

ASSESSMENT POLICY AND PROCEDURES

Howard Greenwell Library will evaluate the effectiveness of its programs and services on a regular and systematic basis. Assessment will include:

1. User surveys

- Student survey – students will be surveyed every other year during the spring semester
- Faculty survey – faculty will be surveyed during the spring semester of alternating years
- Questions on annual senior exit survey regarding library use and satisfaction

2. Data collection and analysis

The Library staff will regularly collect, compile and analyze the following data:

- Acquisitions
 - Library expenditures
 - Departmental materials allocations and expenditures
- Technical Services
 - Materials added and withdrawn by volume and title
- Information Services
 - Circulation of materials, including in-house use of periodicals
 - Database usage
 - Interlibrary loan activity
 - User head count
- Information and Computer Literacy
 - Library instruction sessions
 - Instructional technology workshops and training sessions

3. Planning process

Each area within the Library will establish annual goals and objectives, reviewing these periodically throughout the year and at year's end.

4. Bi-weekly staff meetings

Ongoing operations, current projects and future plans will be discussed at bi-weekly staff meetings.

5. Performance review

All library staff will participate in the college's program of performance review.

At the end of each academic year, based on input from all Library staff members, the Library Director will submit a unit assessment report summarizing the library's progress.