**Collection Assessment Procedure for Librarians**

**INVENTORY**

1. Notify *Nina* with a request to inventory a collection area prior to assessment

2. Print a collection-specific shelf list for work-study students to read collection. This list should include the following:
   - Call#
   - Enum. (e.g. vol#)
   - Chron. (e.g. date)
   - Barcode
   - Title

3. Once the inventory is completed, provide the inventory shelf-list to the assessment Librarian.

**PRE-ASSESSMENT**

Prepare a report for the librarian to work with and/or share with participating faculty that includes the following:
- Call#
- Enum.
- Chron.
- Barcode
- Title
- Publication date
- #Circulations/item
- #Historical browses/item

(Source: *Nina*)

**ASSESSMENT**

1. Librarian will evaluate each title with the following criteria in mind:
   - The material is dated or no longer relevant to the instructional programs.
   - The material has been superseded by a new edition.
   - Duplicate copies of the title exist, and use does not mandate additional copies.
   - The physical condition of the material is marginal and repair would be impractical.

2. Once librarians complete an assessment of a collection area and identify titles for removal from the collection, full-time and part-time faculty associated with the subject domain will be invited to meet with librarians to review proposed withdrawals and suggest possible replacements and/or additions.

3. Faculty will be requested to review proposed withdrawals within one-month of the initial contact. If there is no response from the contacted faculty following the one-month review period, the librarians will proceed with discarding selected titles from the collection.

4. Titles removed from the collection will be distributed to faculty who have expressed an interest in receiving discarded titles.
SUMMARY AND CONCLUSIONS

1. Re-print the following summary data:
   - Number of titles in collection-area,
   - Number of titles as a percent of the total collection, and
   - Total number of circulations  (*Source: Nina*)

2. Librarian will author a report that describes the evaluation process, findings, and the estimated $$ required to update the collection. This report will be distributed to associated faculty, the faculty division head, and to the Library Director.