

Mathews Local School District
 Librarian/Educational Media Observation Checklist

Name: _____

Building: _____

I. Library Observation: Date: _____ Time: _____

- ____ Helping students locate information
- ____ Working on shelving materials
- ____ Supervising library
- ____ Helping teachers
- ____ Cataloging materials
- ____ Setting up displays
- ____ Instructing in library use
- ____ Ordering materials
- ____ Checking out materials
- ____ Other _____

A. Librarian Performance	I	D	S	A
1. Library is organized for easy use	_____	_____	_____	_____
2. Materials are displayed in an attractive way	_____	_____	_____	_____
3. Students are encouraged to use library	_____	_____	_____	_____
4. Librarian cooperates with teachers in setting up special reserved selection for assignments	_____	_____	_____	_____
5. Library Secretaries are instructed and supervised in their work	_____	_____	_____	_____
6. Library is kept organized to permit free flow of materials use	_____	_____	_____	_____
7. Instruction in library usage is part of the program	_____	_____	_____	_____
8 There is a good relationship between librarian and those making use of the library	_____	_____	_____	_____
9. Other _____	_____	_____	_____	_____

Librarian Observation Checklist – Page 2

B. Library Management

- 1. Library Secretaries know their jobs
- 2. Meets with Library Secretaries regularly
- 3. Coordinates all District library programs
- 4. Students know rules
- 5. Library is used effectively
- 6. Materials are promptly re-shelved
when returned
- 7. Funds are used wisely
- 8. Magazines and periodicals are displayed

I	D	S	A
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

II. Professional Qualities

- A. Is punctual
- B. Regularly attends professional meetings
- C. Cooperates with staff
- D. Cooperates with administration
- E. Records and reports are kept up to date
- F. Knows and follows school Board policies
and procedures
- G. Knows and follows administrative policies,
building regulations
- H. Works cooperatively with parents
- I. Fosters good school/community relations

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. Personal Qualities

- A. Personal appearance is conducive to
the educational process
- B. Displays positive attitude toward
school environment
- C. Demonstrates effective written and
oral communication

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I = Ineffective
 D= Developing
 S= Skilled
 A= Accomplished

Mathews Local School District
Librarian/Educational Media Appraisal Report

Name: _____

Building: _____

Directions: Comments in each area are to be written in by the appraiser, compiles from the Observation Checklist.

I. Library Observation

A. Librarian Performance: _____

Recommendations: _____

B. Library Management: _____

Recommendations: _____

II. Professional Qualities: _____

Recommendations: _____

III. Personal Qualities: _____

Recommendations: _____

IV. General Comments: _____

Overall Rating (Check One): Outstanding Satisfactory
 Needs Improvement Unsatisfactory

Date of Conference: _____

Appraiser's Signature: _____

To Be Checked By the Librarian: I concur with the Appraisal I do not concur

The Librarian has the right to attach comments to the Appraisal.

Librarian's Signature _____ Date: _____