

# Self-Study Evaluations

Some Helpful Hints

## I. Collection Development

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- Written Collection Development Policy
- New Basic Collection
- Cooperative Collection Development Arrangements

## II. Bibliographic Control

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- Shelflist for all items
- Internet accessible catalog
- How are e-only documents being captured?

## III. Maintenance

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- Procedures Manual
- Equal to or better than other library collections
- Weeding/Disposals
- Supersedes

## IV. Human Resources

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- Are there enough people to do the job?
- Cross-training for processing
- Cross-training for reference
- Attending regional/national conferences

## V. Physical Facilities

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- ADA accessible
- Assistive/Adaptive equipment
- Accessible Web site
- Room for collection growth

## VI. Public Service

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- Age restrictions
- Internet access policy
- Service policy for all electronic formats
- Reserve policy

## VII. Cooperative Efforts

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- State Plan
- Regional Consortium for purchasing, promotion, cataloging, etc.
- Biennial Survey, Self-Study