

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES**

**LIBRARIAN PERFORMANCE DOCUMENT:  
ASSIGNMENT, PLAN, AND EVALUATION**

**HANDBOOK**

Submitted to Dr. Laurence Miller, Executive Director of Libraries, and Academic Affairs by the Performance Evaluation and Merit Committee May, 1999

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Approved by vote of librarians May, 1999

Revisions submitted to Dr. Laurence Miller, Executive Director of Libraries June 2002

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Approved by vote of librarians May, 2002

# FIU Librarian Performance Document: Assignment, Plan, and Evaluation

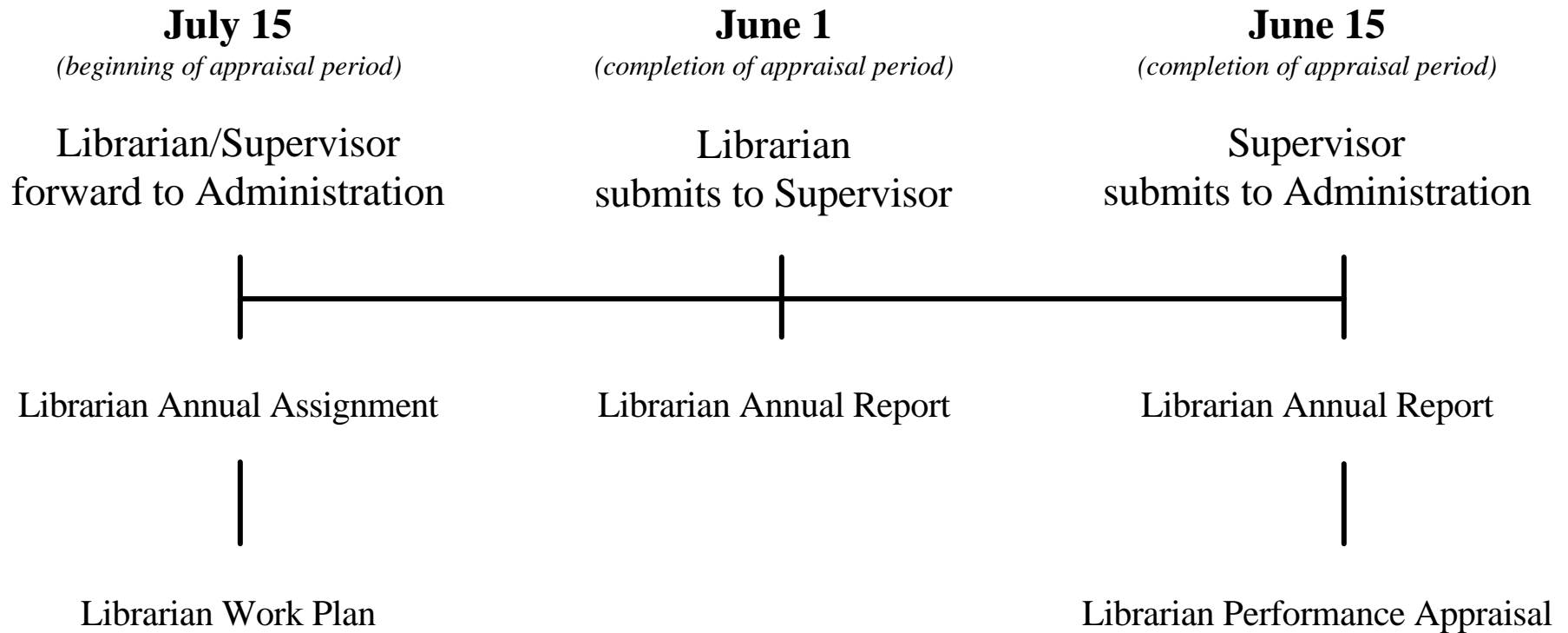
## Handbook

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# TIME LINE

## Librarian Performance Document: Annual Appraisal Period



## **LIBRARIAN PERFORMANCE DOCUMENT INSTRUCTIONS**

### **Appraisal Period June 1-May 31**

#### **At the beginning of the appraisal period**

**Librarians/ Supervisors forward to Administration by July 15:**

#### ***LIBRARIAN ANNUAL ASSIGNMENT***

1. **LIBRARIAN AND SUPERVISOR** - In consultation prepare the *Librarian Annual Assignment* taking into consideration the librarian's rank, qualifications, preferences, and the character of the assignment before outlining the specific job description.

