**TOUR OF THE LIBRARY**

Use this form to take a tour of your library and make notes on your observations. Sometimes it is difficult to see things in our own environment. Ask a trusted co-worker to visit your library and jot down their observations to help you improve your library’s environment.

Did you feel welcome?

Would students feel welcome?

Comments/rating on: Rating: 1=poor, 3=fair, 5=excellent

Layout: 1 2 3 4 5

Shelving 1 2 3 4 5

Circulation area 1 2 3 4 5

Supervision of students 1 2 3 4 5

Traffic patterns: 1 2 3 4 5

Furniture: 1 2 3 4 5

Arrangement 1 2 3 4 5

Comfort 1 2 3 4 5

Availability 1 2 3 4 5

Lighting: 1 2 3 4 5

Displays: 1 2 3 4 5

Centers 1 2 3 4 5

Themes 1 2 3 4 5

Ties to curriculum 1 2 3 4 5

Directional signs: 1 2 3 4 5

Suggestions for improvement:

Summarize the library using 5-6 descriptive terms: