EVALUATION OF LIBRARIAN
JANUARY 1, 2011 – DECEMBER 31, 2011

Non-Tenure Track Faculty
Librarian's Name

____________________
Supervisor

____________________
Title

____________________
Additional Evaluator *

____________________
Date

* This would be a person with a substantive role in a supervisory or associate capacity for the librarian under evaluation, to be chosen with the agreement of both the librarian being evaluated and his/her supervisor.

SIGNATURES:

Librarian

Date

Supervisor

Date

Additional Evaluator

Date

Additional Evaluator

Date

After the librarian and supervisor(s) have signed this document, it should be reviewed and signed by the Associate Dean and Dean of Libraries.

Librarian acknowledgement:

I have reviewed this document with my supervisor. My signature indicates that I have read it and participated in these discussions, but does not necessarily imply my agreement. Any areas of disagreement are noted in my comments below (or in the attached document). I understand that I am entitled to receive a copy of the final completed form and attachments, bearing all required signatures.
EVALUATOR’S ASSESSMENT

The evaluator will briefly describe below the Librarian’s performance for the period of January 1, 2011 – December 31, 2011 in his/her own words including job performance, professional growth, service, academic achievement and future goals:

had another productive year in her area of cataloging. Her cataloging statistics for 2011 show an increase over what she handled in 2010. This increase of materials cataloged covers a variety of formats and includes the work being done in conjunction with Government Documents. There are always issues with the electronic journal collections (i.e., JSTOR or Periodical archive Online) that the Ingram Library purchases, and there were no major access issues in our students getting to that material for research. Her thoroughness is a major reason why there have been no major access issues, and her thoroughness is also a big reason why we are able to troubleshoot and/or restore access in a timely manner.

A major strength of is her ability to work independently, especially on projects in which she takes the initiative to correct something that will benefit the collection, the catalog, and the students & faculty. During 2011, I handed off the task of importing MARC records for eBray, and she has coordinated that masterfully, working with the Gil staff in Athens to make that a working process.

In the area of professional development, stays on top of current cataloging practices by routinely attending classes. She also participated in the BIG 2011 conference and GLA’s COMO conference in October.

She also excels in her service to the institution. She has kept her commitment to the LIB 1101 research class. Her teacher evaluations are included as supporting documentation and they are all very positive. Her ability to understand the needs of students and faculty continues to be a key asset to the Ingram Library.

serves on a number of committees within the library and also with the greater campus community. She was more than willing to serve on the newly-formed Ingram Library Stats Committee. The committee is still in its infancy, but I look forward to her input as it starts to evolve. She has also started work towards a Masters Degree in Public Administration.

The stated goals for 2012 are not only realistic; they represent a natural progression for professional growth.
BRIEF COMMENTS BY ADDITIONAL EVALUATOR (OPTIONAL):

BRIEF COMMENTS BY LIBRARIAN IN RESPONSE TO REVIEW (OPTIONAL):