

## LIBRARY ASSESSMENT CHECKLIST FOR ACADEMIC PROGRAM REVIEWS

Department/Unit Name: \_\_\_\_\_

Date needed: \_\_\_\_\_ **PLEASE ALLOW AT LEAST ONE MONTH'S NOTICE.**  
(Please allow two months if the library evaluation is to be included in the self-study document).

Note: A sample library evaluation may be viewed at <http://www.lib.utk.edu/colldev/sample.pdf>.

**I. These sections will be included unless you write "no" in the space to the left.**

\_\_\_ **Program review narrative** describes the general collection and services provided by the UT Libraries and gives specific library holdings and funding information in support of the academic department/unit.

\_\_\_ **Title count by Library of Congress Classification** gives the number of titles in selected LC Classes.

\_\_\_ **Library expenditures for all disciplines** includes a history of institutional library expenditures, grouped by approvals, firm orders, periodicals, and other serials.

\_\_\_ **Library acquisitions expenditures by fund (1999–current)** shows expenditures by fund for related subjects, e.g., Business, Mathematics funds.

**II. These sections are provided by request, when available for specific areas, by writing "yes" in the space to the left.**

\_\_\_ **List of current periodicals for an academic department/unit** may be provided by LC class or by fund.

\_\_\_ **Circulation Statistics** may be provided for monographs and for bound periodicals in selected LC Classes.

\_\_\_ **Electronic Use Statistics** may be provided for selected full-text electronic journals and databases.

\_\_\_ **Peer institution reports** may be included to compare UT Libraries' holdings with those of peer institutions, using North American Title Count 2001 (by LC Class) or WorldCat Collection Analysis (by subject).

\_\_\_ **Subject Guides** give information on collections and services and may be provided, when available.

\_\_\_ **Other** (please describe): \_\_\_\_\_

**III. These formats are available. Check all desired in the space to the left.**

\_\_\_ Paper

\_\_\_ Diskette. Please specify \_\_\_ MS Word \_\_\_ WordPerfect

\_\_\_ Delivered via e-mail. Address: \_\_\_\_\_

**Contact Person in requesting academic department/unit:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Return to: Research Services and Collections  
146 Hodges Library

[djobe@utk.edu](mailto:djobe@utk.edu)

Phone: 974-6640

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