

## **Job aid GOV-9 Library**

- 1. What are the hours of operation for the library? \_\_\_\_\_ How do these hours meet the needs of the Soldiers?**
- 2. Do you provide group instruction in the library?**
- 3. Do you provide individual instruction in the library?**
- 4. Do you provide classroom instruction on using library resources?**
- 5. What job aids do you have to assist Soldiers with using library resources?**
- 6. What do you do to assist Staff & Faculty with copyright issues?**
- 7. Do you attend Staff & Faculty meetings?**
- 8. How do you alert the Staff & Faculty to new or improved library services?**
- 9. When did you last do a needs assessment?**
- 10. How did you complete the assessment?**
- 11. Do you have a copy of your annual budget?**
- 12. Does the library have internet accessibility? Do you have wireless access?**
- 13. Are the library computers connected to printers? Do students have to download on to disks rather than printing? Are there photocopiers? Do the Soldiers pay for the copies?**
- 14. Do you have an integrated library system? Is the server local or hosted remotely?**
- 15. Can you access the online patron catalog outside of the library? From home? From the barracks?**
- 16. Does the library have a webpage?**
- 17. What resources can the Soldiers access on the library webpage?**
- 18. What do you consider the highlights of the webpage?**
- 19. Beyond circulation and attendance, what library statistics do you collect? How and why?**
- 20. Are the computers for Soldiers working? Word processing? Powerpoint? Printers? Photocopiers?**
- 21. Is any of the library equipment in need of repair? Outdated? Not working?**
- 22. Do you have a copy of your collection development and acquisition policies in an SOP? Do you have a policy?**
- 23. Do you a copy of your internet policy posted?**
- 24. What programs or activities does the library hold in support of the Institution?**