

APPENDIX E-2

DIRECT OBSERVATION FORM: LIBRARIAN

Librarian's Name: _____

University: _____

Date(s) of Observation(s): _____

Location(s) of Observation(s): _____

In the space provided below, please list the librarian's duties as stated in his/her current job description. In addition, please attach a copy of the librarian's current job description.

Which elements of the librarian's work were observed and under what conditions?

For each item, respond by marking the space under the appropriate category of the key. After the post observation meeting with the librarian, mark your response in INK.

KEY

SA – Strongly Agree

A – Agree

N – Neither Agree nor Disagree

D – Disagree

SD – Strongly Disagree

NA – Not Applicable/Not Observed

	SA	A	N	D	SD	NA
1. The librarian was effective in performing his/her observed duties.						
2. The librarian was effective in rendering assistance to students, faculty and the academic community.						
3. The librarian was effective in giving direction to other members of the library staff.						
4. The librarian worked on responsibilities applicable to his/her position in a thorough manner.						
5. The librarian worked on responsibilities applicable to his/her position in an efficient manner.						

Additional Remarks (optional)

Name of Evaluator

Signature

Date

This is to certify that I have read this document.

Name of Librarian

Signature

Date