**NOTE: SUPERVISORS AND NEW LIBRARIANS should complete the *Librarian Annual Assignment* and submit it to the Administrative Office no later than three months after the new librarian's contractual starting date.**

When preparing the *Librarian Annual Assignment*, begin each responsibility and non-scheduled activity with an action verb. List responsibilities in order of importance, grouping related tasks together. Miscellaneous responsibilities should be indicated by the phrase "Perform other duties as assigned." Indicate the approximate percent of time to be spent on each area of responsibility.

2. **LIBRARIAN AND SUPERVISOR** - Sign and date form.
3. **SUPERVISOR** - Forwards the *Librarian Annual Assignment* to the second level supervisor.
4. **SECOND LEVEL SUPERVISOR** - Reviews the *Librarian Annual Assignment*. Indicates agreement by signing and dating the form. Forwards form to the Administrative Office for Executive Director's signature no later than **July 15**.

#### ***LIBRARIAN WORK PLAN***

1. **LIBRARIAN AND SUPERVISOR** -- Review the employee's *Librarian Annual Assignment*, and the *Academic Support Units Planning and Accountability Report*.
2. **LIBRARIAN** -- In consultation with the immediate supervisor, develops the *Librarian Work Plan* in conjunction with and as defined by the employee's *Librarian Annual Assignment* and professional development initiatives. Librarian Work Plan should include non-scheduled activities as defined in the *Librarian Annual Assignment*, appropriate to the rank

**NOTE: NEW LIBRARIANS should develop the *Librarian Work Plan* in time to be submitted to the Administrative Office no later than three months after the new librarian's contractual starting**

date.

3. **LIBRARIAN AND SUPERVISOR** -- Review the *Librarian Work Plan* and revise as necessary. Both parties should indicate agreement by signing the Librarian Work Plan.
4. **LIBRARIAN** -- Retains an electronic copy of *Librarian Work Plan* for use in writing the *Librarian Annual Report*. The *Librarian Work Plan* plus the responses written at the end of the appraisal period will constitute the *Librarian Annual Report*.
5. **SUPERVISOR** -- Forwards *Librarian Work Plan* to the second level supervisor.
6. **SECOND LEVEL SUPERVISOR** -- Reviews the *Librarian Work Plan*. Indicates agreement by signing the *Librarian Work Plan* signature page. Sends copy of signed completed plan to librarian. Forwards original to the Administrative Office for Executive Director's signature no later than **July 15**.

### **After the completion of the appraisal period Librarians submit to Supervisors by June 1:**

#### ***LIBRARIAN ANNUAL REPORT***

1. **ADMINISTRATIVE OFFICE** -- Pulls *Librarian Work Plan* from the employees' personnel files distributes them to the appropriate supervisors.
2. **LIBRARIAN** -- Drafts responses to *Librarian Work Plan*. Revises electronic version to respond to objectives in *Librarian Work Plan*. Submits to supervisor as the *Librarian Annual Report* by **June 1**.

### **Supervisors submit to Administration by June 15:**

#### ***LIBRARIAN ANNUAL REPORT***

1. **SUPERVISOR** -- Compares *Librarian Work Plan* supplied from the Administrative Office to the *Librarian Annual Report* supplied by the employee. Reviews the *Librarian Annual Report*.
2. **LIBRARIAN AND SUPERVISOR** -- Meet to discuss *Librarian Annual Report* and overall performance and achievements.
3. **LIBRARIAN AND SUPERVISOR** -- Sign *Librarian Annual Report*. Dispose of *Librarian Work Plan* from the beginning of the appraisal period.

4. **SUPERVISOR** -- Forwards *Librarian Annual Report* to the second level supervisor.
5. **SECOND LEVEL SUPERVISOR** -- Reviews the *Librarian Annual Report*. Indicates agreement by signing the *Librarian Annual Report* Signature page. Sends copy of signed completed report to librarian and forwards original to the Administrative Office for Executive Director's signature no later than **June 15**.

***LIBRARIAN PERFORMANCE APPRAISAL***

1. **SUPERVISOR** -- Completes form using the *Librarian Annual Assignment*, the *Librarian Annual Report*, and the *Instructional Research Class Specification* as the basis for the review of the employee's performance.
2. **LIBRARIAN AND SUPERVISOR** -- Meet to review form.
3. **LIBRARIAN** -- May respond to Supervisor's "Recommendations and Summary Comments."
4. **LIBRARIAN AND SUPERVISOR** -- Sign and date form.
5. **SUPERVISOR** -- Forwards form to second level supervisor.
6. **SECOND LEVEL SUPERVISOR** -- Signs and dates form, may make comments. Sends copy of signed completed form to librarian. Forwards form to Administrative Office no later than **June 15**.

