

GSD Elementary Library Evaluation Template

Library Appearance	2015	2016	2017	2018	2019	2020
Approachability; feels welcome and comfortable						
Cleanliness; shelves dusted and organized						
Displays attractive and engaging						
Flow makes sense and allows easy navigation						
Clutter-free						
Yearly inventory completed and alternates between a full and section-by-section inventory						
Items marked as lost are up-to-date (no more than 50 items marked lost for more than a year)						

Collection Size	2015	2016	2017	2018	2019	2020
Student-to-book ratio matches district standards						
Total collection size is at least 10,000 books						
Easy Reader						
Easy						
Chapter						
Fiction						
Nonfiction						
Easy Nonfiction						
Graphic Novels						
Foreign Language						

Desk Area & Teacher Resources	2015	2016	2017	2018	2019	2020
Cleanliness; papers not on desk and everything filed away						
Organization; system set up for organizing resources and processing books						
Call numbers of teacher resources match district standards						
Efficient check out system for teacher resources set up						

Technology & Equipment	2015	2016	2017	2018	2019	2020
Items are part of an inventory						
Call numbers correct both digitally and physically						
Items shelved in correct order						
Multimedia resources are up-to-date and relevant						
Equipment is up-to-date and relevant						
Cleanliness; no stacked equipment and items are clean						
Efficient check-out system is set up						
Search stations are set up for student use						

Easy Book Section	2015	2016	2017	2018	2019	2020
Call numbers match district standards						
Books shelved in correct order; shelves not overstuffed						
Age of collection matches district goals						
Books with zero circulations in five years have been weeded						
Books are in good condition						
Located in a place easy for young children to access						

Chapter Book Section	2015	2016	2017	2018	2019	2020
Call numbers match district standards						
Books shelved in correct order; shelves not overstuffed						
Age of collection matches district goals						

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Books with zero circulations in five years have been weeded						
Books are in good condition						
Independent of fiction section						

Fiction Section	2015	2016	2017	2018	2019	2020
Call numbers match district standards						
Books shelved in correct order; shelves not overstuffed						
Age of collection matches district goals						
Books with zero circulations in five years have been weeded						
Books are in good condition						
Books on display are thoughtfully placed						
Book series order is clearly visible on the spine						

Nonfiction Section	2015	2016	2017	2018	2019	2020
Call numbers match district standards						
Books shelved in correct order; shelves not overstuffed						
Age of collection matches district goals						
Books with zero circulations in five years have been weeded						
Books are in good condition						
Reference section is integrated into the nonfiction section						

Easy Nonfiction	2015	2016	2017	2018	2019	2020
Call numbers match district standards						
Books shelved in correct order; shelves not overstuffed						
Age of collection matches district goals						
Books with zero circulations in five years have been weeded						
Books are in good condition						

Graphic Novels	2015	2016	2017	2018	2019	2020
Separate section						
Call numbers correct both digitally and physically						
Graphic novels organized to match district standards						
Books shelved in correct order; shelves not overstuffed						
Age of collection matches district goals						
Books with zero circulations in five years have been weeded						
Books are in good condition						

Key	
Outstanding	O
Satisfactory	S
Needs Improvement	N
Unacceptable	U
Evaluation included a review meeting with administrator	

Evaluation Schedule			
	Evaluator	Media Clerk	Principal
2015			
2016			
2017			
2018			
2019			
2020			

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Library Goals	
2018-2019	Notes
2017-2018	Notes
2016-2017	Notes
2015-2016	Notes