

**Constant Unit Data**

VP / President	VP Academic Affairs	Div / Acct Unit	Arts and Sciences
Edison Unit	Learning Resources		CIP
Unit Purpose	0304 LR provides access to information in all formats and teaches library users to efficiently and effectively find and use information.		
Ongoing Assessments	Statistics on utilization of resources. Surveys conducted on user satisfaction.		

**Yearly Plan Data**

Planning Year	2004-2005	Plan Number	1
Planner	Mary Faulkner	Plan Date	4/6/2004
Problematic Assessment Measures	Switch to Production of new library management system (Aelph through CCLA)		
Problem or Opportunity	Policies and Procedures manual out of date		
Goal	5. Strive for quality improvement		

Action Plan Step 1	Review circulation procedures and policies	Who 1	Circulation staff; Director; Staff Ass't
Step 2	Rewrite procedures using Aelph protocols and standards	Who 2	Circulation staff; Director; Staff Ass't
Step 3	Review and rewrite Interlibrary Loan, Cataloging; Reference, all other library procedures to Aelph protocols and standards where applicable	Who 3	LR Staff; Reference Librarians, Staff ass't.
Step 4	Review all LR Policies for District	Who 4	LR Staff; all Directors; all Librarians
Step 5	Continue appropriate level of staff training for new LMS	Who 5	LR Staff

**Measureable Outcomes**

- 1 Procedures and Policies updated and published to the Edison web site by Fall 2004
- 2
- 3

Indicator	N/A Not Applicable
Other Indicator	

Comment	
Approved by VP	EdithPendleton - 4/30/2004

The RESULTS SECTION is to be filled out at the end of the planning year.

In your discussion of measurable outcomes for this plan, describe to what extent each anticipated outcome was achieved (completely, partly, or not at all).

Results for Measureable Outcome 1	Updates completed Fall 2004 and again, June 2005. Privacy Policy added
Results for Measureable Outcome 2	
Results for Measureable Outcome 3	

**USE OF RESULTS**

Indicate which parts of the plan (if any) will be carried into the next cycle and how the results of this plan have changed planning for the next cycle in your unit or other college units.

Evaluation comment of results by VP	
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