

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

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

**RESPONSIBLE PERSON: Frederick Brown      TITLE: Media 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 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 LCD projectors: Due Oct 7 returned on Oct.14. Digital camcorder, due Oct. 16-not returned. Cassette recorder, due Oct. 26- not returned. LCD projector due Oct. 26-not returned.	Enhance the availability of equipment for patron use.