

# Discussion Section:

Inspections and Addition of Peer  
Experts to Accompany Inspectors for  
On-Site Library Inspections

# Current Procedures

- When setting up an inspection trip, inspectors contact the Regional Librarian for feedback, discussion, and determination of which on-site visits the Regional Librarian may attend.
- If the Regional Librarian is not able to attend an inspection, the Regional Librarian often has another staff member travel with the inspector.
- When a Regional Librarian is not available, there are no procedures in place to prohibit others from attending the inspection.

# Inspection and Self-Study Process

- Current procedures require a call for the Self-Study with the Studies to be returned within 90 days.
- Evaluation of the Self-Studies can take quite some time, depending on staffing levels for Depository Services.
- Follow Up Inspections for Self-Studies then take place after the Self-Studies have been reviewed and when there are enough libraries in the area to warrant an inspection trip.

# What Are the Options?

- Continued Use of the Mandatory Self-Study Process
- Change Procedures to Call for Self-Study and When a Library Does Not Respond to the Call, the Library is Put on the Inspection Schedule
- Make the Self-Study Process an Option—Libraries Can Do the Self-Study or Be Inspected

# What Should Be in an Inspection

- A follow up Inspection focuses on problem areas found in the Self-Study, but essentially cover the same questions found in the Self-Study. Should they be different?
- Suggestions for different/additional questions?
- If minor findings, should we try to do more than one on-site inspection per day?

# Review of the Inspection Process

## Focus for the Last 18 Months

- Access—most important issue
- Staff Changes in the Libraries
- Bibliographic Control and How it Affects Access
- Maintenance of Tangible Depository Materials
- Cooperative Efforts for Depository Promotion and Collection Development

# Resources Reviewed

- Previous Inspection Reports or Self-Studies
- Web Policies as Posted on Library Web Pages
- Written Policies That are Not on the Web
- Signs and Notices
- Discussion of Issues with the Depository Coordinator

# Other Factors

- Patron Complaints
- Notices Posted to Discussion Lists
- Feedback From Neighboring Depositories and Regional Librarian
- Catastrophic Events—Floods, Earthquakes, Tornados, etc.
- Recognition of State and Local Politics and the Role of the Library



# Consultation Services

- One of the roles inspectors like to do best is the consultative role—helping libraries that have questions, concerns, etc.
- Should we be reaching out more proactively and working with regional librarians to identify new potential libraries for the program?
- We already do outreach when we hear that a library is reconsidering depository designation.