

LIBRARY AUDIT DOCUMENTATION CHECKLIST

School librarians can use this checklist to create an audit notebook to help prepare for the School Library Program Monitoring Audit. Copies of the documents should be made for the auditor to add to the school library's audit report. Sample documents can be found on the MDE School Library Website - <https://mdek12.org/Library>.

1. Library Collection

1.1 Automated Management System	Collection Statistics - Summary (current circulation, age, and value) Training Documents (teachers) and OPAC Lessons (students)
1.2 General Collection	Historical Collection Report (circulation statistics for a particular time frame) Weeding Report (copies that have been deleted from the system) Purchase Requisitions (general and reference Collections) Collection Development Plan (general and reference Collections)
1.3 Reference Materials	Reference Lessons
1.4 Non-print Resources	List of credible and age-appropriate websites (printed from site) Training Documents (teachers) and OPAC Lessons (students) A/V Curriculum Connection (must connect to CCR standards)

2. Library Management

2.1 Certified Staff	Detailed school library schedule Standard district or school job description and other assigned duties Yearly inventory report
2.2 Needs Assessments	Library short-and long-term goals Teacher and student surveys with responses/teacher requests Student learning outcomes Librarian Professional Growth System (evidence of being evaluated)
2.3 School Library Policies and Procedures	School library handbook District-approved policies (selection, gift, weeding, and challenged materials) Circulation policy
2.4 Funding	Budget expenditures and budget plan for the past three years Current budget plan and operating budget
2.5 Advocacy Committee	Committee members, meeting schedule, and meeting agendas Committee goals and objectives
2.6 Public Relations	Public relations plan and examples