

II.10 The site visit schedule

A site visit usually occurs over two business days, most often Monday and Tuesday. Typically, the ERP arrives on Saturday to review records, tour facilities, and meet with constituent groups on Sunday. The program provides a lockable work room for the ERP central to program operations. Technical and nutritional support is provided for the work room according to guidance from the ERP chair.

Site visits must occur at least 10 weeks before COA's meeting at the ALA Midwinter Meeting or Annual Conference to allow panelists to finalize their report, the program to respond in writing if desired, and the Committee time to review all documents before the meeting. The deadline for a site visit is generally mid-November for fall visits and mid-April for spring visits.

The ERP Chair works with the Program Head to develop a mutually agreeable schedule based on the needs of the ERP and the program. See section III.5: Role and responsibilities of the ERP for more information.