**Suffolk County Community College**  
Selden, New York 11784

Form B3

**EVALUATION OF LIBRARY FACULTY**

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<tr>
<th>Name of Faculty Member</th>
<th>Rank</th>
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<tr>
<th>Library Assignment</th>
<th>Campus</th>
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<th>Name and Title of Evaluator</th>
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<tr>
<th>Date and Time of Evaluation</th>
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<th>Date and Time of Post-Observation Conference</th>
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**Description of task and/or class observed:**
GENERAL CRITERIA

Comment on:
- Cooperation with colleagues in the College Libraries and in other disciplines.
- Regular and punctual attendance.

A summary of this faculty member's performance in this area would be
Comment on:
- Knowledge of subject matter
- Mode of presentation
- Ability to explain material with clarity and organization
- Willingness and ability to re-explain information to answer questions, and to draw upon additional references (including use of audio-visual aids, blackboard, etc.)
- Effective use of time (Appropriate to the needs of the students, the demands of the material presented, and the course syllabus)
- Encouragement of effective class participation
- Ability to meet diverse student needs
- Cooperation with Library and classroom colleagues to insure that Library instruction and classroom instruction complement one another
A summary of this faculty member's performance in this area would be

Excellent  (  )  Very Good  (  )  Satisfactory  (  )  Needs Improvement  (  )

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AUDIO-VISUAL LIBRARIANS

Comment on:

- Familiarity with current audio-visual equipment and materials
- Evidence of well-rounded knowledge of library audio-visual resources
- Ability to evaluate and acquire audio-visual materials in coordination with classroom and library faculty
A summary of this faculty member's performance in this area would be

Excellent ( ) Very Good ( ) Satisfactory ( ) Needs Improvement ( )

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TECHNICAL SERVICES LIBRARIAN

Comment on:
- Comprehensive knowledge of bibliographic tools, techniques and skills
- Ability to perform specific responsibilities, including the acquisition, cataloging and processing of library materials
- Ability to use computer systems in technical services
- Ability to deal with vendors, suppliers, and service personnel
A summary of this faculty member's performance in this area would be

<table>
<thead>
<tr>
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OVERALL RATING

Comment on:
- Overall impression of librarian's performance in task or class observed and other areas of responsibility, such as, liaison, circulation, acquisitions, periodicals
- Specific recommendations
I understand that I may file a written reply to any portions of this report and that the reply will be attached to this report.

☐ I understand that my signature on this report does not constitute agreement or disagreement with the contents.

Faculty signature ____________________________ Date ____________

Evaluator signature __________________________ Date ____________

☐ Comments attached

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OPTIONAL FACULTY RESPONSE

(Use additional paper if necessary; please be sure to include the following information)

Name of Faculty Member ____________________________ Rank ____________

Library Assignment ____________________________ Campus ____________

Name and Title of Evaluator ____________________________

Date and Time of Evaluation ____________________________

Date and Time of Post-Observation Conference ____________________________