

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

**MAJOR UNIT: Academic Affairs      SUBUNIT: Levi Watkins Learning Center      DEPARTMENT: Library Automation      TIME PERIOD: November 2012**

**RESPONSIBLE PERSON: Courtney Williams      TITLE: Digitization Technician**

<b>MAJOR UNIT: ACADEMIC AFFAIRS</b>						
<b>DEPARTMENT: UNIVERSITY LIBRARY – EDUCATIONAL MEDIA CENTER</b>						
<b>NO.</b>	<b>UNIT OBJECTIVES/ ACTIVITIES</b>	<b>ACTIVITES</b>	<b>METHODS OF ASSESSMENT</b>	<b>CRITERIA FOR SUCCESS</b>	<b>RESULTS</b>	<b>USE OF RESULTS</b>
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. Scanned images to be sent to Expo Display for printing.  2. Continued working in the new Interactive room. Edited videos, photos, and created websites for the ipad devices.	1. Received material from the archivist.  2. Received material from the archivist, made some correction so the item is presentable.  3. Combined text and images to create a walk though history.	1. Expo could begin work on building display around the building.  2. Will make materials viewable.  3. Proving accurate history for text and images.	1. Expo completed the job before the grand opening.  2. Patrons are able to view and access materials via web and on the Interactive room devices.  3. Patrons are able to view the timeline in real time.	
2.	To implement an offline back-up and recovery system for University Library's critical data via a storage server(s).	3. Created three custom Timelines from archival material.				