

**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: May, 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 6. Provide circulation services for Montgomery community (Guests, Lamp students, etc.)	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 On-going	This month there were 146 books and AV materials checked out; and there were 30 transactions for reserves. 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. Reshelving report: This month 377 books that did not circulate were reshelved. E-Reserves Data <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 35%;">Items</th> <th style="width: 25%;">Date Range:</th> <th style="width: 15%;">Hit Count</th> <th style="width: 25%;">% of Total</th> </tr> </thead> <tbody> <tr> <td>All Course Reserves Pages</td> <td>7/1/2011 - 7/31/2011</td> <td style="text-align: center;">35</td> <td style="text-align: center;">100.00%</td> </tr> <tr> <td>Totals</td> <td>7/1/2011 - 7/31/2011</td> <td style="text-align: center;">35</td> <td style="text-align: center;">100.00%</td> </tr> </tbody> </table> There were 4 consortium stickers requested this month. I am currently relocating the collection to the new library.	Items	Date Range:	Hit Count	% of Total	All Course Reserves Pages	7/1/2011 - 7/31/2011	35	100.00%	Totals	7/1/2011 - 7/31/2011	35	100.00%
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