

ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES

MAJOR UNIT: Academic Affairs

SUBUNIT: Library

DEPARTMENT: Serials Department

TIME PERIOD November 2012

RESPONSIBLE PERSON: Edna Foxhall

TITLE: Serials Assistant/Floor Manager

MAJOR UNIT: ACADEMIC AFFAIRS						
DEPARTMENT: UNIVERSITY LIBRARY – SERIALS DEPARTMENT						
NO.	UNIT OBJECTIVES	ACTIVITIES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
1.	To provide high-quality informational services by the following actions: 1) Systematically, select and collect prints, non-prints and automated formats in the form of appropriate library materials that is related to the needs of ASU communities. 2) Facilitate, preserve, and control maintenance of the serials collections. 3) Create and update signage for library users, ongoing. 4) Evaluate and revise policies/procedures and workflow in the department.	<b>Receive</b> process, shelve, file, and maintain availability for all new serials items. <b>Weed</b> serials items from current shelves. <b>Update</b> plans for management of serials collection in the department. <b>Update</b> informational signs in the department. <b>Exemplify</b> excellent customer services within and without the library.	Internal assessment will be consisted of a written back-up file of current serials, an invoice listing magazines, journals, and newspapers received in the department, and library holding records of serials in the catalog. Discrepancies will be reported to the supervisor. External assessment will be retrieved from library users' surveys that will clarify availability, usability and appropriateness in the department.	The use of assessment is to identify any management shortfalls with the serials collection, to be aware of any missing serials items that need to be obtained or documented as missing and to determine library users' satisfactions with accessing the serials collection in the department.	<b>Processed 441</b> current magazines, journals, and newspapers. <b>Provided 38</b> reference transactions to ILL and library users. <b>Served</b> on the Levi Watkins Library Club, the Non-Instructional Council meetings and other LWLC Teams. <b>Provided</b> computer usage to <b>1261</b> users on the third floor. <b>Shifted and organized</b> magazines and journals on bound storage shelves. <b>Provided</b> services at the information desk in Special Collections.	<b>Provide library users' accessibility</b> and an answer to accreditation requirements for good customer service. (Daily) <b>Provide a statistical analysis</b> of new serial items and floor count displays a level of library users' activity in the department. (Monthly) <b>Providing assistance to other</b> library departments exemplifies team work. (Weekly) <b>Participating in CPTP "Supervising Student Workers"</b> training provided strategies for working with student employees at ASU. <i>[Ties with Library Goal 2 (Services)/Weave Online Goal 2.2.1] [Ties with Library Goal 3 (Services)/Weave Online Goal 3.1.1 and 3.1.2]</i>
2.	To provide high-quality informational services by the following actions: 1) Process microform received in the library that is related to the needs of ASU local and global communities. 2) Secure copies of archival materials and other materials in microform. 3) Perform library management tasks by training, managing, and supervising student employees.	<b>Process</b> , and file, microform, regularly. <b>Coach</b> library users on searching electronic resources, and reference tools. <b>Supervise</b> and assign daily tasks to 1-8 Federal Student Employees. <b>Submit</b> Serials Monthly Report and Statistics to Area Supervisor. <b>Serve</b> on Library Committees and on ASU Council. <b>Attend</b> workshops, trainings, presentations, and meetings.	Internal assessment will be collected from serials back-up file for microform to verify items received, microform displayed in the library catalog and data on a current micrographic subscription list. External assessment will be generated from library surveys that will clarify users' availability, usability, and appropriateness of serials in the department and provide comments on public services in the library.	The use of the assessment is to identify any management shortfalls within the micrographic collection, to be aware of any missing microform that need to be obtained or documented as missing, and to determine library users' satisfactions with accessing the serials collection in the department.	<b>Processed 181</b> microfiche. <b>Verified</b> the number of microfiche received from NA Publishing Company and the number of microfiche description titles. <b>Provided</b> services at the Library Information Desk in Reference and Serials, Archives, and SPCO. <b>Weed</b> newspapers from workroom shelves. <b>Assigned</b> student employees serials maintenance tasks and special projects in the department.	<b>Filing microfiche</b> in cabinets enables easy accessibility to library users. (Quarterly) <b>Communicating information</b> provides services to library users in different departments. (Daily) <b>Weeding</b> newspapers from workroom shelves allow space for incoming newspapers. (As Needed)  <i>[Ties with Library Goal 2 (Services)/Weave Online Goal 3.1.1 and 3.1.2] [Ties with Library Goal 7 (Equipment)/Weave Online Goal 7.1.1 and 7.2.1]</i>