

## OBSERVATION FORM—INSTRUCTION

### LIBRARIAN

To be completed by Faculty who request Library Instruction Sessions

College: \_\_\_\_\_ Division: \_\_\_\_\_  
Academic year of evaluation \_\_\_\_\_ Semester: \_\_\_\_\_  
Name of evaluatee: \_\_\_\_\_  
Name of evaluator: \_\_\_\_\_  
Name of Dean/Responsible Administrator: \_\_\_\_\_

Please evaluate the recent library instruction session provided for your class. Using the choices below, write the letter of your answer next to each statement. Thank you.

- A. Exceeds expectations.
- B. Meets expectations.
- C. Needs improvement. (Improvement plan required. See Improvement Plan form.)
- D. Is unsatisfactory. (Improvement plan required. See Improvement Plan form.)
- E. Not enough information/not applicable.

1. The librarian asked me for information and details about content and objectives for the session.
2. The librarian tailored the presentation to my students and provided relevant resources and materials. Please explain, especially if you have ideas for improvement.
3. Material was presented in a clear, engaging, and understandable manner. Please explain, especially if you have ideas for improvement.
4. The librarian utilized materials of appropriate quality, authority, credibility, and relevance to the topic.
5. The librarian tailored the presentation to the level of the class (e.g. basic, intermediate, or advanced classes) Please explain, especially if you have ideas for improvement.
6. The hands-on or active learning activities were appropriate and effective. Please explain, especially if you have ideas for improvement.

OVERALL PERFORMANCE RATING

- A. Exceeds expectations.
- B. Meets expectations.
- C. Needs improvement. (Improvement plan required. See Improvement Plan form.)
- D. Is unsatisfactory. (Improvement plan required. See Improvement Plan form.)

EVALUATOR COMMENTS:

I have met with the evaluatee and discussed the evaluatee's observation.

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

EVALUEE COMMENTS:

I have met with the evaluator and discussed my observation.

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

OBSERVATION FORM—REFERENCE OR OTHER PUBLIC SERVICE FORM

LIBRARIAN

Reference or Public Service Performance: To determine whether the librarian shows evidence of mastery of library resources and technology and demonstrates proficiency in library public service.

Librarian: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Activity: \_\_\_\_\_ Date: \_\_\_\_\_ Scheduled Time: \_\_\_\_\_

Number of student interactions observed: \_\_\_\_\_ Time Activity Began: \_\_\_\_\_

Rating Key: A= Exceeds criteria B= Meets criteria C= Needs improvement D= Not enough information E= Not applicable in this observation

PUBLIC SERVICE SKILLS		
RATED SECTION	A B C D E	COMMENTS OR EXAMPLES OF BEHAVIOR
<p>1. PERSONAL MANNER:                      Librarian makes eye contact, greets and welcomes students sincerely; speaks in a friendly manner.</p>		
<p>2. INCLUSIVE SERVICE:                      Librarian serves without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or pregnancy or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.</p>		
<p>3. RESPECTFUL SERVICE:                       Librarian interacts with students in a respectful, non-judgmental manner; safeguards confidentiality of student interaction.</p>		
<p>4. TIME MANAGEMENT:                       Librarian does not spend an undue amount of time or effort with one student if another student is waiting; acknowledges a student's presence immediately, even if occupied.</p>		

RATED SECTION	A B C D E	COMMENTS OR EXAMPLES OF BEHAVIOR
5. LIBRARY POLICIES:  Librarian demonstrates knowledge of and upholds library policies and procedures.		

REFERENCE INTERVIEW SKILLS		
Rated Section	A B C D E	COMMENTS OR EXAMPLES OF BEHAVIOR
6. Librarian applies all or most of the reference interview process to appropriate questions.		
7. Librarian chooses resources that address both the content and complexity of students' needs.		
8. Librarian involves or guides students in developing an effective, relevant search strategy that addresses the information need.		
9. Librarian offers advice and instruction about, or demonstrates the importance of, search evaluation and/or source evaluation.		

