



# Peer Review of Reference Librarian

Reference Librarian: \_\_\_\_\_

Peer Name: \_\_\_\_\_

### Reviewer's Relationship to Reference Librarian:

Library Peer

External Colleague

Position \_\_\_\_\_

### Instructional Setting of Observation:

Library Instruction Session

Other  
(describe) \_\_\_\_\_

Portfolio of instructional materials attached?  Yes  No

SET: \_\_\_\_\_ Date/Time of Observation: \_\_\_\_\_

### Directions:

Thank you for agreeing to carry out this Peer Review. The results of this review will be used to provide valuable feedback to the Reference Librarian and will be used to identify areas where skills and expertise may be developed.

The review focuses on the librarian's relevant knowledge and instructional skills. Each item is to be assessed according to the following scale:

S	SR	U	
Satisfactory	Satisfactory with Reservations	Unsatisfactory	No Opinion

**No Opinion** is the appropriate response where you have insufficient data or you are otherwise unable to assess the item. Items indicated by an asterisk are to be left blank if you are not qualified to make an assessment. Please note that reviewer comments are welcome when particularly effective or otherwise noteworthy performance is observed.

**Satisfactory with Reservations** or **Unsatisfactory** are appropriate responses where you cannot rate the librarian as **Satisfactory** on the item. When choosing either of these options, you must clearly explain why a rating of **Satisfactory** could not be given. If no explanation is provided the response will be scored as **No Opinion**.

## Peer Review of Reference Librarian

1. The librarian was welcoming to the library user. S SR U No Opinion
  
2. It was evident that the librarian had a broad knowledge of library resources. S SR U No Opinion
  
3. It was evident that the librarian had general knowledge of the library user's area of interest. S SR U No Opinion
  
4. The librarian effectively demonstrated the use of library resources when needed. S SR U No Opinion
  
5. The librarian responded effectively to the library user's questions. S SR U No Opinion
  
6. The librarian spoke in a manner that was easily understandable. S SR U No Opinion

7. The librarian allowed sufficient time for library user responses. S SR U No Opinion

8. The librarian demonstrated respect for the library user. S SR U No Opinion

9. The librarian appeared at ease while dealing with the library user. S SR U No Opinion

10. While dealing with the library user, the librarian appeared to listen attentively. S SR U No Opinion

11. The librarian's responses seemed to match the library user's comprehension level. S SR U No Opinion

12. The librarian provided useful information to the library user. S SR U No Opinion

13. When necessary, the librarian attempted to clarify misunderstandings. S SR U No Opinion

14. The librarian referred the library user to external resources when necessary. S SR U No Opinion

15. In interacting with the library user, the librarian managed time effectively. S SR U No Opinion