

MHLS ACTION MEMO

#09-02

TO: Library Directors

FROM: Merribeth Advocate, Outreach & Education Coordinator

DATE: April 13, 2009

RE: Scheduling your Reference Collection Assessment

Background

Staff at Adriance Memorial Library (the Central Library for the Mid-Hudson Library System) provide on-site assessments of member library reference collections. Evaluation by Central Library staff provides information about reference titles to be discarded or updated, and can help you keep your reference collection current and appropriate in size for your library.

Issue

It is recommended that each library have their reference collections assessed every 12 – 16 months. It may be time for you to schedule one for your library.


Wondering when your last assessment was conducted? Contact Sue Hermans, Coordinator of Central Reference Library Services at shermans@poklib.org or 845.485.3445 x 3321

Action

Return the form to below to MHLS in the delivery.

Deadline

May 15, 2009

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To: MHLS, attn. Merribeth Advocate, MHLS Outreach Department
due May 15, 2009

Yes, please contact me to schedule a 2009 assessment of my Reference Collection.

Name of Library _____

Contact person: _____