

EVANGELINE PARISH
LIBRARIAN
OBSERVATION FORM

Librarian: _____ Date: _____

_____ 0-3 Years of Experience Observation Time: From _____ hour _____ min
 _____ 4 + Years of Experience To _____ hour _____ min

School: _____ Observer: _____

PRECONFERENCE DATE: _____

The observer will circle the appropriate rating for each item listed below:
SCALE: S–Satisfactory; NI–Needs Improvement; U–Unsatisfactory; NO–Not Observed

Performance Criteria	Rating			
I. <u>Planning and Organization</u>				
A. Maintains a schedule of library activities/visits	S	NI	U	NO
B. Develops written plans for library lessons and library-related activities based on state and local curricula requirements when applicable	S	NI	U	NO
C. Works with teachers to encourage students’ use of library resources, including multi-media materials	S	NI	U	NO
D. Evaluates collection and plans for new acquisitions to implement the curriculum	S	NI	U	NO
E. Surveys teachers when planning for new acquisitions;	S	NI	U	NO
F. Selects periodicals on basis of appropriate criteria	S	NI	U	NO
G. Selects and requisitions new print and non-print materials	S	NI	U	NO
H. Supervises library aides when assigned	S	NI	U	NO
I. Performs clerical routines necessary for library operation	S	NI	U	NO
J. Plans activities for National Library Week and/or Children’s Book Week	S	NI	U	NO
CATEGORY RATING	S	NI	U	NO

Comments: _____

II. Performance and Practice

A.	Operates and supervises the library efficiently	S	NI	U	NO
B.	Provides instruction in use of library and its resources	S	NI	U	NO
C.	Utilizes motivational techniques in instruction	S	NI	U	NO
D.	Helps students to develop habits of independence in use of reference materials, including multi-media materials	S	NI	U	NO
E.	Presents materials on specific topics to students upon teacher's invitation	S	NI	U	NO
F.	Assists students with special needs or interests	S	NI	U	NO
G.	Promotes appropriate conduct of students using the library	S	NI	U	NO
H.	Assists teachers in selection of materials to supplement the instructional program	S	NI	U	NO
I.	Informs teachers, students and other staff members of new acquisitions	S	NI	U	NO

CATEGORY RATING S NI U NO

Comments: _____

III. Management

A.	Catalogues and accessions materials and maintains an accurate shelf list	S	NI	U	NO
B.	Identifies books and materials acquired with federal funds	S	NI	U	NO
C.	Organizes and shelves the collection according to an accepted system for fiction and non-fiction	S	NI	U	NO
D.	Organizes and shelves reference materials to make them accessible to students	S	NI	U	NO
E.	Organizes audio-visual materials for easy accessibility	S	NI	U	NO
F.	Organizes an efficient system for circulation and retrieval of library materials	S	NI	U	NO
G.	Conducts an annual inventory of library holdings	S	NI	U	NO
A.	Provides vital information concerning the collection upon request	S	NI	U	NO
I.	Removes and disposes of obsolete materials	S	NI	U	NO
J.	Keeps appropriate financial records of all kinds	S	NI	U	NO

CATEGORY RATING S NI U NO

Comments: _____

IV. Professional

- A. Performs other professional duties as assigned by the principal or his/her designee S NI U NO
- B. Develops and works toward attainment of Professional Growth Plan S NI U NO

CATEGORY RATING	S NI U NO
------------------------	-----------

Comments: _____

I have read the above observation. My signature does not indicate agreement or disagreement.

Signature and Title of Observer

Signature of Librarian

Date

Date

Librarian: _____

