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####

#### OBSERVATION FORM – INFORMATION LITERACY INSTRUCTIONAL SESSION

To be completed by the faculty evaluator.

College:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic year of evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of evaluee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of course instructor is partnered with librarian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students attending/enrolled (if asynchronous): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Question | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree | N/A |
|  |  |  |  |  |  |  |
| Comments (Optional) |  |

|  |  |  |
| --- | --- | --- |
| **I. CONTENT**  | DROPDOWN MENU OPTIONS  | Comments or Examples of Behavior  |
| 1. The librarian tailored their instruction and/or instructional materials (i.e., librarian curated videos, modules, quizzes, supplemental material, etc.) to address the research requirements for students in this class. The lessons, whether synchronous or asynchronous, are incorporated well into the course.
 | Exceeds ExpectationsMeets ExpectationsNeeds improvementUnsatisfactoryNot observed/Not applicable to this position |       |
| 1. The librarian’s instructional session is designed to alleviate anxiety, develop confidence, and empower students. For example, the librarian encourages students to talk to librarians for additional help, how to use library services, presents the library as a welcoming place of learning for all students)
 |  |  |
| 1. The librarian has designed a logical format and flow to the instruction session that supports learning the subject matter.
 |  |  |
| 1. The librarian chose appropriate and relevant information sources and tools. (i.e., topic or subject specific databases and/or resources)
 |  |  |
| 1. The librarian demonstrated concepts that will assist students in framing or approaching academic research that meets the requirements in this class.
 |  |   |
| 1. The librarian uses the instructional method(s) effectively (e.g., the method employed was interesting, used creatively, and enabled students to engage with the material).
 |  |  |
| 1. The librarian uses inclusive methods and resources. Exploring the power structures inherent in the research tools, question traditional notions of granting authority and recognize the value of diverse ideas and worldviews; (ex., Open access, social construct of information, etc.)
 |  |  |

|  |  |  |
| --- | --- | --- |
| 1. The librarian fosters an inclusive community free from discrimination and promotes tolerance and equity. For example, using land acknowledgement; materials that are reflective of different voices, experiences, communities;, examples used
 |  |  |
| 1. The activities students engaged in during the observed class period were commensurate with their varying abilities. That is, the activities (which may include lectures) seem to meet the majority of the students where they are and guide them to the next level and empower students.
 |   |   |
| 1. The librarian applies universal design principles in all aspects of instruction and instruction materials to ensure that content is accessible to all.
 |  |  |
| 1. The librarian invites student participation and/or provides opportunity for active learning (group work, problem-solving, discussion, dialogue, debate). The hands-on or active learning activities were appropriate and effective.
 |  |  |
| 1. The librarian validates students’ experiences by engaging in empathetic listening and asking questions openly and constructively.
 |  |  |
| 1. The librarian demonstrates learning activities that reflect diverse ideas and perspectives and students are challenged to analyze how diversity fosters learning.
 |  |  |
| 1. The librarian acknowledges human biases and provides information about how to develop self-awareness of our own biases and expands our worldview by exploring diverse ideas.
 |  |  |
| 1. The librarian utillizes images and representations that reflect broad diversity and do not reinforce stereotypes.
 |  |  |
| 1. The librarian presents information that is empowering, accessible, and connected with students' lived experiences.
 |  |  |

OVERALL PERFORMANCE RATING

A. Exceeds Expectations

B. Meets Expectations C. Needs Improvement (a Professional Improvement Plan will apply)

D. Unsatisfactory (a Professional Improvement Plan will apply)

E. Not Enough Information/Not Applicable

Evaluator Comments

I have met with the evaluee and discussed the evaluee’s library instruction session observation.

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

Evaluee Comments

I have met with the evaluator and discussed the library instruction session observation.

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

#### ~~LIBRARY INSTRUCTION SESSION FACULTY QUESTIONNAIRE – INSTRUCTION LIBRARIAN~~

~~To be completed by Faculty partnered with the Librarian~~

~~College:~~

~~Division:~~

~~Academic year of evaluation:~~

~~Semester:~~

~~Name of evaluee:~~

~~Name of course instructor:~~

~~Please provide feedback on the recent library instruction session provided for your class. Thank you.~~

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ~~Question~~ | ~~Strongly Agree~~ | ~~Agree~~ | ~~Neutral~~ | ~~Disagree~~ | ~~Strongly Disagree~~ | ~~N/A~~ |
| ~~1. The librarian asked me for information and details about content and objectives for the session.~~ |  |  |  |  |  |  |
| ~~Comments (Optional)~~ |  |
| ~~2. The librarian tailored the presentation to my students and provided relevant resources and materials. Please explain, especially if you have ideas for improvement.~~ |  |  |  |  |  |  |
| ~~Comments (Optional)~~ |  |
| ~~3. Material was presented in a clear, engaging, and understandable manner. Please explain, especially if you have ideas for improvement.~~ |  |  |  |  |  |  |
| ~~Comments (Optional)~~ |  |
| ~~4. The librarian utilized materials of appropriate quality, authority, credibility, and relevance to the topic.~~ |  |  |  |  |  |  |
| ~~Comments (Optional)~~ |  |
| ~~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.~~ |  |  |  |  |  |  |
| ~~Comments (Optional)~~ |  |
| ~~6. The hands-on or active learning activities were appropriate and effective. Please explain, especially if you have ideas for improvement.~~ |  |  |  |  |  |  |
| ~~Comments (Optional)~~ |  |

