ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES

MAJOR UNIT: Academic Affairs   **SUBUNIT:** Library   **DEPARTMENT:** Cataloging department   **TIME PERIOD:** March, 2013
RESPONSIBLE PERSON: Xiying Mi   **TITLE: Cataloging/metadata 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**
	A. To provide new enhancements to facilitate ease of use, efficient access and higher hit rate in retrieving information at the satisfaction rate of 90%.		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.		Standards: ACRL 3.1 Organization of materials & 4.1 Staff; SACS 5.1.2 Services, 5.1.3 Library Collections & 5.1.6 Staff.
		1. Maintain subject Authority file and update headings in bibliographic records.			On-going	Subject authority file was completed in September 1997. New headings are added and updated monthly.
		2. Create and establish Name Authority records in-house via the Library of Congress Authority file, and downloading and editing Authority records from the OCLC databases.			On-going	No name authority record was added.
		3. Create, download, and edit bibliographic records for new materials and retrospective materials (copy and original cataloging).			On-going	153 new titles (1 Ed.d). 153 bibliographical records were downloaded. 321 bibliographical records were edited.
		4. Delete bibliographic records of items lost or discarded.			On-going	4 item were discarded.
		5. Merge and			On-going	

Note: The RESULTS column header appears above the "RESULTS" position; the USE OF RESULTS values are in the rightmost column.

		overlay duplicate records.				All NLM (National Library of Medicine) Subject Headings in existing records have been converted into LC Subject Headings.
		6. Eliminate conflicts in call numbers of copies/volumes of titles.			Ongoing	
		7. Cleanup other errors in the library local database.			On-going	
		8. Import and cataloging of Netlibrary records.			On-going	No Netlibrary records were added.
		9. Cataloging of new Internet-based and online resources.			On-going	
		10. Evaluate Approval Plans, Outsourcing and vendor technical processing to support the Ed.D. Program and the new Microbiology Ph.D. Program.			On-going	
		11. Evaluate the Inventory Control Project findings and perform cataloging functions as necessary.			On-going	Course reserve collection: 2 new titles were added, 2 records were edited, 1 copy added.