



Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.

Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

Librarian/Media Coordinator's Name _____ Quarter: F W Sp S Year _____

Peer Evaluator's Name (optional) _____ Today's Date: _____

Please evaluate the librarian's or media coordinator's performance by rating each statement below. If you do not have sufficient knowledge/information regarding a specific item, or believe that it is not applicable, you may leave it blank. For each statement, consider whether the instructor performs at a level you would rate:

1 =Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

The librarian/media coordinator named above:

1. Instructional Delivery Skills

- | | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1.1 Listens carefully to what is being asked.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 Has a friendly, approachable manner.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 Demonstrates that the library is a place for learning.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 Communicates effectively.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SAMPLE

2. Client Consulting and Service Skills

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 2.1 Has a friendly, approachable manner and communicates clearly and courteously with patrons.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 Works well with the diversity of students at Shoreline, i.e., high school graduates, returning adults, international students, disabled students, those with low as well as high research and technology competency, etc.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



2. Client Consulting and Service Skills [Continue]

- | | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 2.3 Determines whether requests should be satisfied by teaching the patron how to access the information or finding the information for the patron.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 Provides assistance in a timely and usable form and, if requested, is available for consultation, bibliographic instruction, etc. at times other than regularly scheduled.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5 Provides bibliographic instruction to faculty, makes recommendations for improving the collection and helps anticipate the needs of patrons.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Content Expertise

- | | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 3.1 Demonstrates breadth in knowledge of different kinds of reference material and depth in areas of specialization.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 Accesses information from databases such as WLN, INLEX, Internet, etc.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 Is recognized by her/his peers as having depth and breadth of understanding of her/his disciplines(s).
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4 Is frequently asked/relied upon for assistance by other faculty.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SAMPLE



4. Management of Assigned Functions

- | | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 4.1 Completes the special responsibilities unique to her/his position in a thorough and timely manner.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 Helps implement college and Library/Media policies and procedures.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Service to Students

- | | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 5.1 Communicates frequently with the faculty and staff about the resources and assistance available at the Library/Media Center.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.2 Serves on college committees.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.3 Provides support for the basic mission and goals of the college.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.4 Is able to work democratically and cooperatively.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. Professional Development and Recognition

- | | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 6.1 Regularly reads relevant newspapers, magazines, journals and books to maintain currency and learn more about his/her area of expertise.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2 Participates in professional development activities on campus by attending conferences and class preparations, etc., and in other related ways works to increase knowledge in his/her area of expertise.
Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



6. Professional Development and Recognition [Continue]

- 6.3 Is recognized by his/her colleagues for professional knowledge, scholarship and leadership.
Comments:

1 2 3 4 5

7. Open-ended Questions

- 7.1 What are this individual's strengths?

SAMPLE

7. Open-ended Questions [Continue]

7.2 In what ways could this individual improve?

[Empty response box for question 7.2]

7.3 Other Comments?

SAMPLE

[Empty response box for question 7.3]

