

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs

SUBUNIT: Levi Watkins Learning Center

DEPARTMENT: Library Automation

TIME PERIOD: March 2013

RESPONSIBLE PERSON: Courtney Williams

TITLE: Digitization Technician

MAJOR UNIT: ACADEMIC AFFAIRS						
DEPARTMENT: UNIVERSITY LIBRARY – EDUCATIONAL MEDIA CENTER						
NO.	UNIT OBJECTIVES/ ACTIVITIES	ACTIVITES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
1	To continue to ensure reliable, secure, innovative, and customer-oriented information technology services to University Library staff and patrons by implementing a desktop disaster recovery and backup solution with a 24 hour recovery standard.	1. Developing a database to centralize the library Statistics 2. Performed updates for display devices. 3. Printed banners using the Plotter.	1. Gathered pervious from several sources, and compiling them into an MS Access database. 2. Found updates from the manufacturer and installed the updates to the devices. 3. Recieved material from the person needing the print.	1. Successful implementation of this process will minimize time it takes to input data. Faster searches for selected data. 2. Regularly scheduled updates will improve performance and provide better security from hackers. 3. With more prints being done, gives the library more exposure.	1. Work in progress 2. The devices seem to have less downtime, and require less maintenance. (on-going) 3. The individuals are please with the work done.	
2.	To implement an offline back-up and recovery system for University Library's critical data via a storage server(s).					
