

# Jerry Falwell Library Assessment Policy

## Policy Information

### Issuing Office

Jerry Falwell Library

### Affected Parties

Library employees

### Policy Language

The Jerry Falwell Library (JFL) seeks to protect the interests of its users when evaluating its services and resources. Protective measures include informing subjects about the collection of data, collecting data anonymously, and restricting the use of individually identifying data.

### Policy Rationale

The Jerry Falwell Library constantly strives to improve and enhance its services.

### Definition of Glossary Terms

None specified

## Procedural Information

### Procedures

Members of the library's faculty and staff who wish to carry out systematic data collection (surveys, interviews, focus groups, usability studies, user observations, etc.) should obtain prior approval from the Director of Management Information Services. The JFL consults with the Institutional Review Board to obtain advice on sensitive matters involving the use of human subjects data. Assessment activities are planned and coordinated under the oversight of two library employees who specialize in this area.

### Sanctions

Consequences for failure to comply with policy will be determined on a case by case basis.

### Exceptions

None