

Gibbons Public Library
Library Assistant Performance Review

Appendix "F" PP-c 02/10
Revised June 2016

Name:

Position: Library Assistant

Review Period:

Next Review:

This appraisal is to be conducted annually and prior to the employee's anniversary date. It will be comprised of two sections:

Section A: To be completed by Library Assistant

Section B: To be completed by Library Manager

The completed forms will be compiled and summarized by the Library Manager and then be presented to the Library Assistant for review and comment. The final report shall include recommendations for improving **employee performance** and completing goals.

All completed forms are personal and shall be kept strictly confidential.

Section A - Please return to the Library Manager when completed.

Position Responsibilities: As a Library Assistant, you are responsible for the day to day operations of the library. There are certain measures and knowledge that are key indicators of your performance.

As a Library Assistant, you:

- Operate the circulation desk – checking library materials in and out.
- Collect fines, membership fees and other moneys owing
- Providing patrons with library cards and enter their information into the Library computer system.
- Interlibrary loans: placing requests for patrons, filling requests, packaging and mailing. Receiving requests and notifying patrons. Returning the requested materials to the appropriate library.
- Discarding weeded materials as directed by the Library Manager.
- Filing returned materials and shelf reading.
- General upkeep of the library shelves.
- Assist with the annual library inventory.
- Help with library events as needed.
- Provide information to patrons about library programs and services.
- Provides reference and reader's advisory services.
- Repair damaged books.

Please complete the following questionnaire with regards to the above stated performance indicators. .

6. Please review your current Job Description. Does it accurately reflect your role and responsibilities? Are there any changes you would like to see implemented?
7. What areas of your performance would you like to develop further? How would you like to accomplish this?
8. Please identify goals you wish to set for yourself in the coming year. How can the Library Board assist you with your improvement plan?
9. How well do you feel that you met the goals set at your last appraisal? Please identify any obstacles that you encountered in reaching your goals. How can the Library Manager assist you in overcoming these obstacles?
10. Please use this space for any additional questions or comments.

Section B: To be completed by the Library Manager

5. Please review and comment on the Library Assistant's comments from section A.
6. Please comment on the Library Assistant's strengths.
7. Please comment on the Library Assistant's opportunities for growth.
8. Please identify any obstacles you can foresee in the completion of Library Manager's goals;

Final Summary:

Completed and Reviewed By:

Signed: _____

Date: _____

Library Manager

Signed: _____

Date: _____

Library Assistant