


**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

**MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Circulation Department TIME PERIOD: February, 2013**

**RESPONSIBLE PERSON: Cedric Hicks TITLE: Head Circulation Librarian**

| <b>MAJOR UNIT: ACADEMIC AFFAIRS</b>                                   |                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                     |                                                                           |                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>DEPARTMENT: UNIVERSITY LIBRARY – Technical Services Department</b> |                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                     |                                                                           |                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>NO.</b>                                                            | <b>UNIT OBJECTIVES/<br/>ACTIVITIES</b>                                                                                                 | <b>ACTIVITES</b>                                                                                                                                                                                                                                                                                                                                                                                                   | <b>METHODS OF<br/>ASSESSMENT</b>                                                                                                                                    | <b>CRITERIA<br/>FOR<br/>SUCCESS</b>                                       | <b>RESULTS</b>                                                                                  | <b>USE OF RESULTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                       | A. To provide new enhancements to facilitate ease of use, efficient access to circulating materials with the satisfaction rate of 90%. | <p>1. Conduct circulation transactions for patrons</p> <p>2. Send overdue and fine notices to patrons on a daily base</p> <p>3. Maintain the library missing/lost procedures</p> <p>4. Maintain library material on main stacks</p> <p>5. Provide circulation service for Montgomery Higher Education Consortium</p> <p>6. Provide circulation services for Montgomery community (Guests, Lamp students, etc.)</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>On-going</p> <p>On-going</p> <p>On-going</p> | <p>This month there were 457 books and AV materials were checked out; and there were 396 transactions for reserves</p> <p>Other Circulating devices 0</p> <p>Circulating PCs 14</p> <p>Rooms 99 transactions</p> <p>There 46 hits for E-Reserves</p> <p>There were no overdue notices sent out to patrons, there were 0 fine and fee notices were sent out to patrons.</p> <p>Two missing records were received, two of items were found, 0 were sent to Collection Dept.</p> <p><b>Projects</b></p> <p>The Circulation Department is in the midst of an inventory project. The goal is to have an accurate account of what books are missing from the collection and which books are actually on the shelf. The estimated time of completion is April 8<sup>th</sup></p> <p>There were 15 consortium stickers requested this month.</p> |

**Business Department Statistics**

| Levi Watkins Learning Center COBA Activity Report, March 11, 2013 |     |  |  |  |                            |  |  |
|-------------------------------------------------------------------|-----|--|--|-------------------------------------------------------------------------------------|----------------------------|--|--|
| Prepared by Cedric Hicks Ed.D, MLIS                               |     |  |  |                                                                                     |                            |  |  |
| Spring 2013                                                       |     |  |  |                                                                                     |                            |  |  |
|                                                                   |     |  |  |                                                                                     |                            |  |  |
|                                                                   |     |  |  |                                                                                     |                            |  |  |
| <b>Research Questions</b>                                         | 77  |  |  | <b>Frequently Used Databases</b>                                                    | <b>Number of Referrals</b> |  |  |
| <b>E-mails</b>                                                    | 144 |  |  | Academic Search Complete                                                            | 49                         |  |  |
| <b>Phone Calls</b>                                                | 197 |  |  | Business Source Premier                                                             | 77                         |  |  |
| <b>Visits</b>                                                     | 51  |  |  | Cabell's Education Directories                                                      | 38                         |  |  |
| <b>Article Retrievals</b>                                         | 94  |  |  | Census Bureau                                                                       | 86                         |  |  |
| <b>Research Consultations</b>                                     | 51  |  |  | Hoover's Company Records                                                            | 127                        |  |  |
| <b>Total</b>                                                      | 614 |  |  | Ibis World                                                                          | 47                         |  |  |
|                                                                   |     |  |  | Lexis Nexis Academic                                                                | 72                         |  |  |
|                                                                   |     |  |  | Mergent Online                                                                      | 39                         |  |  |
|                                                                   |     |  |  | Morningstar                                                                         | 31                         |  |  |
|                                                                   |     |  |  | SEC Filings and Forms                                                               | 34                         |  |  |
|                                                                   |     |  |  | Wall Street Journal                                                                 | 86                         |  |  |
|                                                                   |     |  |  | West Law                                                                            | 59                         |  |  |
|                                                                   |     |  |  |                                                                                     |                            |  |  |
|                                                                   |     |  |  | <b>Total</b>                                                                        | <b>745</b>                 |  |  |