

# SCHOOL LIBRARY OBSERVATION RATING FORM

**Instruction:** Minimum of 1 formal evaluation. A face-to-face post-conference is required after the formal evaluation which should include a discussion regarding goals, budget, and needs of the library program for the following year.



Librarian: \_\_\_\_\_

School: \_\_\_\_\_

Evaluator: \_\_\_\_\_

School District: \_\_\_\_\_

Date of Informal Evaluation: \_\_\_\_\_

Post Conference Date: \_\_\_\_\_

Standards	4	3	2	1	Ratings
<b>Domain I: Planning</b>					
1. Consults with teachers and administrators to create long-range and short-range plans for the library in support of the school's instructional program.					
2. Develops and implements library policies and procedures for effective library use.					
3. Plans for and provides necessary resources, technology, and instructional services that align with MS library standards and curriculum goals.					
4. Plans instruction that meets the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs.					
5. Develops and monitors a budget for the library in support of the school's instructional program in consultation with school/district administration.					
<b>DOMAIN I RATING (AVERAGE OF STANDARD RATINGS UNDER DOMAIN)</b>					
<b>Domain II: Management</b>					
6. Provides a balanced, comprehensive, and up-to-date collection of print and non-print materials to support the school's instructional program within district resources.					
7. Classifies, catalogues, and organizes materials according to a standard classification system for easy accessibility.					
8. Maintains accurate library records and statistics on the use of materials.					
9. Accounts for materials through a yearly inventory and discards inappropriate, worn-out, or outdated items.					
<b>DOMAIN II RATING (AVERAGE OF STANDARD RATINGS UNDER DOMAIN)</b>					
<b>Domain III: Collaboration and Services</b>					
10. Encourages reading of various forms of literature by maintaining an awareness of students' reading interests and providing guidance in the selection of appropriate materials.					
11. Maintains effective communication with staff and students informing them of new acquisitions and library services.					

12. Determines instructional needs within the library program by consulting with library advocacy committee.					
13. Collaboratively teaches information and digital literacy as an integral part of the curriculum.					
14. Provides training to students and teachers in the use of resources, technology, and equipment.					
15. Assists students and teachers in locating information and resources for research.					
<b>DOMAIN III RATING (AVERAGE OF STANDARD RATINGS UNDER DOMAIN)</b>					
<b>Domain IV: Library Environment and Facilities</b>					
16. Organizes the library for optimal use by students and faculty.					
17. Demonstrates high expectations for all students and maintains positive library environment which produces learning opportunities for all students and staff.					
<b>DOMAIN IV RATING (AVERAGE OF STANDARD RATINGS UNDER DOMAIN)</b>					
<b>Domain V: Professional Responsibilities</b>					
18. Participates in appropriate professional learning opportunities and/or belongs to professional library organizations. Applies professional learning to benefit students and teachers.					
19. Communicates effectively with teaches, students, and family about the library program and available resources. Advocates for the library program in the school and community.					
20. Promotes the Library Bill of Rights and Intellectual Freedom.					
<b>DOMAIN V RATING (AVERAGE OF STANDARD RATINGS UNDER DOMAIN)</b>					
<b>SCHOOL LIBRARIAN OBSERVATION RATING (AVERAGE OF DOMAIN RATINGS)</b>					

Post Conference Topics:     Specific Budget Requests     Goals and Objectives     Needs Assessment

Comments (optional):

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 Librarian's Signature

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 Date

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 Evaluator's Signature

\_\_\_\_\_  
 Date