**Library Information Specialist Evaluation  
Observation Protocol**

1. All Library Information Specialists (LIS) observations that are part of the formal evaluation process must be announced.
2. All LIS must be evaluated using the current *TEM Library Information Specialist* rubric.
3. The evidence in the LIS’ portfolio (a collection of artifacts/evidence, usually presented a binder) must be considered when scoring the LIS’ evaluation.
4. The *TEM Library Information Specialist* rubriccovers instructional performance, library management and organization, promotional activities and professional responsibilities.

**Artifact Collection (Portfolio)**

1. For the purposes of the Library Information Specialist TEM evaluation, the word “portfolio” refers to the collection of evidence (artifacts) presented by the LIS to the evaluator to support each standard.
2. For each scheduled formal evaluation, 3-5 artifacts per standard should be presented to the evaluator by the LIS. These artifacts are commonly presented in a portfolio (binder), but may also be found in folders or electronic format. It is recommended that this evidence be given to the evaluator before or during the pre-conference to allow time for examination during the observation cycle. The evaluator must consider the artifacts when scoring the Library Information Specialist
3. Some of the indicators on the *TEM Library Information Specialist* rubric*,* especially those relating to library management and promotional activities may not be visible during the time of the instructional observation.
4. If applicable, the same artifact can be used as evidence in more than one standard.
5. If data are included, the LIS should include evidence of how the data were used.
6. Artifacts in the portfolio should represent the current school year, with the exception of library inventory reports that are completed in May.