

# *Library Audit Plan...*

*Rob Clarke, Independent Learning Co-ordinator  
Holland Park School  
February 2003*

## *Aims:*

1. To get a clear picture of how the library supports learning for students and others.
2. To find out what different departments and staff are doing to use the library and how the library supports the design and implementation of learning programmes.
3. To gain specific information that will influence future decisions about the development of the library and its services.

## *Process:*

1. List the areas for focus and develop a matrix to guide the survey design.
2. Design separate surveys for students and staff using **PIMS** evaluation tool.
3. Develop a **survey** for finding out specific information for improving different aspects of the library.
4. Pilot test initial survey on a range of different students of different age levels, and refine survey if necessary.
5. Conduct survey on selected samples of students, staff and parents.
6. Analyse data using cross-classification chart.

## *Areas for focus...*

- **Physical Environment**- set-up, displays, focus areas
- **Services**- internet access, printing, photocopying, services not currently offered (e.g. scanning, loans of equipment, after school opportunities for learning)
- **Access to resources**- books, AV materials, non print, access and usage for students and staff
- **Supporting Teaching and Learning**- subject specific support, staff professional reading, developing information literacy, advertising and marketing what's on

## *Some questions to guide reflection...*

- What are the 5 key things that you would like to see in the library that would help develop independent learning?
- What are 5 areas where the library needs to develop the most?
- What do libraries have that you want for your library @ HPS?

*Matrix to guide questionnaire design:*

This matrix uses the focus areas to classify each question. This is to ensure we have a range of questions that tap information we seek in each focus area.

		<i>Focus Area:</i>	<i>Question:</i>
<i>Physical Environment</i>	<i>Physical Environment</i>	Displays	
		Focus Areas	
		Set up and environment	
		<i>Future ideas...</i>	
<i>Services</i>	<i>Services</i>	Internet	
		Printing	
		Photocopying	
		<i>Future ideas...</i>	
<i>Supporting &amp; Teaching &amp; Learning</i>	<i>Supporting &amp; Teaching &amp; Learning</i>	Subject specific support	
		Developing information literacy	
		Staff Professional Development	
		Advertising and marketing what's on	
		<i>Future ideas...</i>	
<i>Access to resources</i>	<i>Access to resources</i>	Quality and selection of books	
		AV materials & place to view these	
		Non print resources	
		Access & usage for students & staff	
		<i>Future ideas...</i>	