



SCHOOL OF INFORMATION SCIENCES
UNIVERSITY OF PITTSBURGH

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:

	Excellent	Good	Average	Below Average	Can't Assess
Academic preparation	_____	_____	_____	_____	_____
Writing skills	_____	_____	_____	_____	_____
Ability to communicate orally	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____
Ability to work independently	_____	_____	_____	_____	_____
Ability to conduct research	_____	_____	_____	_____	_____
Motivation	_____	_____	_____	_____	_____
Creativity	_____	_____	_____	_____	_____

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: _____