

Peer Mentor Site Visit Observation and Reflection

My Name _____ **My Library Name** _____

Visit to _____ **Date** _____

Page 1: Program Observation

	Environment	Activity	Facilitation
I noticed...			
I wonder...			

Page 2: Peer Mentor Super Powers Share

Great ideas I got from visiting this library:

Space	
Programs	
Marketing	
Partnerships	
Operations/Staffing	
Policies/Procedures	
Staff Training	
Sustainability Plan	

Ways I might be able to help my peer going forward:

How we agreed to contact each other in the future (email, slack, phone, other) and the frequency:

When you are observing, make sure to take note of:

Environment	Activity	Facilitation
<ul style="list-style-type: none"> ● Arrangement of tables/chairs ● Are the furnishings adaptable to different ages/special needs? ● Is it a dedicated or pop-up space? ● If it is a pop up space, what else is nearby? ● Is there an inviting entryway? ● How is the room decorated? ● Is the space visible and/or accessible to foot traffic? ● Can participants move about within the space? ● What kind of storage is in the space? ● Can patrons access materials easily? ● Sounds (Is it quiet or loud? Are patrons working together and talking to one another? Is there a “buzz” in the room?) ● Room temperature ● What is the quality of lighting? ● Is there a visible place for work in progress? ● What kind of signage do you see? 	<ul style="list-style-type: none"> ● Target Audience ● Collaborative vs. individual ● Open ended vs. structured ● Duration of activity ● Tools/ materials used (are they age appropriate?) ● Are tools and materials easy to find, access, use? ● Are there necessary constraints on what participants can and cannot access? ● Are there safety requirements/rules? ● What time/day is the program happening? ● Incentives provided (food or other) ● Adaptable for varied skill levels or ages ● Cost per participant ● Can participants take and continue working from home? 	<ul style="list-style-type: none"> ● How do participants get started or invited to make? ● If someone needs help or is confused, what happens? ● # of Staff/interns/volunteers (staff:participant ratio) ● How long is the instruction ● Active vs. passive guidance ● Stress level of the facilitator ● What advance preparation was needed? ● Is the learning outcome or goal clearly stated/understood? ● Product vs. process emphasis ● Relationship/rapport of facilitator to participants ● What happens if some participants finish early ● Does the facilitator extend the learning to suggest ideas outside the room (books in the collection, other ways to explore the topic) ● Are any rules explicitly stated?