfer and accession presidential records of W. Ann Reynolds
• Finish processing and open some of the records of Charles A. McCallum, Jr.
• Update and maintain the multi-level pages of the UAB Archives' website
• Continue with campus and national publicity for the repository and its collections
• Continue processing and opening collections as staffing allows

Lister Hill Library at UAB University Hospital
Accomplishments:

- Completed project to remodel office space and increase computer availability in LHL@UH
- Cross-trained an LHL staff member to provide coverage at LHL@UH on an emergency basis
- Improved the bindery process through more detailed tracking
- Restructured the LHL@UH book and journal collections in Horizon
- Assisted in the implementation of the TIGR system for on-demand patient education in the hospital
- Began supervisory role with the West Pavilion Conference Center for the hospital

Short-term goals for the unit:

- Evaluate the impact of paper subscription cancellations on LHL@UH users.
- Work with LHL’s Document Delivery service to implement use of Illiad
- Complete weeding of the book collection.
- Evaluate use of MDConsult for patient/family education in the hospital.
- Reestablish publication of the library’s newsletter.
- Improve functionality and content of LHL@UH website, including addition of content restricted to UAB users.

Long-term goals for the unit:

- Develop an ongoing method for gathering input on library services from clinical clienteles.
- Facilitate access to on-site and remote patient education information resources for staff, patients, and families.
- Expand role of the library staff in ongoing education efforts for hospital staff, clinicians, and residents.
- Secure more space for the library.
- Investigate provision of services for off-site Health System entities as appropriate.

Reference Services

Accomplishments

- Liaison program launched; most Reference staff assigned a school
- Resource of the Month Program launched; 3 resources highlighted
- Copyright brochure developed and distributed; session taught to staff
- Revised LHL website launched; promoted to public
- New Reference librarian hired and trained
- Healthy Spirit grant terms fulfilled
- Health InfoNet expanded to state wide
- NLM GoLocal grant awarded
- Over 1200 people participated in 55 library tours and classes
• Class and tour program revised; all Reference staff currently training to serve as instructors
• QuestionPoint planning and training done; system to go live in July
• Participated in reviews of several electronic resources, making recommendations as needed
• Hosted 2 library interns
• Added a part time temporary staff member from Birmingham Public Library
• Trained several other library staff members on InfoDesk procedures
• Reference staff worked with the TOPS team to present staff training sessions on “Reference Triage” and security
• Worked with IT to implement logins on some public stations
• Completed training and other responsibilities for the Alabama Early Intervention Grant

**Short Term Goals**

- Implement the updated teaching plan
- Implement QuestionPoint to provide digital reference services
- Implement the liaison program
- Hire and orient the Assistant Director for Reference Services
- Work with library staff and administration to review the R2 report and implement recommendations as needed
- Evaluate staffing needs for the unit after the arrival of the AD/RS
- Review and revise teaching plan after fall orientations
- Revise patron handouts
- Become more skilled as expert searchers
- Review electronic resources as needed for addition

**Long Term Goals**

- Continue to work closely with Access and Document Delivery Service staff to provide excellent customer service
- Work with APLS and Health InfoNet to train public librarians in how to provide consumer health information
- Promote Health InfoNet through the NLM Go Local grant
- Continue to revise LHL web site based on feedback
- Increase awareness on campus of the importance of expert searching
- Gain in depth understanding of the issues in scholarly publishing
- Become more informed about emerging technologies (i.e. PDAs; wireless access)

**Serials Unit**

**Accomplishments**

- Updated the public notes displays in OPAC
- Expanded responsibilities of library assistants in unit
- Continued barcoding project
- Upgraded OPAC from Horizon 7.0.3 to Horizon 7.3.2.
- Participated in a beta testing of the PubMed Linkout to print holdings information
- Consultant led evaluation of our workflow and organization

**Short term goals**
- Work though and implement the updates and changes in the workflow recommended by the R2 report
- Assist with the implementation of the DERT database
- Work on additional projects that arise from the Horizon upgrade and present projects that need further fine-tuning/corrections
- Implement necessary changes brought about by Horizon Focus group discussions

**Long-term goals**
- Establish and maintain Serials Unit manual including all workflow practices
- Continue barcoding project and ensure its completion within 2-4 years.
- Look at ways to continually improve quality, quantity, and effectiveness of the workflow as print is increasingly replaced by electronic counterparts
- Participate in EBSCO’s new interactive claim checker

**Staff Development**

**Accomplishments**
- Incorporated the Supervisory Training and Orientation Committee (STOC) into the Training and Orientation Program Committee (TOPS) so that one committee could coordinate training for staff and supervisors
- Revised the LHL individualized learning plan template
- Sent biannual updates to staff and supervisors on modules completed and remaining
- Collaborated on a project to reorganize the public folders and continue to update the information in *About LHL (Staff Manual)* so that orientation and other staff information is easier to locate
- Created a public folder for staff to post reports of meetings, CE’s, and workshops attended and publicized its use
- Coordinated and promoted the Leadership Book Series: Good to Great
- Established the TOPS targets series and scheduled programming on
  - Reference Triage
  - Security in the Library
  - Copyright
  - Services of the UAB Police
- Coordinated two Open Forums on Getting Organized and facilitated the first Get Organized! Session
- Tested the StatTrakker worksheet and suggested changes for the MIS Committee to implement
- Began revising the Outlook Mail and Calendar module training and worksheets
- Began formulating ideas for staff session with outside facilitator
Systems Development Librarian

Accomplishments

- Horizon:
  - Implemented Horizon 7.3.2, a major upgrade
  - Customized and implemented Horizon Information Portal for LHL
  - Implemented the Horizon inventory module

- Web page
  - Did major re-work and editing of web page to work with a new front page
  - Created an XML file of the ‘news’ items on our web page so that they can be subscribed to via RSS
  - Took two Dreamweaver classes and have tried to implement what I learned with our web page

- Participated on the DERT project; provided data for the system from Horizon
- Completed the workstation inventory and developed a replacement schedule
- Started a PDA user’s group to help staff learn more about them and what they can do
- Served on a team to expand the use of StatTrakker to all employees; developed training and implemented.

Short Term Goals

- Take over responsibility for EZProxy
- Develop an IT strategic plan for the library
- Host a successful PDA Fair in October, 2004
- Complete the implementation of ILLIAD for improved Interlibrary Loan processing
- Develop category searches on Horizon for new book lists
- Work with Registrar’s office to do daily imports of student and employee records into the Horizon system now that we have a new server
- Work with Document Delivery to move toward primarily digital delivery of article through ILLIAD and ARIEL.

Long Term Goals

- Finish work on HIP to create better searching for Reynolds, Huntsville and electronic resources.
- Migrate the LHL web site to dynamic pages where appropriate
- Complete the MIS project