



SD School for the Blind
and Visually Impaired

Librarian/Media Center Coordinator Performance Appraisal Year _____

Librarian/Media Coordinator Name: _____

Teaching Assignment: _____

Date/Times of Observations(s): _____

Evaluator: _____

Ratings Points for: Performance _____ Professional Growth _____ Service _____

The scale used for this evaluation is 2 points "Exceeded Expectations"; 1 point is "Met Expectations" and 0 is for "Does Not Meet Expectations". The explanation of the criteria for each level is provided to the Librarian/Media Center Coordinator each fall.

I. Administration	Points
1. Planning	
2. Evaluating	
3. Reporting	
4. Coordinating Library and Classroom activities	
5. Advising the Superintendent and Principal about the library and related matters	
6. Applying for library grants	
Administration Total Points	
II. Supervision	
1. Training and supervising work study students and student labor workers	

2. Monitoring Library environment	
Supervision Total Points	
III Organization of the collection	
1. Uses appropriate classification systems	
2. Uses technology available to catalogue the collections	
3. Assures that the collection and equipment are easy to locate	
Organization of the Collection Total Points	
IV Building of the collection	
1. Solicits advice from faculty, staff, and students in selecting materials and equipment	
2. Orders materials and equipment needed	
Building of the Collection Total Points	
V Distribution	
1. System in use allows material and equipment to be charged out to patrons	
2. System allows patrons to receive lists of items they have charged out	
Distribution Total Points	
VI Reference and Reader Guidance	
1. Assists users in locating needed information using the reference collections and other available resources	
2. Assists in accessing items in other library collections	
Reference and Reader Guidance Total Points	
VII Interlibrary Cooperation	

1. Uses PALS/SDLN (or the current on-line library system to provide information about SDSBVI holdings and locates needed titles in other library collections	
2. Cooperates with other libraries in Aberdeen, the state, and elsewhere, to assure sharing of resources	
Interlibrary Cooperation Total Points	
VIII Support of Educational Program	
1. Assures that the library supports the curriculum of the school	
2. Offers instruction in library use to all patrons	
Support of Educational Program Total Points	
IX Public Relations	
1. Informs clientele of new materials and equipment available	
2. Notifies patron(s) when materials requested are ready for circulation	
3. Regularly advertises the library as a source of information, materials, and equipment for use by faculty, staff, and students	
Public Relations Total Points	

Additional Comments/Considerations

(Follow Up from pre-conference, classroom observations/summaries, etc.)

_____ An annual goal sheet has been prepared by the Librarian, reviewed with the evaluator and is attached to this evaluation.

_____ An annual professional development plan has been prepared by the Librarian, reviewed with the evaluator and is attached to this evaluation.

Librarian's Signature _____ **Date** _____

Evaluator's Signature _____ **Date** _____

EVALUATOR'S RECOMMENDATION:

- _____ Recommended for continued employment
_____ Recommended for continued employment with qualifications
_____ Not recommended for continued employment

If "recommended for continued employment with qualifications" is checked, the evaluator must state what assistance for improving deficiencies will be provided. If "not recommended for continued employment" is checked the evaluator must state what assistance for improving deficiencies has been provided and also provide notice in accordance to and compliance with all provisions of SDCVL 13-13-43-9.1 and the BOR/COHE contract.

EDUCATOR/EVALUATOR STATEMENTS:

Librarian

I have read the contents of this evaluation and understand my signature does not necessarily indicate agreement. I have a right to attach my demurral statement to this evaluation.

Librarian Signature/Date

Evaluator

I have reviewed this evaluation with the consultant and attest that it indicates to the best of my ability the performance of the teacher/educator named herein.

Evaluator Signature/Date

_____ Demurral statement attached