

LIBRARIAN EVALUATION

Librarian \_\_\_\_\_  
(name) (assignment)

Evaluation for the period \_\_\_\_\_  
(semester) (year)

Evaluator \_\_\_\_\_  
(name) (position)

Administrator \_\_\_\_\_  
(name) (position)

Instructions and Scale: Listed on the following pages are various characteristics, behaviors, and performances frequently deemed essential for librarians. The evaluator's task is to place a number before each item according to the scale written below.

4.

- Commendable
- Exceeds normal standards
- A real strength
- Almost always true

3.

- Satisfactory
- Acceptable
- Meets standards
- True most of the time

2.

- Needs improvement to meet standards
- Seldom true

1.

- Unsatisfactory and fails to meet standards
- Really needs improvement
- Almost never true

0.

- Insufficient knowledge on which to evaluate
- Non-applicable

Amount of time assigned to library \_\_\_\_\_

Major level of responsibility \_\_\_\_\_  
(K-6, Jr. High, High School, District-wide)

Number of libraries supervised \_\_\_\_\_

A.     INSTRUCTIONAL MANAGEMENT OF RESOURCES

- \_\_1.     Coordinates the library-media program.
- \_\_2.     Promotes the library-media program.
- \_\_3.     Gives instruction in the use of resources.
- \_\_4.     Other

Comments:

B.     SUPERVISION OF THE LIBRARY-MEDIA CENTER

- \_\_1.     Directs the responsibilities of the library staff.
- \_\_2.     Organizes the selection, purchase, and circulation of materials and equipment to provide for effective and efficient service.
- \_\_3.     Sustains orderly and appropriate conduct of students using the center.

Comments:

C.     HUMAN RELATIONS, COMMUNITY RELATIONS, AND ETHICS

- \_\_1.     Demonstrates communication skills
- \_\_2.     Demonstrates ethic awareness.
- \_\_3.     Maintains rapport with students, teachers, counselors, administrators, parents, etc.
- \_\_4.     Maintains a positive and supportive attitude towards the system and colleagues.
- \_\_5.     Recognizes each pupil's emotional and social needs.
- \_\_6.     Seeks improvement rather than criticizing school, community, and citizens.
- \_\_7.     Demonstrates fairness and consistency.

Comments:

D.     KNOWLEDGE OF LEARNING AND STUDENTS

- \_\_1.     Demonstrates understanding of learning theories.
- \_\_2.     Recognizes, plans and provides for unique needs of students.
- \_\_3.     Stimulates thought and interest.
- \_\_4.     Administrates and uses appropriate test instruments.

Comments:

E.     PROFESSIONAL GROWTH

- \_\_1.     Continues efforts toward professional improvement.
- \_\_2.     Share and seeks knowledge willingly.
- \_\_3.     Demonstrates proficiency in subject area(s).

Comments:

RECOMMENDATIONS with timeline for improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- A. Recommended for continued employment.
- B. Recommended for continued employment with qualifications.
- C. Not recommended for employment.

Signature does not indicate agreement with the evaluation, but does verify knowledge of the report.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Evaluator