

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

Following are guidelines for those evaluating the librarianship category on Form 1-L and NTT Form 1-L 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 are a greater and constantly evolving number of competencies necessary to accomplish the role of the professional librarian in the academic setting. Hence, these guidelines are presented in the form of questions and will require regular updating. General 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, user services, or collection development areas. Responsibilities of some candidates will, of course, fall into more than one area. The questions are not intended to be mutually exclusive or comprehensive. Not every question will be applicable to all candidates. They are suggestive of those types of questions evaluators should be asking when a candidate is considered for reappointment or promotion. Evaluators are encouraged to ask other questions as appropriate.

While some professional activities clearly fall into one of the three categories (Librarianship, Scholarship, Service), some may potentially belong to two or even all three. In this case, the candidate should use his/her best judgment, in consultation with a mentor and others, to determine how to best categorize the activity.

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 in today's environment?

- Demonstrate understanding of, and ability to use, current technologies, particularly those specific to the position's responsibilities?
- Balance Rutgers University Libraries' commitment to following national standards with flexibility in responding to more local user needs?
- Evaluate policies and practices affecting librarianship, and contribute to the creation of evaluative strategies? 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

- Provide access to library resources through innovative and effective use of technology and standards?
- Steward library collections through active use and implementation of preservation and access standards and best practices for physical and digital materials?
- Apply technical services to support collection development, e.g., collaboration with collection development librarians and user services librarians to analyze usage, access, retrieval, and impact of resource use?
- Demonstrate working knowledge of technological sustainability and how to best ensure permanent accessibility and/or preservation of digital and non-digital (print and media) resources?
- Collaborate with user services librarians to advance the development of the infrastructure that supports the provision of high-quality library services?
- Provide leadership in emerging standards and technologies through innovation that advances the profession?
- Demonstrate working and specialized knowledge of national and international standards for description, preservation, access, and/or management of library resources, and apply them to local and unique processes and resources?
- Provide guidance, input and interpretation of resources for the design, selection, specification and implementation of processes and services in support of information management and discovery?

User Services

- Improve the quality or delivery of library services through reference (traditional, email, chat, mobile) 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 understanding of the changing needs and interests of end users and work toward meeting those needs?
- Create effective LibGuides, videos, tutorials, or other user access tools?
- 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?
- Assist faculty and students, where appropriate, in the use of citation managers, statistical packages, licensing, and copyright issues?

Collection Development

- Employ the Rutgers University Libraries' general collecting policies, as well as individual policies for assigned subject areas?
- Update relevant collecting policies to accommodate curriculum revision and other changes?
- Improve access to the collections, such as developing and updating LibGuides and other finding aids?
- Improve the quality of liaison relationships with the constituencies he/she serves?
- Encourage and assist faculty to deposit their scholarship in RUcore?
- Work in the online education environment and embed themselves in the CMS used for these courses?
- 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 and digitization activities?