

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Educational Media Center TIME PERIOD: November 2009

RESPONSIBLE PERSON: Frederick Brown TITLE: Media 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 determine if a fine system will assist in getting equipment returned by its due date.	1. Collect data on number of late returns over first 5 months of 2009. 2. Compare data to number of times ability to serve patrons was effected. 3. Request implementation of fine system. 4. Monitor equipment returns	Determine if patrons are being issued equipment without delays by checking monthly LMS. Also keep a count on number of times ASUPD was called to assist in getting equipment back.	Increased ability to meet patron equipment needs.	Late returns for the month include Digital camcorder checked out Nov. 13- returned Dec.1. LCD projector due Oct. 26 returned Nov. 9.	Enhance the availability of equipment for patron use.