ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES

MAJOR UNIT: Academic Affairs   **SUBUNIT: Levi Watkins Learning Center**   **DEPARTMENT: Library Automation**   **TIME PERIOD: April 2013**

RESPONSIBLE PERSON: Courtney Williams   **TITLE: Digitization Technician**

				MAJOR UNIT: ACADEMIC AFFAIRS		
				DEPARTMENT: UNIVERSITY LIBRARY – EDUCATIONAL MEDIA CENTER		
NO.	**UNIT OBJECTIVES/ ACTIVITIES**	**ACTIVITES**	**METHODS OF ASSESSMENT**	**CRITERIA FOR SUCCESS**	**RESULTS**	**USE OF RESULTS**
1	To continue to ensure reliable, secure, innovative, and customer-oriented information technology services to University Library staff and patrons by implementing a desktop disaster recovery and backup solution with a 24 hour recovery standard.	1. Data entry for Libanalytics and created graphs from selected data 2. Creating Content dm how to guides. 3. Printed banners using the Plotter. 4. Scanned Archival material	1. Entered data from the statistics into Libanalytics. 2. Created screenshots and wording to form a booklet. 3.Recieved material from the person needing the print. 4. Received select images from the archival to be scanned.	1. Number value of data will now be in graph form 2. Any person giving the task to use Content dm, will have a simple step by step guide. 3. With more prints being done, gives the library more exposure. 4. Long-term storage and safe keep of the item.	1. Work in progress 2. Work in progress, the guides are in review of the director. 3. The individuals are please with the work done. 4. Items are safe and locked away.	
2.	To implement an offline back-up and recovery system for University Library's critical data via a storage server(s).					