~~INSTRUCTOR COMMENTS (if any):~~

~~Signed: Date:~~

~~Instructor (partnered with librarian)~~

~~EVALUEE COMMENTS:~~

~~I have reviewed the observation form~~

~~Signed: Date:~~

 ~~Evaluee~~

####

#### OBSERVATION FORM—REFERENCE INTERVIEW & 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.

*Note that reference interviews differ widely in depth and breadth impacting the opportunity for demonstrating all of the skills listed on this form. N/A can be used in these cases.*

|  |  |  |
| --- | --- | --- |
| Librarian: | Evaluator: |   |
| Activity (reference, community event): | Date(s) observed: | Length of time observed (if applicable): |
| Number of interactions observed: | Synchronous or asynchronous observation:  | Modes of delivery (in-person, chat, email, virtual meeting (Zoom), other): |

A. Exceeds Expectations

B. Meets Expectations

C. Needs Improvement (a Professional Improvement Plan will apply)

D. Unsatisfactory (a Professional Improvement Plan will apply)

E. Not Enough Information/Not Applicable

|  |
| --- |
| PUBLIC SERVICE SKILLS |
| Question | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree | N/A |
| 1. The librarian uses inclusive methods to engage with students/library users, creates a safe space to interact, and encourages openness and dialog during the interaction. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 2. Librarian interacts with students/library users in a respectful, non-judgmental manner; safeguards confidentiality of student interaction. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 3. Librarian spends an appropriate amount of time or effort with one student/library users and is mindful of others awaiting assistance; acknowledges a student’s/library user’s presence immediately, even if occupied.  |  |  |  |  |  |  |
| Comments (Optional) |  |
| 4. Librarian demonstrates knowledge of library policies and procedures. |  |  |  |  |  |  |
| REFERENCE INTERVIEW SKILLS |
| Question | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree | N/A |
| 5. Librarian applies appropriate reference interview techniques. Such as confirming the student’s information needs and asking follow-up questions. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 6. Librarian chooses resources that address both the content and complexity of students’/library user’s needs. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 7. Librarian involves students/library users throughout the research process, asking open-ended questions, and encouraging active learning and exploration. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 8. Librarian offers advice and instruction about evaluating content for relevance and credibility, and being mindful of the power structures inherent in the research tools; questioning traditional notions of granting authority; and recognizing the value of diverse ideas and worldviews (ex., Open access, social construct of information, etc.). |  |  |  |  |  |  |
| Comments (Optional) |  |
| 9. Librarian demonstrates ability to skillfully use and provide instruction regarding online information retrieval tools (databases, catalogs, search engines, etc.) and information management tools (citation generators, etc.). |  |  |  |  |  |  |
| Comments (Optional) |  |
| 10 . Librarian provides instruction regarding basic computer hardware and software appropriate in the context of research done by students in a community college library. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 11. Librarian verifies with students/library users that their needs have been met and encourages follow up if needed. |  |  |  |  |  |  |
| Comments (Optional) |  |
| Please include any additional information you would like to share (Optional). |  |

EVALUATOR COMMENTS:

I have met with the evaluee and discussed the evaluee’s observation.

Signed: Date: Evaluator

EVALUEE COMMENTS:

 I have met with the evaluator and discussed my observation.

Signed: Date: Evaluee

#### STUDENT/LIBRARY USER QUESTIONNAIRE – REFERENCE LIBRARIAN

Thank you for your participation in this 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 library support you received. Please respond honestly to the statements below and **DO NOT** sign your name so that your comments remain anonymous.

What is your affiliation with the San Mateo County Community College District?

SMCCD Student \_\_\_\_ SMCCD Faculty \_\_\_\_ SMCCD Staff \_\_\_\_ Community member (not affiliated with SMCCD) \_\_\_\_ Other (explain): \_\_\_\_

 Mode (in-person, chat, email, virtual meeting (Zoom), other)

Date:

Librarian’s name:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Question | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree | N/A |
| 1. The librarian was courteous, professional, genuinely interested in helping me, and made me feel welcome. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 2. The librarian listened carefully and understood my questions and concerns. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 3. The librarian asked follow up questions to better understand my needs. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 4. The librarian provided information which was clear, informative, and relevant to my questions.  |  |  |  |  |  |  |
| Comments (Optional) |  |
| 5. The librarian was well informed about available resources and/or services and knew how to find the information I needed or connected me to the appropriate resources or person to help answer my question. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 6. The librarian searched for my topic, or showed me how to conduct the search myself. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 7. The librarian helped me evaluate resources for relevance and credibility. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 8. The librarian confirmed that my information needs were met. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 9. The librarian is someone I would be comfortable reaching out to in the future. |  |  |  |  |  |  |
| Comments (Optional) |  |
| 10. How would you rate the overall service that you received from this librarian? | Excellent | Good | Fair | Poor | Very Poor |  |
| Comments (Optional) |  |
| 11. Other feedback or comments that you would like to share |  |

#### STUDENT QUESTIONNAIRE – INSTRUCTION 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 instruction session you attended today. Please respond honestly to the statements below and do NOT sign your name so that your comments remain anonymous.

