**Librarian Time Form**

Librarian time is critical in improving student learning, therefore librarians being present and on time will help maximize student access to support. The Virgin Islands Department of Education (VIDE) includes Librarian Time as one of the measures within librarian evaluation. Librarian Time is indicated by a librarian’s attendance and timeliness and follows the U.S. Virgin Islands Department of Education Personnel Attendance Policy.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied:

4 = Outstanding/ 3 = Exceeds Standards/ 2 = Satisfactory, 1 = Unsatisfactory

The **principal completes the Librarian** **Time Form** based on the librarian’s record of attendance and tardiness in TimeForce and submits it **BEFORE** the librarian’s **Final Summative Evaluation** meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the VIDE [EES web portal.](http://tle.vide.vi/)

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more absences | 9-12 absences | 5-8 absences | 0-4 absences |

**Tardiness**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more tardies | 9-12 tardies | 5-8 tardies | 0-4 tardies |

**Total Librarian** **Time score** is calculated by averaging the attendance and tardiness scores. TalentEd automatically calculates the **Total Librarian** **Time score** when the form is submitted.

**TOTAL LIBRARIAN TIME SCORE:**

**ADDITIONAL COMMENTS:**