Policies and Procedures Checklist

Do you have established hours of operation?

Do you have a Library Advisory Committee?

Do you have a clerk and what are the clerk’s hours?

Do you have a checkout and fine policy that is consistent and equitable to students and staff?

What are your regular means of communication with:

Students?

Staff?

Administration?

Parents/Community?

Do you have a collaboration sheet?

How is the library class scheduled and how does staff access and sign up for use?

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

Do you have established and consistent student guidelines for behavior?

Do you use 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 you develop goals regarding technology and 21st century skills?

Do you have a website? Do you have access to it in order to add or change information as needed?