

IMPERIAL VALLEY COLLEGE
LIBRARIAN OBSERVATION FORM

Librarian: _____ Semester: _____

Years of Librarian Experience at Imperial Valley College: _____

Date of Observation: _____ Evaluator: _____

1. Conducts reference interview and follow-up

Comments:

2. Knows and follows Reference Desk and Library policies

Comments:

3. Acts in a manner that encourages patrons to ask questions

Comments:

4. Exhibits knowledge of reference sources, continues to develop knowledge of collections and resources

Comments:

5. Exhibits teamwork regarding reference requests and library operations

Comments:

Summary Comments: _____

_____ Faculty Member Name	_____ Signature	_____ Date
_____ Peer Evaluator Name	_____ Signature	_____ Date
_____ Supervising Administrator Name	_____ Signature	_____ Date
_____ VP for Academic Services Name	_____ Signature	_____ Date