Doe/Moffitt Annual Reports: Guidelines

The Doe/Moffitt Advisory Group has affirmed our interest in creating and sharing annual reports within Doe/Moffitt as one method of reflecting on our accomplishments, identifying problems that cross departments, and developing our library’s priorities. Each Doe/Moffitt department head will create a succinct annual report following the academic calendar year; the first annual report will be abbreviated, covering January 1 – June 30, 2007. The following are general guidelines. Each year we can revisit the process, framework and principles to make improvements.

Logistics:
- Cover period of July 1 through June 30
- Limited to two to three single-sided pages
- Submitted annually via email by July 15 to the Director, Doe/Moffitt Libraries
- Posted to the Doe/Moffitt staff web site, announced by email to dmstaff@lists
- Ideally highlighted in annual meeting with all Doe/Moffitt staff

Framework:
- Department name, department head, and period covered
- Department Overview
  - Provide a 2-4 sentence summary
- Year’s Highlights
  - Cover big issues, new services, and major accomplishments
  - Areas to consider: public services, collections, technical services, and educational initiatives; department heads should decide what categories and organization makes most sense for their unit; inclusion of statistics as appropriate
- Areas to Address
  - Cover major obstacles and recommendations if appropriate
  - Areas to consider: personnel and staffing, budgets and funding, systems and support, service quality and responsiveness, physical facilities, online/web sites
- Department Goals
  - Provide priorities and goals for the following year or years as appropriate

Principles:
- Document aspects that will be beneficial for the department and DM overall
- Not intended to acknowledge each individual but the work of the department in general
- Frame information as a department, not separate reports for each unit in department
- Use bullets to pack as much meaningful information as possible
- Provide brief descriptions when helpful; refer to other documents/URLs for details
- Collect information throughout year so not onerous in July
- Share draft with department in advance of submitting final version

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