Rated Section	A B C D E	COMMENTS OR EXAMPLES OF BEHAVIOR
10. Librarian demonstrates ability to skillfully use and provide instruction regarding online informational retrieval tools (databases, catalogs, search engines, etc.) and information management tools (citation generators, etc.).		
11. Librarian demonstrates ability to skillfully use and provide instruction regarding basic computer hardware and software appropriate in the context of research done by students in a community college library.		
12. Librarian verifies with students that their needs have been satisfactorily and completely met.		

OVERALL PERFORMANCE RATING

- A. Exceeds expectations.
- B. Meets expectations.
- C. Needs improvement. (Improvement plan required. See Improvement Plan form.)
- D. Is unsatisfactory. (Improvement plan required. See Improvement Plan form.)

EVALUATOR COMMENTS:

I have met with the evaluatee and discussed the evaluatee's classroom observation.

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

EVALUEE COMMENTS:

I have met with the evaluator and discussed my classroom observation.

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

STUDENT QUESTIONNAIRE

REFERENCE LIBRARIAN

Thank you for your participation in this short survey. All of the district's librarians are evaluated on a periodic basis, and yours is being evaluated today. We would appreciate your feedback on the service you received. Please respond honestly to the statements below and **DO NOT** sign your name so that your comments remain anonymous.

Date: \_\_\_\_\_ Librarian's name: \_\_\_\_\_

1. The librarian was courteous, professional, genuinely interested in helping me, and made me feel welcome.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree    Not Applicable

5       4       3       2       1       0

Comments:

2. The librarian listened carefully and understood my questions and concerns.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree    Not Applicable

5       4       3       2       1       0

Comments:

3. The librarian provided information which was clear, informative, and relevant to my questions.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree    Not Applicable

5       4       3       2       1       0

Comments:

4. If needed, the librarian answered my questions in a way that I could understand.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree    Not Applicable

5       4       3       2       1       0

Comments:



5. The librarian was well informed about available resources and knew how to find the information I needed.

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree   Not Applicable  
 5    4    3    2    1    0

Comments:

6. The librarian searched for my topic, or showed me how to conduct the search myself.

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree   Not Applicable  
 5    4    3    2    1    0

Comments:

7. The librarian helped me evaluate information resources for relevance and credibility.

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree   Not Applicable  
 5    4    3    2    1    0

Comments:

8. The librarian referred me to other appropriate resources or services if the materials were not available here.

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree   Not Applicable  
 5    4    3    2    1    0

Comments:

9. The librarian verified that my needs were met.

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree   Not Applicable  
 5    4    3    2    1    0

Comments:

10. The librarian is someone I would be happy to return to for help in the future.

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree   Not Applicable

5       4       3       2       1       0

Comments:

11. The librarian is someone I would recommend to other students.

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree   Not Applicable

5       4       3       2       1       0

Comments:

12. How would you rate the overall service that you received from this librarian?

Excellent   Good   Fair   Poor   Very Poor

Comments:

9. Please provide specific suggestions on how the library service might be improved.

## STUDENT QUESTIONNAIRE

### LIBRARY INSTRUCTION

Thank you for your participation in this short survey. All of the district's librarians are evaluated on a periodic basis, and yours is being evaluated today. We would appreciate your feedback on the service you received. Please respond honestly to the statements below and do NOT sign your name so that your comments remain anonymous.

Date: \_\_\_\_\_

Librarian's name: \_\_\_\_\_

1. The librarian presented the subject matter in a clear, understandable, and organized manner.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree    Not Applicable

5       4       3       2       1       0

Comments:

2. The librarian was knowledgeable about the research assignment for this class and presented online research techniques and other information relevant to that assignment.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree    Not Applicable

5       4       3       2       1       0

Comments:

3. This workshop gave me a better understanding of the range of appropriate online sources (databases, search engines, and/or catalogs) that I can use to research my topic.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree    Not Applicable

5       4       3       2       1       0

Comments:

4. As a result of this workshop, I feel more confident in my ability to do effective online searching and find the books, articles, and/or websites I need for my research.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0

Comments:

5. This workshop improved my ability to recognize and find high-quality information sources (books, articles, and/or websites) likely to be trustworthy, authoritative, and credible.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0

Comments:

6. There was adequate time to ask questions.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0

Comments:

7. There was adequate time to practice online searching.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0

Comments:

8. As a result of this workshop, I feel more aware of and confident about using the library's in-person and physical resources and services.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree    Not Applicable

