

**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**

MAJOR UNIT: ACADEMIC AFFAIRS

DEPARTMENT: UNIVERSITY LIBRARY – Technical Services Department

NO.	UNIT OBJECTIVES/ ACTIVITIES	ACTIVITES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
	<p>A. To provide new enhancements to facilitate ease of use, efficient access to circulating materials with the satisfaction rate of 90%.</p>	<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>	<p>100% of bibliographic control performed to enhance information retrieval.</p>	<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 321 books and AV materials were checked out; and there were 284 transactions for reserves</p> <p>Other Circulating devices 0</p> <p>Circulating PCs 15</p> <p>Rooms 44</p> <p>There 1050 hits for E-Reserves</p> <p>There were no overdue notices sent out to patrons, there were 0 fine and fee notices sent out to patrons.</p> <p>Zero missing records were received, 0 of items were found, 0 were sent to Collection Dept.</p> <p>There were 12 consortium stickers requested this month.</p>