



# Needs Assessment

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**PURPOSE:** To define a means of assessing current and future services.

## **POLICY**

The Board shall ensure that a needs assessment and plan of service are conducted in compliance with the Alberta Libraries Act and Regulations. A review of the plan of service will be conducted at the Annual General Meeting.

## **GUIDELINES**

1. A needs assessment will be done as required.
2. The format of the assessment will be determined by the Board.
3. Information from the needs assessment will be included in a plan of service.
4. Plan of Service will be monitored monthly.
5. A review of the Plan of Service will be done at least once a year at the Annual General Meeting (Policy B 13)

**Date of Approval:** September 5, 1995

**Date Reviewed/Revised:** October 12, 2004  
May 13, 2008  
May 11, 2010  
April 9, 2013  
September 8, 2015  
October 10, 2017  
October 14, 2021  
September 12, 2024