5       4       3       2       1       0

Comments:

9. The right amount and depth of information was given during the workshop.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree    Not Applicable

5       4       3       2       1       0

Comments:

10. Was there anything that you think should have been covered, but was not?

YES    NO

If yes, please explain:

12. How would you rate the overall quality of this session?

Excellent     Good     Fair     Poor     Very Poor

Comments:

13. Please provide specific suggestions on how the library service might be improved.

PORTFOLIO REVIEW FORM

LIBRARIAN

College: \_\_\_\_\_ Division: \_\_\_\_\_  
Academic year of evaluation \_\_\_\_\_ Semester: \_\_\_\_\_  
Name of evaluatee: \_\_\_\_\_  
Name of evaluator: \_\_\_\_\_

*Please note that portfolios may be submitted in hard copy or as a PDF in a well-organized, comprehensible, and succinct manner and should include materials from both onsite and online classes.*

The portfolio contains the following items:

- key information handouts.
- representative projects (e.g., workshops, tutorials, etc.).
- evidence of professional development activities.
- statement of service delivery philosophy. (Optional)
- other information the evaluatee feels should be included to adequately describe the instructional strategies employed in his or her courses. (Optional)

OVERALL PORTFOLIO RATING

- A. Exceeds expectations.
- B. Meets expectations.
- C. Needs improvement. (Improvement plan required. See Improvement Plan form.)
- D. Is unsatisfactory. (Improvement plan required. See Improvement Plan form.)

EVALUATOR COMMENTS:

I have met with the evaluatee and discussed the evaluatee's portfolio.

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

EVALUEE COMMENTS:

I have met with the evaluator and discussed my portfolio.

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

## MANDATORY SELF-ASSESSMENT FORM

### LIBRARIAN

College: \_\_\_\_\_ Division: \_\_\_\_\_  
Academic year of evaluation \_\_\_\_\_ Semester: \_\_\_\_\_  
Name of evaluatee: \_\_\_\_\_

Provide the requested information since your last evaluation.

1. Describe or list ways you have participated in Department and/or Division activities.
2. Describe or list ways you have participated in College and/or District activities.
3. Describe or list how you have engaged in professional development related to discipline expertise and/or teaching techniques.
4. Identify any publications, presentations, and/or job-related community activities in which you have been engaged.
5. Describe or list ways you have participated in the development and assessment of Student Learning Outcomes (SLOs). SLO assessment may include but is not limited to faculty-faculty dialogue, working in professional organizations or groups, working with an institutional researcher, curriculum mapping as part of a retreat, reviewing curriculum for external organizations, addressing student equity questions, using student input through surveys, exams, exam analysis, and registering changes as a consequence.
6. Identify any awards, honors, and/or external evaluations you have received.
7. Provide information not addressed above.



DEAN/RESPONSIBLE ADMINISTRATOR'S ASSESSMENT OF  
PROFESSIONAL RESPONSIBILITIES FORM

LIBRARIAN

College: \_\_\_\_\_ Division: \_\_\_\_\_  
Academic year of evaluation \_\_\_\_\_ Semester: \_\_\_\_\_  
Name of evaluatee: \_\_\_\_\_  
Name of evaluator: \_\_\_\_\_

1. Evaluatee participates constructively in Division and Department meetings and other activities related to area of responsibility. (Optional for adjunct faculty.)
2. Evaluatee participates constructively on College-wide committees. (Optional for adjunct faculty.)
3. Evaluatee submits grades and other information in a complete, accurate, and timely manner.
4. Evaluatee collaborates well with and is respected by faculty, staff, and students.
5. Evaluatee fulfills professional responsibilities.
6. Evaluatee participates in professional growth activities.

OVERALL PERFORMANCE RATING

- A. Exceeds expectations.
- B. Meets expectations.
- C. Needs improvement. (Improvement plan required. See Improvement Plan form.)
- D. Is unsatisfactory. (Improvement plan required. See Improvement Plan form.)

EVALUATOR COMMENTS:

I have met with the evaluatee and discussed the evaluatee's classroom observation.

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

EVALUEE COMMENTS:

I have met with the evaluator and discussed my classroom observation.

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

ADDITIONAL COMMENTS: