

## Appendix U

### LIBRARIAN SELF EVALUATION FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**1. Job Effectiveness:** Comment on your accomplishments in this area. In addition to the competencies listed in the general criteria and job description, add any information about the following but not limited to, types of activities:

- Provide any criteria that develop excellent library services, formal and informal contact with library patrons, including but not limited to assistance to other faculty through guest lectures, workshops, tours, bibliographic instruction, technical writing courses, and presentations on library materials.
- Conveying to students and faculty an understanding of library resources and services, with an emphasis on particular subject areas where appropriate.
- Collection development to support the teaching goals and research for particular academic disciplines.
- Individual supervision of student.
- Expediting of access to information through creation and maintenance of the library catalog, holdings lists, automated systems, etc.
- Identification and location of information and materials from other library sources outside the college, which are needed for teaching and research activities. This may involve database searches, interlibrary loans, rental of audiovisual materials, etc.
- Teaching of a semester-length course.
- Effectiveness in library administration and supervision of library personnel.
- Leadership, creativity, or innovation in the development of library programs beyond the scope of assigned duties.
- Judgment, problem-solving ability, ability to work with others, and ability to relate job functions to the goals of the library and the college community.
- Continued awareness and study in order to remain proficient in utilizing bibliographic and cataloging databases.
- Maintenance of detailed records and information to support library functions such as serials and acquisitions.
- Preparation of reports and statistics, which aid in formulating library policy.

**2. Academic Achievement/Professional Development** List any activities which demonstrate the following, but not limited to, these activities.

- Demonstrate continuing growth in a specific area of librarianship. Professional growth should be documented by evidence of activities, which further such development.
- Development of management of information systems
- Studies and surveys of library functions, procedures, and services.
- Grant proposals and or awards
- Exhibits
- Completion of a degree or engagement in any specific study/activity, formal or informal, to enhance your professional competency.
- Preparation of subject bibliographies, pathfinders, and other finding aids based on library resources.
- Publications, presentations at professional meetings, etc.

- Participation or service to committees, planning of program sessions and activities.
- Elective office

**3. Institutional/Public Service**

- Service to the College by participation in library committees or special projects, publications in internal library or college newsletters, participation in campus wide committees, councils, task forces, attendance at fine arts, athletic, or student activities.
- Service to the library profession by service on committees, planning of program sessions and activities, elective office.
- Service to the community by community service in organizations outside the college, unpaid consultation work for business, industry, professional organizations, and other work to aid in the solution of practical problems.
- Any other activities which demonstrate service to the institution or the community.

This tool will be completed each semester and returned to the Head Librarian.