

11/2010

Name: _____
School: _____
Year: _____

1 – **Satisfactory** – consistently performed at a competent level
2 – **Not Satisfactory** – serious deficiencies exist in this area
N/A – **Not Applicable**

CARBON COUNTY SCHOOL DISTRICT NO.2
EVALUATION OF
LIBRARY AIDE

- | | | | |
|--|-------|-------|---------|
| 1. Types and processes orders, reports, bibliographic, forms, library schedules, letters to publishers, etc. | 1 ___ | 2 ___ | N/A ___ |
| 2. Orders and receives books selected for purchase by the librarian. | 1 ___ | 2 ___ | N/A ___ |
| 3. Maintains vertical file materials and publishers catalog, etc. | 1 ___ | 2 ___ | N/A ___ |
| 4. Writes daily or weekly notices to home room teachers concerning overdue books, and collects fines for such books. | 1 ___ | 2 ___ | N/A ___ |
| 5. Makes simple repairs on damaged books, and processes more severely damaged books for repair at the library. | 1 ___ | 2 ___ | N/A ___ |
| 6. Monitors students in the library. | 1 ___ | 2 ___ | N/A ___ |
| 7. Readies books for reserve on teacher's request, and maintains the reserve shelf. | 1 ___ | 2 ___ | N/A ___ |
| 8. Prepares current magazines and periodicals for shelving and maintains the back-number stacks. | 1 ___ | 2 ___ | N/A ___ |
| 9. Assists in the annual inventory of library materials and the preparation of lists of missing books and books to be discarded. | 1 ___ | 2 ___ | N/A ___ |
| 10. Shelves incoming books. | 1 ___ | 2 ___ | N/A ___ |
| 11. Maintains current inventory of supplies and suggests items for acquisition as needed. | 1 ___ | 2 ___ | N/A ___ |
| 12. Oversees the general neatness and attractiveness of the library and its display. | 1 ___ | 2 ___ | N/A ___ |
| 13. Refers discipline problems to the librarian. | 1 ___ | 2 ___ | N/A ___ |
| 14. Helps maintain programs (AR) with reports, activities and student incentives. | 1 ___ | 2 ___ | N/A ___ |
| 15. Helps prepare for and take part in lessons and activities for classes. | 1 ___ | 2 ___ | N/A ___ |

Comments: _____

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: _____

Signature of Library Aide

Signature of Supervisor