Linscheid Library
Instruction Evaluation Plan

As an active partner in the academic life of East Central University, Linscheid Library shall deliver course, program and audience specific instruction based on the ACRL Standards for Proficiencies for Instruction Librarians and Coordinators (2007) and the Linscheid Library Instruction Standards and Best Practices.

In an effort to uphold the standards and best practices for library instruction, three methods are utilized to evaluate the library’s instruction program. Data from all methods of evaluation are maintained by the Office of the Library Director.

Peer Evaluation

- Each librarian will be observed by a peer or peers once per semester.
- An observation rotation schedule, set by the Instruction Librarian, will be followed.
- Observation should be completed by the first day of Dead Week in the fall and spring semesters.
- The instructing librarian and the observer will agree upon the date and time of the session to be observed.
- The instructing librarian will provide the observer with any necessary background on the session.
- The observer will fill out the Peer Instruction Evaluation Form.
- The observer will schedule a meeting with the instructing librarian within 48 hours after the session to provide a copy of and discuss the evaluation.
- The observing librarian will send the evaluation form to the Office of the Library Director.
- Data from the peer evaluations will be maintained by the Office of the Library Director.

Student Evaluation

- Student evaluations are for subject-specific instruction sessions only. Librarians will not administer the evaluation forms to UNIV 1001 courses or non-credit courses.
- At a minimum, each librarian will administer the form to at least two distinct courses per semester, resulting in at least 40 evaluations.
- For all instructions taking place in the library, the instructing librarian will direct students to place completed evaluations in the lock box located in the Instruction Room.
- For instructions held outside of the library, the instructing librarian will provide a campus envelope addressed to the Office of the Library Director for the faculty member to return the student evaluations to the library.
- For instructions held virtually, the instructing librarian will provide a link on the LibGuide to the online evaluation form. The instructing librarian will inform students that this link will remain active for one week and then be taken down. The results of the online evaluation survey will be accessible only to the Office of the
Library Director.


- Data from the student evaluations will be gathered by the Office of the Library Director on the first day of Dead Week in the fall and spring semesters. A summary of the data will be sent to each instructing librarian within four business weeks.

Faculty Evaluation

- Each librarian will administer the form to all subject-specific classes where the faculty member is present. Faculty evaluations are for subject-specific instruction sessions only. Librarians will not administer the evaluation forms to UNIV 1001 courses or non-credit courses.
- For all instructions taking place in the library, the instructing librarian will direct faculty to place the completed evaluation in the lock box located in the Instruction Room.
- For instructions held outside of the library, the instructing librarian will provide a campus envelope addressed to the Office of the Library Director for the faculty member to return the evaluation form to the library.
- For instructions held virtually, the instructing librarian will email the faculty member a link to the online evaluation form. The results of the online evaluation survey will be accessible only to the Office of the Library Director.
  - Faculty Evaluation Link: http://ecok.libanalytics.com/tw.php?i=346&d=3588&w=2482

- Data from the student evaluations will be gathered by the Office of the Library Director on the first day of Dead Week in the fall and spring semesters. A summary of the data will be sent to each instructing librarian within four business weeks.

Evaluation Tools

The following tools will be stored on the library k drive, Assessment LibGuide, and Instruction Department LibGuide:

- Peer Instruction Evaluation Form
- Student Instruction Evaluation Form
- Faculty Instruction Evaluation Form
- ACRL Standards for Proficiencies for Instruction Librarians and Coordinators (2007)
- Linscheid Library Instruction Standards and Best Practices
- Peer Evaluation Rotation Schedule