

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

**MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Circulation Department TIME PERIOD: December, 2012  
RESPONSIBLE PERSON: Cedric Hicks TITLE: Head Circulation Librarian**

**MAJOR UNIT: ACADEMIC AFFAIRS**

**DEPARTMENT: UNIVERSITY LIBRARY – Technical Services Department**

NO.	UNIT OBJECTIVES/ ACTIVITIES	ACTIVITIES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
	A. To provide new enhancements to facilitate ease of use, efficient access to circulating materials with the satisfaction rate of 90%.	1. Conduct circulation transactions for patrons  2. Send overdue and fine notices to patrons on a daily base  3. Maintain the library missing/lost procedures  4. Maintain library material on main stacks  5. Provide circulation service for Montgomery Higher Education Consortium  6. Provide circulation services for Montgomery community (Guests, Lamp students, etc.)	Internal assessment will consist of monthly batch and statistical reports.  External assessment will be conducted as part of a general library survey.	100% of bibliographic control performed to enhance information retrieval.	On-going  On-going  On-going  On-going  On-going  On-going	This month there were 111 books and AV materials were checked out; and there were 121 transactions for reserves  Other Circulating devices 0 Circulating PCs 48 Rooms 40 There is currently no data available for E-Reserves There were no overdue notices sent out to patrons, there were 0 fine and fee notices sent out to patrons. Zero missing records were received, 0 of items were found, 0 were sent to Collection Dept.  There were 2 consortium stickers requested this month.