***NOTE:*** All original documents are housed in the appropriate Administrative Office.

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN ANNUAL ASSIGNMENT**

**Name:** \_\_\_\_\_ **Soc. Sec. No.:** \_\_\_\_\_  
**Position Title:** \_\_\_\_\_  
**Rank:** \_\_\_\_\_  
**Principal Campus Location:** \_\_\_\_\_  
**Position Number:** \_\_\_\_\_  
**Academic Year:** \_\_\_\_\_  
**Reports to/Department:** \_\_\_\_\_

The completion of this assignment form reflects consultation between the supervisor and the employee. This form should be prepared annually in conjunction with the Librarian Work Plan prior to July 15 or no later than three months after a new librarian's contractual starting date. Supervisors and employees shall confer regarding the employee's qualifications, preferences and the character of the assignment before outlining the specific job assignment below.

**GENERAL RESPONSIBILITIES**

Professional librarians are expected to perform specialized library functions at levels of achievement commensurate with minimum qualifications outlined for each relevant *Instructional Research Class Specification*. The professional obligation is comprised of both scheduled and non-scheduled activities, with duties being carried out generally within the framework of a 40-hour week.

Non-scheduled activities include contributions to the library profession, the University Libraries and the University Community. These activities may be in the form of committee work, projects, offices held, accomplishment in bibliographic activities, research, publication, and other scholarly efforts such as participation in institutes, workshops, or conferences. Community service activities may also be included.

**SPECIFIC JOB ASSIGNMENT**

Specific scheduled job assignments for the employee for the current fiscal/academic year are outlined below. Non-scheduled activities described under **GENERAL RESPONSIBILITIES** above may be assigned by the supervisor consistent with the rank, current job goals and objectives, and professional development goals of the employee. The percentage of time allocated for each area of responsibility represents an average over a year and is determined by the supervisor together with the employee.

**Position Summary:**

**Responsibilities:**

**%**

**Provides Direct Supervision to:**

**ASSIGNMENT ACKNOWLEDGED:**

\_\_\_\_\_  
Signature of Librarian/Date

\_\_\_\_\_  
Signature of Department Head /Date

\_\_\_\_\_  
Signature of Second-level Supervisor/Date

\_\_\_\_\_  
Signature of Director/Date

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN WORK PLAN**

**Name:**

**Appraisal Period:**

**Department:**

**Position Title:**

**Rank:**

The Librarian Work Plan, in conjunction with the Librarian Annual Assignment, must be submitted at the beginning of the appraisal period no later than July 15. See the *Librarian Performance Document Handbook* for guidelines and examples for composing goals and objectives.

**I. GOALS AND OBJECTIVES PERTAINING TO JOB PERFORMANCE**

**II. GOALS AND OBJECTIVES PERTAINING TO NON-SCHEDULED ACTIVITIES**

**III. GOALS AND OBJECTIVES PERTAINING TO AFFIRMATIVE ACTION**

**SIGNATURES**

**REVIEW OF WORK PLAN**

---

Employee's Signature/Date

---

Supervisor's Signature/Date

---

Second-Level Supervisor's Signature/Date

---

Director's Signature/Date

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN ANNUAL REPORT**

**Name:**

**Appraisal Period:**

**Department:**

**Position Title:**

**Rank:**

The *Librarian Annual Report* must include the text of the goals and objectives from the *Librarian Work Plan*. It must be submitted to the Supervisor at the end of the appraisal period no later than June 1. This allows the Supervisor a two-week period to complete the *Performance Evaluation* forms that must be submitted with this report to the Administrative Offices by June 15.

