

Instructional Media Aide/Library Media Assistant Evaluation

Roles and Responsibilities	Rating Scale 1 – Ineffective, 2 – Minimally Effective, 3 – Effective, 4 – Highly Effective				
Circulates library materials, maintaining records of items issued and returned.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Supervises the circulation desk and performs a variety of clerical and related tasks under the supervision of the SLMS.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Sets up reserve collections.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Helps students and faculty locate materials using the automated catalog and other reference sources.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Assists users with setting up and using the AV equipment.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Shelves materials.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Aids in the preparation of library publications such as newsletters, brochures, etc.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Notifies students when reserved books are available and when books are overdue, maintaining an obligations record.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Assists in preparing bibliographies/pathfinders/webliographies.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Assists with displays and other special projects.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Supervises and executes the automated inventory.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Maintains office files and records as required.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
May supervise small groups of students.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Answers a variety of telephone and other inquiries where routine policies are clearly established.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Processes instructional equipment and materials.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Monitors the receipt, distribution, and return of instructional equipment and materials.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Assists in the development of graphic materials for instructional purposes.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Helps to maintain a friendly and cooperative atmosphere for students and staff.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Maintains library materials that need to be mended, discarded, and/or replaced.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>
Performs any other related duties that may be assigned by the SLMS.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	N/A <input type="checkbox"/>

-Adapted from: Process Guide for School Library Media Centers: A Balanced Approach, PreK-12. Prince George's County Public Schools. Upper Marlboro, MD.