

15. GUIDELINES FOR ANNUAL REPORTS

Scope of This Section

This section, with reference to the annual report forms (see Appendix 15A, NRS Annual Report Forms, and Appendix 15B, NRS Financial Report Form), describes the purpose of annual reports from each reserve, the categories of information to be collected, the date and channels for submission of the reports, and suggests assignment of reporting responsibility on the campuses. This discussion applies to report data for use by the NRS Systemwide office and does not address the scope, design, or emphasis of reserve annual reports which may be produced for other purposes such as informing campus administrators or the general public. Also excluded from this discussion are reports by NRS advisory committees at the Universitywide or campus level to the President or Chancellors, respectively.

Purpose of Annual Reports

Annual reports provide the only available quantifiable measure of current demand for use of NRS reserves to demonstrate their past and present importance to University academic programs. Trends in demand help to plan and justify acquisitions or improvements. Listing the affiliations, course titles, research projects, and publications of reserve users illustrates the areas of study which the reserve supports.

The annual financial reports provide the only overview of staffing, maintenance, and operation costs and sources of support. Current financial data are essential for

constructing proposals for University budgetary increases and are also used in preparing grant proposals at the NRS Systemwide level.

In 1999, the Council of Executive Vice Chancellors, along with the Office of the President, approved a proposal to provide a stabilized and augmented baseline operating budget for the NRS. The mechanism for financing this augmentation is derived in part from reported usage of the reserves for instruction and research purposes. Thus, the reporting of reserve use is both essential and required for documenting the basis of future funding allocations.

Content of Annual Report

- Part 1: Reserve Use Data. This form records the number of users in several categories and the duration of their reserve use. The categories of reserve use reflect the three-pronged mission of the NRS — University-Level Research, University-Level Instruction, and Public Service. Each day a user is physically present on a reserve for one of these purposes is counted as one User Day.
- Part 2: Reserve Users' Affiliations. Provides a simple index of the breadth of the user community. This data can be obtained from use applications.
- Part 3: Use By Instructional Groups. This data can be obtained from use applications.
- Part 4: Current Research. This data can be obtained from use applications.
- Part 5: Publications. A record of each year's publications that result from work done on the reserve should be maintained and included in the Annual Report, as

well as submitted to the on-line NRS Bibliographic Database, found at <http://www.ucnrs.org/>. (See also Section 9, Program: Teaching and Research.)

- Part 6: Narrative. The narrative portion provides an opportunity to report on any items of interest or concern that may not be adequately addressed in other parts of the report.
- Part 7: NRS Campus Committee Roster. Both the reserve's Management Advisory Committee and the Campus NRS Advisory Committee should be listed.

Financial Report. The Financial Report is intended to answer three main questions for a given fiscal year: (a) what were the costs of staffing, maintaining and operating the reserves?; (b) what were the permanent and temporary budgets?; and (c) what were the sources of funds?

Date for Submission

Annual reports for each fiscal year should be provided to the NRS Director's office by October 31 following the close of the fiscal year. Financial Reports should be provided by December 31.

Channels for Submitting Reports

One of the main purposes of the newly implemented NRS Reserve Application Management System (RAMS) (<http://www.ucnrs.net/>) is to automate to the greatest extent possible the preparation of annual reports. Generally, reports should be prepared using the RAMS system under the direction of the campus NRS administrative officer who then transmits the report to the NRS Director. If

appropriate on a given campus, the report may also be submitted to the Chancellor or other campus officials. In that case, the simple utilitarian format of the report form is usually changed to make it more accessible to a general audience. The essential information requested on the form can still be included as appendices.

Responsibility for Report Preparation

Generally, preparation of the report is the responsibility of the faculty reserve manager or the career reserve manger under the direction of the campus NRS administrative officer. Campus budgetary, accounting, and administrative staff provide assistance. It is recommended that responsibility for report preparation be included in the charge given to the faculty reserve manager, or in the job description of the career reserve manager. If other staff provide major assistance in report preparation, their job descriptions should also reflect this duty.