

## Procedures for Assessing Adequacy of Library Collections

These are the mechanisms used to ensure the adequacy of our library collection

Mechanism	Description	Frequency
Patron Driven Acquisition	Students and instructors ask for books or other resources on Overdrive and through the Library website.  Instructors are surveyed for book and database suggestions	Continuous  Beginning of Fall and Spring Semesters
Resource Sharing Data	Determine which titles are continually requested and order those for the library.	Once every semester
Information Literacy Instruction	Survey students and instructors to see what materials they need to access.	When the librarian teaches a research class.
Monthly Staff Emails	Share the featured database each month and ask for suggestions for other resources, including databases.	Once a month during Fall and Spring Semesters
TRAILS Database Suggestions and Trials	Participate in when TRAILS makes these available, include new databases and discuss these with other Library Directors to determine how they will add to our collection and contribute to student success	Survey and discussion of databases occurs twice yearly, trials happen as they can be arranged.
Curriculum Addition or Change	All curriculum changes and additions are routed through the library before being implemented. This allows the library to respond to possible needs for new resources to support the programs	As they are submitted throughout the year.
Survey of Continuing Education Courses	Talk to Continuing Ed Coordinator so that she can interface with new instructors to let them know the Library will ensure they have adequate resources. Look through the Continuing Education courses to contact individual instructors to see where they might need resource support.	Each Semester
Database Statistics	Look at usage statistics to determine which databases are being used, which need to be better marketed, and which need to be discontinued.	Every Month

Review of Student Reference Sessions in Library	With each student reference session in the library, pinpoint where student needs are not being met, to see where the library needs to provide additional resources.	Daily
Review of New Resources	Through Library Listservs, professional organization communications and professional journals take note of new materials and resources as they become available, and determine if these new resources will better support the curriculum and student needs.	Monthly
Weed the Collection	Continually go through the collection to determine if information has become outdated, and order more current or comprehensive copies of books or other materials.	Ongoing