

Evaluation of Library Presentation

Instructions for Summarizing Evaluations

The Coordinator for Teaching and Learning will give the evaluations to a staff person or student assistant who has been trained to create summaries of librarian teaching evaluations.

Instructions for staff person who summarizes the evaluations:

1. Use the template form provided for this purpose.
2. Count and compute percents for demographic items.
3. Evaluation of presentation items: Count, compute percents, and also the average for each item.
4. Open ended questions: Type all comments as written.
5. Print the necessary number of copies of the summary sheet(s). (See #6 and #7 below)
6. Send one copy of the summary sheet along with the original evaluations to the librarian. If two or more librarians taught the session, send the original evaluations to the first librarian listed on the cover sheet, but send summaries to all librarians listed.
7. Send one copy of the summary sheet to the Libraries HR Office for the librarian's personnel file. If two or more librarians taught the session, be sure that a copy of the summary sheet is placed in each librarian's personnel file.