

PERALTA COMMUNITY COLLEGE DISTRICT

LIBRARIAN -- CLASSROOM/PROFESSIONAL OBSERVATION  
(BY TRC / EVALUATION COMMITTEE MEMBER) REPORT FORM

CANDIDATE \_\_\_\_\_ College \_\_\_\_\_

Semester \_\_\_\_\_ Academic Year \_\_\_\_\_ Course Number \_\_\_\_\_

Course Name \_\_\_\_\_ Lecture \_\_\_\_\_ Lab \_\_\_\_\_ Time \_\_\_\_\_

Observer \_\_\_\_\_ Date of Observation \_\_\_\_\_

*Prior to the observation, the observer shall meet with the evaluatee to discuss the goals and objectives for the class. The observer should be familiar with the course outline. The evaluatee may provide the observer with any additional course materials considered appropriate.*

**A. Please comment on each of the following:**

1. **The Evaluatee is knowledgeable about his/her assigned areas of responsibility.**

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2. **The Evaluatee shows evidence of maintaining and expanding the knowledge and skills appropriate to these professional areas.**

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3. **The Evaluatee works in an accurate and well-organized manner.**

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4. **The Evaluatee displays behavior consistent with professional ethics.**

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5. **The Evaluee works collaboratively with colleagues.**

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6. **The Evaluee participates in general professional responsibilities including attendance at District and College meetings.**

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**B. Please comment on each of the following criteria relating to a classroom or other teaching observation:**

Librarians are assigned to provide reference service, perform cataloging and classification of print and non-print materials, assist in development of collections, and retrieve information through traditional means or the use of modern technologies. Please answer the questions in **Part B** in terms of the given librarian's assignment. For example, a "session" may refer to a classroom setting, an orientation in the library, or to a one-on-one exchange with a student at the reference center. Answer where applicable.

1. **The objectives for the library session were achieved.**

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2. **The method of presentation was appropriate in meeting the objectives.**

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3. **The Evaluee was well-prepared for the library session.**

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4. **The Evaluee communicated effectively with students.**

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5. **The Evaluee clarified the objectives for the students.**

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6. **Students participated in activities as expected.**

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7. **Support materials (media, manuals, equipment) were appropriately and effectively used.  
(Note if not applicable.)**

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8. **Overall assessment of the Evaluee. Include commendations and recommendations.**

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9. **Maintained a proactive role introducing and demonstrating new technologies (e.g., on-line searching and CD Rom) to all library users.**

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10. **Overall performance rating:**

- Superior**—surpasses requirements; exceeds expectations
- Satisfactory**—meets all standards of excellence as described in the policy
- Below Standards**—does not consistently meet requirements
- Unsatisfactory**—does not meet requirements; ineffective

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**Signatures:**

Observer: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluee: \_\_\_\_\_ Date: \_\_\_\_\_

*The evaluee's signature on this form does not constitute acceptance of this evaluation. The evaluee has the right to append his/her own written comments.*