

CHECKLIST FOR LIBRARY SERVICES

1. Library is open as much or more than the minimum number of hours set for that library type.

____ Completed ____ In progress ____ Not planned

2. Full service is maintained whenever library is open.

____ Completed ____ In progress ____ Not planned

3. Library actively promotes and markets interlibrary loan, using effective procedures and standard interlibrary loan protocols.

____ Completed ____ In progress ____ Not planned

4. Library provides for confidentiality in the use of all library materials.

____ Completed ____ In progress ____ Not planned

5. Reference staff is computer literate and trained in reference services, community information and reference interviewing, and online information retrieval.

____ Completed ____ In progress ____ Not planned

6. Library staff are computer literate and make appropriate use of Blue Skyways, Kanlib-1, Kanfind and Kan-ed databases, the KANAnswer statewide reference service and the Community Access Network.

____ Completed ____ In progress ____ Not planned

7. Library maintains community information to refer library users to sources of information and help within the community.

____ Completed ____ In progress ____ Not planned

8. All requests for information are answered or referred within 24 library-open hours.

____ Completed ____ In progress ____ Not planned

9. Library has a written collection development policy that includes all elements of item 4.21.

____ Completed ____ In progress ____ Not planned

10. Library evaluates at least 20% of its collection annually and withdraws at least 2-3% of the collection in each complete review.

____ Completed ____ In progress ____ Not planned

11. Library maintains a catalog of all essential print and non-print materials.

Completed In progress Not planned

12. All machine-readable catalog files conform to LC MARC standards.

Completed In progress Not planned

13. All new library materials are placed in the Kansas Library Catalog, and all older records are updated regularly.

Completed In progress Not planned

14. Library offers online access to state and national resources.

Completed In progress Not planned

15. Library's cataloged collections contain at least as many items as indicated by library type.

Completed In progress Not planned

16. Library subscribes to at least the minimum number of periodicals as indicated by library type.

Completed In progress Not planned

17. Back files or electronic resources enable patrons to access the periodical citations for which they are searching.

Completed In progress Not planned

18. Library provides access to local, regional, and national newspapers.

Completed In progress Not planned

19. Library maintains a collection of non-print materials based on community needs and interests.

Completed In progress Not planned

20. Library collects statistics according to requirements of regional library systems and Kansas State Library.

Completed In progress Not planned

21. Data and statistics are reported to the Board of Trustees.

Completed In progress Not planned

22. Library has an appropriate number of telephones, photocopiers, fax machines and computer stations with Internet access for staff and public use.

Completed In progress Not planned