

Employee preparation for Library Staff Appraisal

Ensure your quantitative statistics are current:

- Loan issue figures for previous year
- Count of bodies using the LRC at non- curriculum timetable times
- Numbers and spread of any pupil library assistants
- Numbers of groups/lessons booked into the LRC
- Figures on subject departments' use of LRC
- Numbers of events held organised by school library staff
- Numbers of pupils participating in these events
- Number of networking events attended
- Amount of training undertaken during year
- LRC budget details, how it's negotiated, spent, evidence of best value factors
- Description of Induction Programmes for new pupils and staff and progression into next keystage
- Example of promotional information sent to staff to promote services
- Example of posters used to promote the services to pupils
- Library committee meetings held and initiatives implemented
- Evidence of external promotion

Ensure your qualitative statistics are current:

- Recording of comments of where library has helped, students and staff, or from parents
- Increase in attainment levels in instances where you have worked with staff/students
- Result of networking tips picked up
- Result of implementing ideas learned on training – impact on students and staff
- Improvements in stock, library accommodation, range of LRC offer, e.g. installation of e-book platform or other promotions – evidence needed

Pull all of this together for your Annual Report.

Update the School Library Policy document and Development Plan.

Does your job description reflect what you actually do day-to-day?

Complete your part of Appraisal form so appraiser knows what you will be discussing.

Ensure you will not be interrupted during time set aside for appraisal.