

## Evaluation of a Reference Material (Encyclopedia)

### Rubric

| Category      | Not suitable<br>1   | Below Standard<br>2   | Satisfactory<br>3   | Excellent<br>4  |
|---------------|---|---|---|---|
| Accuracy      | -The material is largely nonfactual   | -The material contains some errors or omissions and they are moderate or permanent  | -The material contains some errors or omissions, but they are minor, or there is a process to correct them  | -The material contains no observable errors or omissions  |
| Authority     | -The authorship is unknowable, has a negative reputation or the material is unreferenced; or<br>-The publisher is unknown   | -The authorship of the materials is anonymous, or has unknown qualifications; and<br>-The publisher is known  | -The author is known and writes in an area where they have authority; and<br>-The publisher is known and moderately respected   | -The author is known, respected, and writes in an area where they have authority; and<br>-The publisher is known and respected  |
| Currency      | -The resource is older than 15 years  | -It has been between 5 to 15 years since it's been updated; and<br>-The information it contains is somewhat dated   | -Updated within the past 5 years; and<br>-The information it contains is mainly current   | -Updated within the past year, or is continuously updated; and<br>- The information it contains is current  |
| Scope         | -The scope is extremely narrow;<br>-It is so specific that it's not likely to be of use by users of the collection; or<br>-The resource doesn't relate to any specific course | -The scope is narrow;<br>-The resource is specific, and is of use for 10% on the collection's users; or<br>-The resource relates to at least one specific course  | -The scope is fairly broad;<br>-The resource is likely to be of use for at least 50% of the school community; and<br>-The resource relates to at least 3 courses  | -The scope is broad;<br>-The resource is general, and is of use to almost the entire school community; and<br>-The resource relates to the majority of taught courses |
| Accessibility | -The resource is not locally useable (either because there isn't room in the collection to store it, or the library users aren't able to access it)                           | -The material is accessible, but requires the support from staff to access it;<br>-The material may take more than several minutes to access; or<br>-The material requires some planning, coordination, or tools/technology (not regularly carried by the user) to access | -The material is accessible to the user with minimal staff support;<br>-The material may take several minutes to access; and<br>-The material doesn't require planning, coordination, or tools/technology to access | -The material is readily accessible by the individual; and<br>- The collection's users are able to access the material immediately and without restriction.           |

Score: /20

18-20: Excellent

13-17: Satisfactory

9-12: Below Standard

Below 9: Not suitable