9. In what ways does the library provide for its users who are engaged in distance learning programs?

## Staff

The staff should be sufficient in size and quality to meet the programmatic and service needs of its primary users. Librarians should have a graduate degree from an ALA-accredited program. In addition, there may be other professional staff who will have appropriate combinations of training, experience, and/or degrees. All library professionals should be responsible for and participate in professional activities. The support staff and student assistants should be assigned responsibilities appropriate to their qualifications, training, experience, and capabilities. The further development of professional and support staff should be promoted through an on-going commitment to continuing education, including training on security, emergencies, and the preservation of materials. Professional library staff should be covered by a written policy that clearly establishes their status, rights and responsibilities. This policy should be consistent with the *ACRL Standards for Faculty Status for College and University Librarians* (http:// www.ala.org/acrl/guides/facstat01.html).

**Questions:**

1. Does the library employ staff capable of supporting and delivering information in all available formats, including electronic resources?
2. Is sufficient budgetary support provided to ensure the ongoing training of all staff?
3. Does the library have qualified librarians, other professional staff, skilled support staff, and student assistants in adequate numbers to meet its needs? Counts may include FTE library staff numbers for total staff and a separate number for FTE librarians (MLS or equivalent).
4. How does the institution ensure that the library's professional staff have the appropriate accredited degrees, and how does it encourage them to engage in appropriate professional activities?
5. How does the size of the library staff relate to the goals and services of the library, the institution's programs, degrees, enrollment, size of the faculty and staff, and auxiliary programs?
6. How do library staff policies and procedures compare with institutional guidelines and sound personnel management, especially in the areas of recruitment, hiring, appointment, contract renewal, promotion, tenure, dismissal, and appeal
7. How do staff members who are responsible for instruction maintain sufficient knowledge and skills to be effective instructors?
8. How does the library provide security and emergency training for its staff?

## Facilities

The library facility and its branches should be well planned; it should provide secure and adequate space, conducive to study and research with suitable environmental conditions for its services, personnel, resources and collections. The library's equipment should be adequate and functional.

**Questions:**

1. Does the library provide well-planned, secure, and sufficient space to meet the perceived needs of staff and users?
2. Are building mechanical systems properly designed and maintained to control temperature and humidity at recommended levels?
3. What are the perceptions of users regarding the provision of conducive study spaces, including a sufficient number of seats and varied types of seating?
4. Is there enough space for current library collections and future growth of print resources?
5. Does the staff have sufficient workspace, and is it configured to promote efficient operations for current and future needs?
6. Does the library's signage facilitate use and navigation of the facilities?
7. Does the library provide ergonomic workstations for its users and staff?
8. Are electrical and network wiring sufficient to meet the needs associated with electronic access?
9. Does the library meet the requirements of the Americans with Disabilities Act?
10. Are facilities provided to distance learners considered in the context of the ACRL *Guidelines for Distance Learning and Library Services* (http://www.ala.org/acrl/guides/distlrng.html)?