

ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES

MAJOR UNIT: Academic Affairs

SUBUNIT: Library

DEPARTMENT: Serials Department

TIME PERIOD January 2013

TITLE: Serials Assistant/Floor Manager

RESPONSIBLE PERSON: Edna Foxhall

MAJOR UNIT: ACADEMIC AFFAIRS						
DEPARTMENT: UNIVERSITY LIBRARY – SERIALS DEPARTMENT						
NO.	UNIT OBJECTIVES	ACTIVITIES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
1.	To provide high-quality informational services by the following actions: 1) Systematically, select and collect prints, non-prints and automated formats in the form of appropriate library materials that is related to the needs of ASU communities. 2) Facilitate, preserve, and control maintenance of the serials collections. 3) Create and update signage for library users, ongoing. 4) Evaluate and revise policies/procedures and workflow in the department.	Receive process, shelve, file, and maintain availability for all new serials items. Weed serials items from current shelves. Update plans for management of serials collection in the department. Update informational signs (ongoing). Exemplify excellent customer services within and without the library.	Internal assessment will be consisted of a written back-up file of current serials, an invoice listing magazines, journals, and newspapers received in the department, and library holding records of serials in the catalog. Discrepancies will be reported to the supervisor. External assessment will be retrieved from library users' surveys that will clarify availability, usability and appropriateness in the department.	The use of assessment is to identify any management shortfalls with the serials collection, to be aware of any missing serials items that need to be obtained or documented as missing and to determine library users' satisfactions with accessing the serials collection in the department.	Processed 718 current magazines, journals, and newspapers. Provided 28 reference transactions to ILL and library users. Served on the Levi Watkins Library Club, the Non-Instructional Council meetings and other LWLC Teams. Provided computer usage to 843 users on the third floor. Shifted and organized magazines and journals on bound storage shelves. Provided services at the information desk in Special Collections. Trained new librarian employee.	Provide library users' accessibility and an answer to accreditation requirements for good customer service. (Daily) Provide a statistical analysis of new serial items and floor count displays a level of library users' activity in the department. (Monthly) Providing assistance to other library departments exemplifies team work. (Weekly) Participating in training new library employee at ASU. <i>[Ties with Library Goal 2 (Services)/Weave Online Goal 2.2.1]</i> <i>[Ties with Library Goal 3 (Services)/Weave Online Goal 3.1.1 and 3.1.2]</i>
2.	To provide high-quality informational services by the following actions: 1) Process microform received in the library that is related to the needs of ASU local and global communities. 2) Secure copies of archival materials and other materials in microform. 3) Perform library management tasks by training, managing, and supervising student employees.	Process , and file, microform, regularly. Coach library users on searching electronic resources, and reference tools. Supervise and assign daily tasks to 1-8 Federal Student Employees. Submit Serials Monthly Report and Statistics to Area Supervisor. Serve on Library Committees and on ASU Council. Attend workshops, trainings, presentations, and meetings.	Internal assessment will be collected from serials back-up file for microform to verify items received, microform displayed in the library catalog and data on a current micrographic subscription list. External assessment will be generated from library surveys that will clarify users' availability, usability, and appropriateness of serials in the department and provide comments on public services in the library.	The use of the assessment is to identify any management shortfalls within the micrographic collection, to be aware of any missing microform that need to be obtained or documented as missing, and to determine library users' satisfactions with accessing the serials collection in the department.	Processed 1078 microfiche. Verified the number of microfiche received from NA Publishing Company and the number of microfiche description titles. Provided services at the Library Information Desk in Reference and Serials, Archives, and SPCO. Weed newspapers from workroom shelves. Assigned student employees serials maintenance tasks and special projects in the department.	Filing microfiche in cabinets enables easy accessibility to library users. (Quarterly) Communicating information provides services to library users in different departments. (Daily) Weeding newspapers from workroom shelves allow space for incoming newspapers. (As Needed) <i>[Ties with Library Goal 2 (Services)/Weave Online Goal 3.1.1 and 3.1.2]</i> <i>[Ties with Library Goal 7 (Equipment)/Weave Online Goal 7.1.1 and 7.2.1]</i>