

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

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

RESPONSIBLE PERSON: Courtney Williams TITLE: Digitization Technician

MAJOR UNIT: ACADEMIC AFFAIRS						
DEPARTMENT: UNIVERSITY LIBRARY – EDUCATIONAL MEDIA CENTER						
NO.	UNIT OBJECTIVES/ ACTIVITIES	ACTIVITES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
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. 4. Stakeholder's and staff request the use of software.	1. Expo could begin work on building display around the building. 2. Will make materials viewable. 3. Proving accurate history for text and images. 4. Improve work function for both staff and other stakeholders.	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. 4. Projects and assignments are being competed in a faster and more efficient way.	
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. 4. Installed newly required software				