Date:

Librarian’s name:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Question | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree | N/A |
| 1. After the library instruction I feel more comfortable and confident about using library resources, services, and other information sources and approaching librarians for help. |  |  |  |  |  |  |
| 2. The librarian encouraged me to explore my own biases and challenge the biases I recognize in the information I find. |  |  |  |  |  |  |
| 3. This instruction gave me a better understanding of where I can search for and locate information to support my research assignment/project. |  |  |  |  |  |  |
| 4. The librarian shared information that is empowering, accessible, and connected to my experiences and the real world. |  |  |  |  |  |  |
| 5. This instruction improved my ability to recognize and find high-quality information sources that are credible, relevant, and represent diverse viewpoints. |  |  |  |  |  |  |
| 6. The librarian provided opportunities to ask questions and created an environment conducive to learning and dialogue.  |  |  |  |  |  |  |
| 7. The librarian gave opportunities to put into practice and/or engage with techniques and/or concepts introduced in class. |  |  |  |  |  |  |
| 8. The right amount and depth of information was given. |  |  |  |  |  |  |
| 9. What was the most useful part of this library instruction session? |  |
| 10. What questions do you still have? |  |

#### PORTFOLIO REVIEW FORM – LIBRARIAN

College:

Division:

Academic year of evaluation:

Semester:

Name of evaluee:

Name of evaluator:

Please note that portfolios may be submitted in hard copy, as a PDF, or as another electronic format, in a well-organized, comprehensible, and succinct manner and should include materials from both onsite and online classes. The portfolio is cumulative, meaning that the evaluee adds new and revised materials to their previous portfolio. Where possible librarians are encouraged to contextualize their portfolios in relationship to the library, college, and/or district core values and missions.

The evaluee shall add the following items to their portfolio (if applicable):

* Statement of librarianship philosophy (Optional for adjunct faculty)
* Key information resources (ex. handouts, videos, slide sets, research guides/LibGuides, etc.).
* Instructional materials (if applicable) including syllabus, lesson plans, grading schemes, assignments, assessments, Canvas LMS course, and other instructional content.
* Representative projects (e.g., cataloging, collection development, outreach, displays, events, significant programs or projects, etc.) including description and evidence of selected projects, activities, and/or project/program support.
* Other information the evaluee feels should be included to adequately describe the service and/or strategies employed in the position. (Optional)

OVERALL PORTFOLIO RATING

A. Exceeds Expectations

B. Meets Expectations

C. Needs Improvement (a Professional Improvement Plan will apply)

D. Unsatisfactory (a Professional Improvement Plan will apply)

E. Not Enough Information/Not Applicable

EVALUATOR COMMENTS:

I have met with the evaluee and discussed the evaluee’s portfolio.

Signed: Date: Evaluator

EVALUEE COMMENTS:

I have met with the evaluator and discussed my portfolio.

Signed: Date: Evaluee

#### MANDATORY SELF-ASSESSMENT FORM LIBRARIAN

College:

Division:

Academic year of evaluation:

Semester: Name of evaluee:

Where applicable, provide the requested information since your last evaluation.

1. Describe or list ways you have participated in and/or contributed to the department, division, college, and/or district.
2. Describe or list ways that you have supported student success and contributed to the district core values, goals and/or missions.
3. Describe or list how you have engaged in professional development related to discipline expertise and/or pedagogy.
4. Identify any publications, presentations, workshops, and/or job-related community activities in which you have been engaged.

1. What are your current and future professional goals?

1. What resources, support, or opportunities do you need to succeed?

1. Describe or list ways you have participated in assessment of library resources, services, and/or instruction. Assessment may include but is not limited to assignment redesign, librarian-faculty collaboration/consultation, SLOs, PLOs, ISLOs, addressing student equity questions, using student input through assessments such as surveys, exams, etc. and registering changes as a consequence.

1. Provide information and/or commendations not addressed above.

#### DEAN/RESPONSIBLE ADMINISTRATOR’S ASSESSMENT OF PROFESSIONAL RESPONSIBILITIES FORM

LIBRARIAN

College:

Division: Academic year of evaluation:

Semester:

Name of evaluee:

Name of evaluator:

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

DEAN/RESPONSIBLE ADMINISTRATOR’S COMMENTS:

I have met with the evaluee and discussed the assessment of the evaluee’s professional responsibilities.

Evaluator:

Signed:

Date:

EVALUEE COMMENTS:

I have met with the evaluator and discussed this assessment.

Evaluee

Signed:

Date: