

## 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