**I. RESPONSE AND ASSESSMENT PERTAINING TO JOB PERFORMANCE**

**II. RESPONSE AND ASSESSMENT PERTAINING TO NON-SCHEDULED ACTIVITIES**

**III. RESPONSE AND ASSESSMENT PERTAINING TO AFFIRMATIVE ACTION**

**SIGNATURES**

**REVIEW OF LIBRARIAN ANNUAL REPORT**

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Employee's Signature/Date

---

Supervisor's Signature/Date

---

Second-Level Supervisor's Signature/Date

---

Director's Signature/Date

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
PERFORMANCE APPRAISAL FORM: Instructor Librarian**

**Name:**

**Position Title:**

**Supervisor:**

**Appraisal Period:**

This form should be completed in conjunction with the *Librarian Annual Report* at the end of appraisal period and along with the *Librarian Annual Report*, submitted to the Administrative Office by June 15. Encircle the applicable rating scale figure in the column to the right based on the following explanation:

- 1 poor
- 2 below average/unsatisfactory
- 3 average/satisfactory
- 4 above average/good
- 5 outstanding/excellent

**A. Effectiveness of performance as a librarian:**

Librarian Performance Document Handbook: Forms

1. Fulfills assigned responsibilities and duties ..... 1 2 3 4 5
2. Displays initiative, resourcefulness, creativity, and productivity..... 1 2 3 4 5
3. Demonstrates a clear understanding of departmental and library policies and operations and an ability to justify and interpret these to staff and library users..... 1 2 3 4 5
4. Makes contributions which improve the internal operations of library department ..... 1 2 3 4 5
5. Works effectively with colleagues, staff and library users ..... 1 2 3 4 5
6. Demonstrates skills in planning, organization, and evaluation..... 1 2 3 4 5
7. Exhibits a professional attitude with a consistent sensitivity to user needs and in interpersonal relationships with colleagues, staff and library users ..... 1 2 3 4 5
8. Demonstrates flexibility/adaptability and responds appropriately to criticism and evaluation..... 1 2 3 4 5

- 9. Adapts and implements new methods and technologies to provide improved service to library users ..... 1 2 3 4 5
- 10. Communicates effectively ..... 1 2 3 4 5
- 11. Has positive influence on other members of staff; promotes harmony and teamwork.. 1 2 3 4 5
- 12. Demonstrates qualities of leadership in interdepartmental work, committees, or projects ..... 1 2 3 4 5
- 13. Has a good knowledge of library trends and issues and applies this knowledge to professional practice..... 1 2 3 4 5
- 14. Demonstrates flexibility in assuming responsibility ..... 1 2 3 4 5
- 15. Communicates ideas and improvements to supervisor in the job context, and to professional and service colleagues relative to job functions and interrelationships..... 1 2 3 4 5

**B. Potential for contributions to library or university:**

- 16. Shows potential to serve the library or university through involvement in activities, committees, councils, senates, task forces or offices held ..... 1 2 3 4 5
- 17. Participates in continuing education/work-enhancing activities ..... 1 2 3 4 5
- 18. Participates in conferences, workshops, seminars or other activities that enhance professional knowledge ..... 1 2 3 4 5

**C. Potential for commitment to library profession and making scholarly contributions:**

- 19. Shows potential for contributions to the profession through involvement in professional organizations ..... 1 2 3 4 5

**Supervisor's recommendations and summary comments:**

**Employee's comments:**

Employee signature / Date

Supervisor signature / Date

\_\_\_\_\_ ( ) Agree ( ) Disagree  
Second-level Supervisor signature / Date

**Optional comments:**

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
PERFORMANCE APPRAISAL FORM: Assistant University Librarian**

**Name:**

**Position Title:**

**Supervisor:**

**Appraisal Period:**

This form should be completed in conjunction with the *Librarian Annual Report* at the end of appraisal period and along with the *Librarian Annual Report*, submitted to the Administrative Office by June 15. Encircle the applicable rating scale figure in the column to the right based on the following explanation:

- 1      poor
- 2      below average/unsatisfactory
- 3      average/satisfactory
- 4      above average/good
- 5      outstanding/excellent

**A.      Effectiveness of performance as a librarian:**

Librarian Performance Document Handbook: Forms

1. Fulfills assigned responsibilities and duties ..... 1 2 3 4 5
2. Displays initiative, resourcefulness, creativity, and productivity..... 1 2 3 4 5
3. Demonstrates a clear understanding of departmental and library policies and operations and an ability to justify and interpret these to staff and library users..... 1 2 3 4 5
4. Makes contributions which improve the internal operations of library department ..... 1 2 3 4 5
5. Works effectively with colleagues, staff and library users ..... 1 2 3 4 5
6. Demonstrates skills in planning, organization, and evaluation..... 1 2 3 4 5
7. Exhibits a professional attitude with a consistent sensitivity to user needs and in interpersonal relationships with colleagues, staff and library users..... 1 2 3 4 5
8. Demonstrates flexibility/adaptability and responds appropriately to criticism and evaluation..... 1 2 3 4 5

