

Suffolk County Community College
Selden, New York 11784

Form B3

EVALUATION OF LIBRARY FACULTY

Name of Faculty Member _____ Rank _____

Library Assignment _____ Campus _____

Name and Title of Evaluator _____

Date and Time of Evaluation _____

Date and Time of Post-Observation Conference _____

Description of task and/or class observed:

GENERAL CRITERIA

Comment on:

- Cooperation with colleagues in the College Libraries and in other disciplines.
- Regular and punctual attendance.

A summary of this faculty member's performance in this area would be

Excellent
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Very Good
()

Satisfactory
()

Needs Improvement
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READER SERVICES LIBRARIAN

Comment on:

- Knowledge of subject matter
- Mode of presentation
- Ability to explain material with clarity and organization
- Willingness and ability to re-explain information to answer questions, and to draw upon additional references (including use of audio-visual aids, blackboard, etc.)
- Effective use of time (Appropriate to the needs of the students, the demands of the material presented, and the course syllabus)
- Encouragement of effective class participation
- Ability to meet diverse student needs
- Cooperation with Library and classroom colleagues to insure that Library instruction and classroom instruction complement one another

A summary of this faculty member's performance in this area would be

Excellent
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Very Good
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Satisfactory
()

Needs Improvement
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AUDIO-VISUAL LIBRARIANS

Comment on:

- Familiarity with current audio-visual equipment and materials
- Evidence of well-rounded knowledge of library audio-visual resources
- Ability to evaluate and acquire audio-visual materials in coordination with classroom and library faculty

A summary of this faculty member's performance in this area would be

Excellent
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Very Good
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Satisfactory
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Needs Improvement
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TECHNICAL SERVICES LIBRARIAN

Comment on:

- Comprehensive knowledge of bibliographic tools, techniques and skills
- Ability to perform specific responsibilities, including the acquisition, cataloging and processing of library materials
- Ability to use computer systems in technical services
- Ability to deal with vendors, suppliers, and service personnel

A summary of this faculty member's performance in this area would be

Excellent
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Very Good
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Satisfactory
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Needs Improvement
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OVERALL RATING

Comment on:

- Overall impression of librarian's performance in task or class observed and other areas of responsibility, such as, liaison, circulation, acquisitions, periodicals
- Specific recommendations



I understand that I may file a written reply to any portions of this report and that the reply will be attached to this report.

I understand that my signature on this report does not constitute agreement or, disagreement with the contents.

Faculty signature _____ Date _____

Evaluator signature _____ Date _____

____ Comments attached

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OPTIONAL FACULTY RESPONSE

(Use additional paper if necessary; please be sure to include the following information)

Name of Faculty Member _____ Rank _____

Library Assignment _____ Campus _____

Name and Title of Evaluator _____

Date and Time of Evaluation _____

Date and Time of Post-Observation Conference _____