

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs
RESPONSIBLE PERSON: Cedric Hicks

SUBUNIT: Library

DEPARTMENT: Circulation Department
TITLE: Head Circulation Librarian

TIME PERIOD: March, 2013

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
	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	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	This month there were 477 books and AV materials checked out; and there were 343 transactions for reserves. There were 35 transactions for e-reserves. Circulating devices 6 Circulating PCs 27 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 12 consortium stickers requested this month. We have been working diligently on performing inventory. Additionally the Circulation is responding to a trend in circulation transactions. Circulation for books is decreasing circulation for reserves is increasing We are in the process of digitizing popular reserve holdings. The plan is to maintain the documents on the server until they are requested by a professor. Upon request specific chapters will be placed on e-reserves.

		6. Provide circulation services for Montgomery community (Guests, Lamp students, etc.)					
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