

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Cataloging department TIME PERIOD: April, 2013
RESPONSIBLE PERSON: Xiying Mi TITLE: Cataloging/metadata librarian

MAJOR UNIT: ACADEMIC AFFAIRS						
DEPARTMENT: UNIVERSITY LIBRARY – Technical Services Department						
NO.	UNIT OBJECTIVES	ACTIVITIES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	STATUS	PROJECTS & OUTCOMING
	A. To provide new enhancements to facilitate ease of use, efficient access and higher hit rate in retrieving information at the satisfaction rate of 90%.	<p>Authority Control:</p> <p>1. Maintain subject Authority file and update headings in bibliographic records.</p> <p>2. Create and establish Name Authority records in-house via the Library of Congress Authority file, and downloading and editing Authority records from the OCLC databases.</p> <p>Managing new materials:</p> <p>1. Create, download, and edit bibliographic records for new materials</p> <p>Maintaining current collections:</p> <p>1. Edit</p>	<p>Internal assessment will consist of monthly batch and statistical reports.</p> <p>External assessment will be conducted as part of a general library survey.</p>	100% of bibliographic control performed to enhance information retrieval.	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>Standards: ACRL 3.1 Organization of materials & 4.1 Staff; SACS 5.1.2 Services, 5.1.3 Library Collections & 5.1.6 Staff.</p> <p>Subject authority file was completed in September 1997. New headings are added and updated monthly.</p> <p>No name authority record was added.</p> <p>All NLM (National Library of Medicine) Subject Headings in existing records have been converted into LC Subject Headings.</p> <p>33 new titles, 56 new copies, 1 new volume. 27 new bibliographic records have been downloaded from OCLC.</p> <p>32 bibliographic records have been edited, 110 bib records have been deleted.</p>

		<p>retrospective materials (copy and original cataloging).</p> <p>2. Delete bibliographic records of items lost or discarded.</p> <p>3. Merge and overlay duplicate records.</p> <p>4. Eliminate conflicts in call numbers of copies/volumes of titles.</p> <p>5. Cleanup other errors in the library local database.</p> <p>6. Evaluate the Inventory Control Project findings and perform cataloging functions as necessary.</p> <p>7. provide local holding information on OCLC</p> <p>8. Affix 3M tags to items to secure library collections.</p> <p>Managing E-resources</p> <p>1. Cataloging of new Internet-based and online resources.</p>			<p>On-going</p> <p>On-going</p> <p>Ongoing</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>At item level, 75 records have been deleted, 73 items have been discarded and 74 item have been relocated.</p> <p>2 records have been merged together.</p> <p>Course reserve collection: 3 new titles were added, 2 records were edited, 2 copies added.</p> <p>Curriculum collection missing/lost items' records have been cleaned up from cataloging system.</p> <p>1225 items have been secured.</p>
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