

GUIDELINES FOR THE EVALUATION OF LIBRARIANSHIP IN THE REAPPOINTMENT/PROMOTION PROCESS

Following are guidelines for those evaluating the “Librarianship” category on Form I-L for candidates for reappointment/promotion within the Rutgers University Libraries. These guidelines should be used in conjunction with other Library Faculty documents and with the University’s Academic Reappointment/Promotion Instructions for University Library Faculty.

There is a greater and constantly evolving number of competencies necessary to accomplish the role of the professional librarian in the academic setting. Hence, the guidelines are presented in the form of questions and will require constant updating. Questions are first provided to suggest attributes generally expected of all librarians, regardless of their assigned responsibilities. Additional questions are presented that may apply to candidates whose primary responsibilities fall within the technical services, public services, or collection development areas. Responsibilities of some candidates will, of course, fall into more than one area. The questions are neither intended to be mutually exclusive, nor to be comprehensive. Not every question will be applicable to any specific candidate. They are merely suggestive of those questions evaluators should be asking when a candidate is being considered for reappointment or promotion. Evaluators are encouraged to ask other questions as appropriate.

How well does the candidate:

General

- Recognize the changing nature of scholarly communication and communicate the value of library and information services to decision makers?
- Understand the Libraries’ relationship to other institutions and consortia within the State and those beyond New Jersey and take full advantage of these relationships?
- Understand the Libraries’ role within the University and the University’s mission and governance structure?
- Understand and articulate ethical, legal, and social issues affecting libraries as a whole in today’s environment?
- Demonstrate the ability to use the most current technologies available to the profession and seek out improved technologies applicable to his/her specific responsibilities?
- Balance Rutgers University Libraries’ commitment to following national standards with flexibility in responding to more local user needs?

- Apply assessment and evaluation techniques to policies and practices affecting librarianship and contribute to improvements in their design and use?
- Improve the quality or delivery of library services to students, faculty, staff, and other users of the Rutgers University Libraries?
- Demonstrate “good citizenship” characteristics, defined as a willingness to undertake additional professional duties as needed, to help carry out the mission and goals of the Libraries?
- Reflect a pattern of personal professional growth that results in an enhanced level of service to individual users, the University community, or beyond?
- Share with other Rutgers librarians knowledge of advances in the profession through formal and informal presentations and written documentation.

Technical Services

- Demonstrate innovative and effective use of technology for the integration and management of electronic resources for the Rutgers University Libraries?
- Contribute to the smooth and efficient implementation of technical services through knowledge transfer and professional development for faculty and staff?
- Demonstrate responsiveness to end user (i.e. both public services librarians and users) needs in the performance of technical service roles and in the implementation of new services and procedures?
- Demonstrate efficient and effective oversight of human resources in library operations?
- Provide leadership on technical service issues both within the unit and throughout the Rutgers University Libraries?
- Actively contribute to the continued development of the infrastructure that supports the provision of high-quality library services?
- Provide access to library resources in all formats through efficient and effective cataloging and acquisition practices?
- Adhere to established professional standards such as the *ALCTS Statement on Principles and Standards of Acquisitions Practice*?

Public Services

- Improve the quality or delivery of library services through reference services, access services, and library instruction?
- Adhere to or exemplify standards set by professional bodies appropriate to his/her work, such as the *ALA/RUSA Reference Guidelines* or the *ALA/ACRL Information Literacy Competency Standards for Higher Education*?
- Demonstrate interest in and understanding of the changing needs and interests of end users?

- Present welcoming behaviors and practice effective interviewing skills to facilitate successful information retrieval in the reference setting?
- Evaluate and recommend new information products to support user needs?
- Train other librarians in complex information products?
- Teach students and faculty the competencies necessary to utilize our systems and services effectively and efficiently?

Collection Development

- Understand and employ the Rutgers University Libraries' general collecting policies, as well as individual policies for assigned subject areas?
- Write and/or update relevant subject-based collection development policies to accommodate curriculum revision and other changes?
- Improve access to the collections, such as developing and updating subject guides and finding aids?
- Improve the quality of liaison relationships with the constituencies he/she serves?
- Work with donors to improve collections through soliciting, evaluating, and accepting gifts?
- Understand the budget process to maximize utilization of funds?
- Expend budget allocations in a timely fashion?
- Evaluate electronic resources and advance sound recommendations for new resources or for cancellations?
- Foster cooperative collection development within the Rutgers University Libraries and with other institutions?
- Participate in collection management, including collection evaluation, weeding, and preservation activities?

Prepared by PPAAC 4/22/03

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