

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.7.3.1
Related Policy: 8.7.3
Title: Evaluation of the Library
Responsibility: Director of Library Services

Original Approval Date: 10-02-1996
Last Cabinet Review: 08-27-2025
Last Revision: 08-27-2025

President

I. Purpose

Each campus library of HGTC will be evaluated through surveys conducted by Institutional Effectiveness and Development, the Student Satisfaction Survey, new program development proposals, and institutional/departmental accreditation self-studies.

II. Procedure

Annually, a Student Satisfaction Survey will be administered to all students. The survey will be reviewed, edited, and approved by Institutional Effectiveness and Development. Results will be compiled by Institutional Effectiveness and Development and shared to all appropriate areas, including the Director of Library Services.

Based upon the results of the survey, the Director of Library Services and staff will implement improvements for the upcoming academic year(s).

Results of the survey and accreditation findings, and processes will be used for the assessment and improvement of the library's functions and activities. From the evaluation processes, the Director of Library Services may also make recommendations for the annual budget, staff requests, collections (additions), and services.