**Policies and Procedures Checklist  
Adams12 Five Star School Libraries**

Questions to help you evaluate your Library Program:

1Do you have established hours of operation? Are they posted online?

Do you have a Library Advisory Committee? How often do you meet? Do they give input and ask questions?

Do you have a clerk? What are the clerk’s hours? What are the clerk’s duties?

Are your Checkout policy and Fine policy consistent and equitable for all students and staff?

How do you regularly communicate with:  
Students?  
Staff?  
Administration?  
Parents/Community?

Is your collaboration sheet useful to you? To the teacher? Do you file them for future collaborations?

Where is the library schedule? Is it convenient for teachers to sign up? Does it encourage collaboration?

Do you collect data on a regular basis? (Make sure you are keeping track for the year-end report.)

Do you have a collection development plan?

Do you conduct inventory at least yearly?

Do you have a budget plan? Do you keep records of expenditures? Of fees paid?

Do you have goals to address building, district and/or Power Library Program standards?

Do you have established and consistent student guidelines for behavior? How do you communicate them?

Do you use tools available in Destiny to manage and support the library?

Do you orient, train and instruct students in whole class, small group and individual situations?

Do you use professional development tools, including the Adams12 Library Services wiki, to address goals and answer questions?

Do your goals include integration of technology and 21st century skills? For students? For staff?

Do you have a website? Do you have access to it in order to add or change information as needed? Do you update it regularly? The website is often a parent’s only contact with you. Take time to get feedback on it from peers.