

III.3 Site visit schedule

A site visit 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.

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