Unit Goals for Circulation & Reserve 2010

**Reserve**

1. Testing and implementation of new e-reserve system
   a. Training Reserve Assistant and student staff
   b. Testing with faculty/students Spring 2010
   c. Implementation of new product Summer 2010
2. Explore using e-books as an option for filling e-reserve requests
3. Utilize and promote Naxos Music Library for e-reserve possibilities
4. Review and revise Reserve policy and procedures
5. Prepare for and implement the circulation of new laptops
6. Plan assessment of Reserve services

**Circulation**

1. Ongoing development of Student Manager program
   a. Explore internship possibility for Business and/or Communication majors
2. Plan major shifting project in conjunction with Library Administration
3. Research and draft a customer service model/plan
4. Plan assessment of Circulation services
5. Develop procedure for circulating non-bar coded government documents