FACULTY EVALUATION: REFERENCE LIBRARIAN

**OBSERVATION**

Evalutee Status

1. Identify the activity observed:  Reference Desk  Bibliographic Instruction  One on One Session  Meeting

Describe briefly what happened during your observation:

|  |  |  |  |
| --- | --- | --- | --- |
| 2. **EVALUATION**: Check the appropriate response for each activity you observed during this evaluation observation. If you feel you are not qualified to judge an item, explain in the comments section. | YES | NO | NOT  OBSVD |
| a. Does the librarian help students use the library effectively? |  |  |  |
| b. Does the librarian provide information about library policies and procedures, either in writing or orally? |  |  |  |
| c. Is the librarian responsive to students? |  |  |  |
| d. Are students provided with constructive feedback on their work? |  |  |  |
| e. Are students provided with prompt feedback on their work? |  |  |  |
| f. Does the librarian encourage student participation? |  |  |  |
| g. Does the librarian address behavioral issues? |  |  |  |
| h**.** Are topics presented in a clear sequence? |  |  |  |
| i**.** Does the librarian provide connections between new concepts and familiar material? |  |  |  |
| j. Does the librarian encourage divergent points of view and reasoned exception to data or views offered? |  |  |  |
| k. Is the content current? |  |  |  |
| l**.** Does the librarian create an engaging learning environment? |  |  |  |
| m. Are the librarian’s methods of presentation effective? |  |  |  |
| Comments*:* | | | |

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| --- | --- | --- | --- |
| 3. **PROFESSIONAL RESPONSIBILITIES:**  Use the self-evaluation, as applicable, to support the completion of this section. | YES | NO | NOT  OBSVD |
| a. Does the librarian maintain subject matter competency? |  |  |  |
| b. Does the librarian participate in college, district, school, or area committees and meetings as well as functions (if applicable)? |  |  |  |
| c. Is the librarian involved in activities such as program and curriculum development, student and faculty orientation and mentoring, program review, accreditation, professional and staff development, institutional and unit planning, and district promotional activities (if applicable)? |  |  |  |
| d. Does the librarian participate in educational enrichment activities (if applicable)? |  |  |  |
| e. Does the librarian maintain effective working relationships with staff and students? |  |  |  |
| f. Does the librarian engage the student learning outcomes process for improvement? |  |  |  |
| Comments: | | | |

Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Observation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature

Evaluatee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature

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| --- | --- |
| Check your position on this evaluation activity | |
|  | Faculty Peer |
|  | CIO Designee |
|  | FLM Designee |
|  | FLM |