

# Checklist & Reports for CE Hours

Library Tour Program, 2021-2022  
Southwest Wisconsin Library System



Thank you for deciding to pursue continuing education (CE) through the SWLS Library Tour Program!

All participants are required to submit their reports **within 30 days after their tour** to Shauna, at [skoszegei@swls.org](mailto:skoszegei@swls.org). The deadline to submit final materials is **May 31, 2022**. To earn CE hours, please complete the following.



Before your tour, read Sections 1-6 of [The Wisconsin Public Library Standards, 6th Edition](#) [OR] Sections 1-6 of [The Inclusive Services Assessment and Guide for Wisconsin Public Libraries](#). Only choose one document. Each is about 30 pages.



Next, respond to the following 3 questions below. This report can be a 1 page written response, or recorded via audio or video.

## Questions for Wisconsin Public Library Standards

1. Use the [Wisconsin Public Library Standards Checklist](#), and choose a couple of lines to discuss with an employee at the library. Reflect on the conversation and tell us about it.
2. Using the quantitative standards on pages 28-30, where does the library you toured fall in terms of periodical holdings and number of computers? How do you feel about these standards?
3. Take a look at the tier three standards. Which are most/least attainable for a library of this size? Why?

## Questions for The Inclusive Services Assessment and Guide for Wisconsin Public Libraries

1. Review the *Inclusive Services Statement* in Section 1. What comes up for you after reading this? Try to be specific with your answer.
2. Using Section 4, *What the Library Has to Offer*, what did you notice about the library's collections?
3. Using Section 5, *Where the Interactions Take Place*, what did you notice about the facility in terms of inclusivity?



Submit a CE Activity Report.

I encourage you to use language from the 3 questions if you'd like!