Library & Information Science Program
Letter of Recommendation

To the applicant:
For the convenience of the individual completing this form, please provide a stamped envelope addressed to: Admissions Coordinator, School of Information Sciences, University of Pittsburgh, 505 Information Sciences Building, 135 N. Bellefield Avenue, Pittsburgh, PA 15260.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (P. L. 93-380), a student has access to all files pertaining to the student with the exception of those documents to which the right of access has been waived:

☐ I WAIVE my right to examine the following letter of recommendation.

☐ I DO NOT WAIVE my right to examine the following letter of recommendation.

Applicant Name ___________________________ Date ___________________________

Degree Sought: _____________________________

To the Individual Acting as a Reference:

The applicant to the degree program indicated above has asked you to serve as a reference.

- The Admissions Committee is grateful for your considered opinion of the applicant as a candidate for the degree indicated above. The Committee is interested in the applicant’s academic performance and potential as an information professional. Students in Library and Information Science programs prepare for careers in academic, public, special, and school libraries, information centers, and archives and in the information industry.
- Candor in your comments is essential for fairness to both parties.
- Please make no statement that would indicate the applicant’s race, creed or national origin.
- The following page of this form is designed to provide a quick way for you to assess the applicant’s overall potential for study in the Library and Information Science field. You are welcome to provide a letter.

If you have not been provided a stamped envelope, please return the completed form to the above address.

Thank you for your assistance.
**ASSESSMENT**

How long have you known this applicant? __________________________________________________________

In what capacity? ____________________________________________________________________________

In comparison with other individuals at the same stage in their academic study or career, please rate the applicant on the following characteristics:

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<tr>
<th>Characteristic</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Can't Assess</th>
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<tbody>
<tr>
<td>Academic preparation</td>
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<td>Writing skills</td>
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<td>Ability to communicate orally</td>
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<td>Ability to work with others</td>
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<td>Ability to work independently</td>
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<td>Ability to conduct research</td>
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<td>Motivation</td>
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<td>Creativity</td>
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</table>

Please comment on the above assessment of this candidate’s qualifications and potential for graduate study in the field of Library and Information Science. You are welcome to provide a letter.

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

**Overall Assessment (Please check only one)**

- [ ] This is a candidate of exceptional achievement and/or ability; I recommend without reservation.
- [ ] I recommend that the applicant be admitted to the program.
- [ ] I recommend with some reservations that the applicant be admitted to the program.
- [ ] I do not recommend that the applicant be admitted to the program.

Signature of Reference ___________________________ Date ___________________________

Please Print Name: ________________________________________________________________

Position/Title ________________________________________________________________

Institution/Company Address: ____________________________________________________

Phone Number: ___________________________ Email: ___________________________