

**San Jose Evergreen Community College District
OBSERVATION FORM FOR LIBRARY FACULTY**

FACULTY MEMBER'S NAME: _____

Evaluator: _____

Date: _____

RATING SCALE:

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

JOB PERFORMANCE:

Librarians

	RATING	COMMENTS
1. Promotes access to and use of library.		
2. Communicates information clearly, concisely, and effectively.		
3. Assists students in locating appropriate materials.		
4. Demonstrates sensitivity to differing students learning styles.		
5. Stimulates student interest in the material presented.		
6. Assists in building, organizing, or maintaining library collection.		
7. Creates an environment responsive to the curricular and learning needs of the college.		
8. Keeps current on changes in the field of library information science and technology.		
9. Maintains student-faculty relationship conducive to learning.		
10. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, and disabilities.		