

Assessment Plan Template - SAMPLE

Source: Assessment Object(s)	Rationale for Inclusion	Abstraction Level			Frequency	Responsibility
		Data	Analysis	Report		
LibQUAL: Affect of Service; Information Control; Library as Place; Comments	For comprehensive assessment of library service quality; assessment of impact of recent changes, to be reported in relation to accreditation and strategic plan	✓		✓	Once (Fall semester)	Name(s) Withheld
Local Survey: Resident Student Survey	Assessment of resident student satisfaction with library resources and services; consistency of questions over time provides for longitudinal analysis	✓		✓	Yearly (on Assessment Day, as needed)	Name(s) Withheld
Manual Compilation: Hours of Operation	To document changes in the library's hours of operation/services over time; to enable reporting on industry surveys	✓			3 times/year (Fall, Spring, and Summer semesters)	Name(s) Withheld
Voyager Analyzer: Items Invoiced - Fund Breakdown	To provide regular snapshots of the development of the collection, with a focus on fund responsibility and cost; will support JFL 2.2: "Strive toward a world-class collection both in electronic and print formats"	✓	✓		Monthly (in first week)	Name(s) Withheld
Voyager Analyzer: Monthly Circulation of Physical Materials	To provide regular snapshots of circulation activity by patron group and item location; to enable reporting on industry surveys	✓	✓		Monthly (in first week)	Name(s) Withheld
Manual Compilation: Employee Census	To document changes in the library's staffing over time (headcount and FTE by category, turnover in various positions); to enable reporting of staffing levels in industry and accreditation contexts	✓			Monthly (in final week)	Name(s) Withheld
ASIST: Financial Activity by Fiscal Period	To enable monthly analysis of progress in the use of budget allocations in 3 categories: assets, operations, and information resources	✓	✓		Monthly (approximately mid-month)	Name(s) Withheld
Voyager Analyzer: Cataloged Items by Location & Library of Congress Class	To provide regular snapshots of the development of the collection, with a focus on physical location and subject matter		✓		Monthly (in first week)	Name(s) Withheld
Local Survey: Customer Service Comment Cards	To provide for immediacy in capturing customer feedback, enabling the customer service experience to be engaging and responsive	✓	✓		Monthly	Name(s) Withheld

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		Data	Analysis	Report		
Manual Compilation: Room Inventory	To document changes in the library's allocation of space over time; will track seating, other furnishings/fixtures, and computers by specific location, type of space, and quiet level; this will support JFL 4.1: "Collaborate with the faculty and students to create library spaces that meet their needs"	✓			Yearly (May or June)	Name(s) Withheld
Local Test: Web Site Usability Study	Will assess the usability of the Library's Web Site; will support JFL 1.10.1.1, 1.15.1.1, and 1.9	✓	✓	✓	Ad hoc	Name(s) Withheld
Digital Commons: Repository Statistics	Will document the evolution of the library's institutional repository in numbers of authors, submissions, full-text downloads, SelectedWorks sites, and electronic theses and dissertations; will support the strategic development of the repository; will support JFL 1.14.1.1	✓	✓	✓	Monthly (analysis); yearly (report)	Name(s) Withheld