

MODERATION PROCEDURES: LIBRARY MODERATION

- (1) The following checklist is to be used in the preparation of documents for Moderation. Librarians are to look over the Collection Development Policy for their library before preparing the document.
- (2) The document is intended to give Academic Standards Committee Moderation Panels a quick overview of the support the library provides for the teaching of the subject area, so a maximum of four pages is recommended. Aim to be concise in your writing.
- (3) For each subject area the following issues are to be addressed:
 - (a) Conspectus level
 - (b) Description of the material in the specified subject area. Mention breadth, depth, any major series and significant works in the monograph holdings.
 - (c) Journal coverage: do not include lists of journal titles, but give an idea of the range and coverage to support research.
 - (d) Non-book formats: include maps, charts, video and audio cassette materials.
 - (e) Reference collection: any significant holdings, including specialised bibliographies (eg. ATLA bibliography series)
 - (f) Indexing and abstracting tools available at your library of relevance to the subject area.
 - (g) Special collections of relevance.
 - (h) Annual budget allocation: convey the sense of this subject area compared to building the collection in its entirety, over time.