

Library Peer Review Committee Action Plan

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Action Plan for Library Peer Review Committee

Introduction

The purpose of this action plan is to outline the key initiatives and responsibilities of the Library Peer Review Committee for the upcoming year.

Objectives

1. Evaluate current library services and resources.
2. Solicit feedback from library users and staff.
3. Recommend improvements based on peer evaluations.
4. Promote best practices in the library community.

Action Items

- Conduct a survey to gather user feedback by [Insert Date].
- Schedule monthly meetings to discuss findings and recommendations.
- Create a report outlining recommendations by [Insert Date].
- Present findings to library administration by [Insert Date].

Responsibilities

Each committee member will be assigned specific roles, including:

- Survey Development: [Member Name]
- Data Collection: [Member Name]
- Report Writing: [Member Name]
- Presentation: [Member Name]

Conclusion

We look forward to collaborating as a committee to enhance our library services and meet the needs of our community.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]