

**Outline of Library Section  
for Academic 6 Year Reports  
(Proposed, 2/2014)**

The purpose of this report is to provide an overview of the interaction between the library and the department over the last six years. The report will be narrative comments (2 p. max.) with data and charts in appendices. This template is meant to be flexible in order to accommodate differing departmental needs (such as requirements for outside accrediting agencies).

1. Resources and Use
  - Where possible, show use (searches, full-text)
  - Known strengths/weaknesses
  - Special circumstances (new classes, access issues)
2. Expenditures
  - Special acquisitions (something requested for years, or a large purchase)
  - Specific areas in which we have purchased
  - Chart for purchases over the past 6 years (appendix)
    - Number items purchased
    - Amount spent
3. Staffing (if applicable)
  - If the liaison, faculty, specialties change
4. Instruction and Research Help
  - Overview of past 6 years (sessions, type, classes involved)
5. Future directions (if applicable)
  - Areas of known need
6. Other (flexible for anything not covered, or needed for outside accreditation)