

LAS CRUCES PUBLIC SCHOOLS  
LIBRARY-MEDIA PERFORMANCE EVALUATION

NAME: \_\_\_\_\_ SCHOOL(S): \_\_\_\_\_

DATE: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

**EVALUATOR MUST INDICATE: 1 – UNSATISFACTORY 2 – SATISFACTORY**

1. THE LIBRARY-MEDIA SPECIALIST IN CONJUNCTION WITH TEACHERS AND ADMINISTRATORS PLANS AND IMPLEMENTS A PROGRAM OF USER GUIDANCE AND A SEQUENTIAL PROGRAM OF LIBRARY SKILLS INSTRUCTION.

A. Plans library units within specific disciplines	1	2
B. Plans presentation of library skills through classes	1	2
C. Orients users to the availability, location and use of Library Media Center Resources	1	2
D. Utilizes a variety of teaching methods and materials which address student grade levels and learning styles	1	2
E. Provides opportunities and materials for students to practice the use of the Library Media Center	1	2
F. Teaches identification and use of parts of books	1	2
G. Teaches identification and use of reference books	1	2
H. Teaches identification and use of specialized indexes	1	2
I. Teaches recognition of the various literary types	1	2
J. Encourages the development of critical selection skills	1	2

Comments:

11. THE LIBRARY-MEDIA SPECIALIST ORGANIZES AND MANAGES THE LIBRARY-MEDIA CENTER IN ACCORDANCE WITH ESTABLISHED WRITTEN POLICIES AND PROCEDURE.

A. Provides adequate circulation system for all media	1	2
B. Provides for the processing of new materials, including classification and cataloging	1	2
C. Maintains book shelves and AV storage for efficient use	1	2
D. Identifies needed resources	1	2
E. Evaluates media for quality and for instructional relevance	1	2
F. Acquires media which supports the instructional program	1	2
G. Systematically weeds and replaces out-dated materials	1	2
H. Maintains an inventory of the Library-Media Center's resources	1	2
I. Follows an effective procedure for identification/maintenance /repair	1	2
J. Provides audio recording, copying and editing services	1	2
K. Provides video recording, copying and editing services	1	2
L. Provides laminating and photographic services	1	2
M. Conducts program assessment	1	2
N. Analyzes data and modifies program	1	2
O. Establishes long and short range goals based on assessed program needs	1	2
P. Plans and expends all budget allocations within established timelines	1	2
Q. Completes reports accurately and on time, circulation, effectiveness, etc.	1	2
R. Follows district policies and procedures	1	2
S. Trains and Supervises the center's students, volunteers and clerks	1	2

Comments:

III. THE LIBRARY-MEDIA SPECIALIST PROMOTES EFFECTIVE USE OF THE LIBRARY-MEDIA CENTER AND ITS SERVICES.

A. Informs and makes accessible to faculty the resources of the center		
B. Publicizes the services of the center to all patrons		
C. Creates an appropriate environment that attracts patrons to the center		

Comments: \_\_\_\_\_

ADDITIONAL SUGGESTIONS/COMMENDATIONS

Note: The Growth Plan for Improvement may be prepared for any competency, but all Items marked at Level I require a Growth Plan.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Conference

I have read this evaluation and have been afforded the opportunity to discuss it with the evaluator. I understand that I may respond in writing to those Items with which I disagree.

\_\_\_\_\_  
Employee's Signature