## Victoria Independent School District
### Librarian Evaluation Form

**Name ________________________________**

**Date__________________________**

**School __________________________________**

**Evaluator _________________**

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**Overall Evaluation ______________________________**

- **5 - Exceeds Expectations – Almost all the time** 90-100
- **4 - Proficient – Most of the time** 80-89
- **3 - Below Expectations – some of the time** 50 – 79
- **2 - Unacceptable – Less than half the time** 49 or less

## Criterion I: INSTRUCTIONAL RESPONSIBILITIES

<table>
<thead>
<tr>
<th>A. Creates appropriate learning environment in the Library</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>B. Assists with the overall disciplining of students</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>C. Supports reading programs at all grade levels where appropriate</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>D. Provides library skill instruction (usage skills) for classes or individuals</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>E. Provides instructions and user guidance in locating resources (location skills) in the library</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>F. Provides instruction and user guidance in the use of references tools and research techniques (reference skills) for classes or individuals</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>G. Establishes positive interpersonal relationships with staff and students</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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## Criterion II: MATERIALS ACQUISITION AND PROCESSING

| A. Builds the Library collection, both print and non-print, to support and enrich the curriculum; support the state and local testing system, and to provide extracurricular reading | 2 | 3 | 4 | 5 |
| B. Implement and maintain the automated library management system | 2 | 3 | 4 | 5 |
| C. Exhibits current knowledge of Texas State Library and Archives Commission and district requirements for library | 2 | 3 | 4 | 5 |
| D. Maintains an inventory of all print and non-print materials and audio visual equipments designated as library materials | 2 | 3 | 4 | 5 |
Criterion III: MANAGEMENT

A. Promotes the effective use of the Library
   1. Informs school staff of the resources
      and services of the Library
      2 3 4 5
   2. Schedules the Library effectively
      2 3 4 5
   3. Supervises support staff, volunteers, and students
      assistants
      2 3 4 5

B. Maintains circulation procedures which serve the students
   and staff
   2 3 4 5

C. Demonstrates adherence to established timeline and procedures
   2 3 4 5
   1. Forms appropriate to the level are turn in on time,
      i.e., lessons plans, grade reports, business office forms, etc.
   2. Maintains accurate budget records
      2 3 4 5
   3. Expends all budget allocations within established timelines
      2 3 4 5
   4. Completes records accurately and on time
      2 3 4 5

D. Maintains bookshelves, work stations, and media storage for
   efficient access
   2 3 4 5

LIBRARIAN COMMENTS: _____________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

EVALUATOR COMMENTS: _____________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

________________________________________              _________________________
Librarian’s Signature                                                               Date

__________________________________________          _________________________
Evaluator’s Signature                                                              Date