- 9. Adapts and implements new methods and technologies to provide improved service to library users ..... 1 2 3 4 5
- 10. Communicates effectively ..... 1 2 3 4 5
- 11. Has positive influence on other members of staff; promotes harmony and teamwork.. 1 2 3 4 5
- 12. Demonstrates qualities of leadership in interdepartmental work, committees, or projects ..... 1 2 3 4 5
- 13. Has a good knowledge of library trends and issues and applies this knowledge to professional practice..... 1 2 3 4 5
- 14. Demonstrates flexibility in assuming responsibility ..... 1 2 3 4 5
- 15. Communicates ideas and improvements to supervisor in the job context, and to professional and service colleagues relative to job functions and interrelationships..... 1 2 3 4 5

**B. Contributions to library or university and commitment to profession:**

- 16. Serves the library or university through involvement in activities, committees, councils, senates, task forces or offices held ..... 1 2 3 4 5
- 17. Participates in continuing education/work-enhancing activities ..... 1 2 3 4 5
- 18. Participates in conferences, workshops, seminars or other activities that enhance professional knowledge ..... 1 2 3 4 5
- 19. Demonstrates increasing involvement in professional organizations or activities 1 2 3 4 5

**C. Commitment to library profession and potential for making scholarly contributions:**

20. Shows potential for involvement in scholarly activities such as research, publication, editorial activity, presentations, consulting, continuing coursework/advance degrees, grants or other creative activities ..... 1 2 3 4 5

**Supervisor's recommendations and summary comments:**

**Employee's comments:**

Employee signature / Date

Supervisor signature / Date

\_\_\_\_\_ ( ) Agree ( ) Disagree  
Second-level Supervisor signature / Date

**Optional comments:**

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
PERFORMANCE APPRAISAL FORM: Associate University Librarian**

**Name:**

**Position Title:**

**Supervisor:**

**Appraisal Period:**

This form should be completed in conjunction with the *Librarian Annual Report* at the end of appraisal period and along with the *Librarian Annual Report*, submitted to the Administrative Office by June 15. Encircle the applicable rating scale figure in the column to the right based on the following explanation:

- 1 poor
- 2 below average/unsatisfactory
- 3 average/satisfactory
- 4 above average/good
- 5 outstanding/excellent

**A. Effectiveness of performance as a librarian:**

Librarian Performance Document Handbook: Forms

1. Fulfills assigned responsibilities and duties ..... 1 2 3 4 5
2. Displays initiative, resourcefulness, creativity, and productivity..... 1 2 3 4 5
3. Demonstrates a clear understanding of departmental and library policies and operations and an ability to justify and interpret these to staff and library users..... 1 2 3 4 5
4. Makes contributions which improve the internal operations of library department ..... 1 2 3 4 5
5. Works effectively with colleagues, staff and library users ..... 1 2 3 4 5
6. Demonstrates skills in planning, organization, and evaluation..... 1 2 3 4 5
7. Exhibits a professional attitude with a consistent sensitivity to user needs and in interpersonal relationships with colleagues, staff and library users ..... 1 2 3 4 5
8. Demonstrates flexibility/adaptability and responds appropriately to criticism and evaluation..... 1 2 3 4 5

- 9. Adapts and implements new methods and technologies to provide improved service to library users ..... 1 2 3 4 5
- 10. Communicates effectively ..... 1 2 3 4 5
- 11. Has positive influence on other members of staff; promotes harmony and teamwork.. 1 2 3 4 5
- 12. Demonstrates qualities of leadership in interdepartmental work, committees, or projects ..... 1 2 3 4 5
- 13. Has a good knowledge of library trends and issues and applies this knowledge to professional practice..... 1 2 3 4 5
- 14. Demonstrates flexibility in assuming responsibility ..... 1 2 3 4 5
- 15. Communicates ideas and improvements to supervisor in the job context, and to professional and service colleagues relative to job functions and interrelationships..... 1 2 3 4 5

**B. Contributions to library, university or library profession:**

- 16. Serves the library, university or profession through involvement in activities, committees, councils, senates, task forces or offices held ..... 1 2 3 4 5
- 17. Participates in continuing education/work-enhancing activities ..... 1 2 3 4 5
- 18. Participates in conferences, workshops, seminars or other activities that enhance professional knowledge ..... 1 2 3 4 5

**C. Competence in bibliographic activities, research, or professional endeavors:**

- 19. Shows involvement through activities such as research or other scholarly activities including publication, editorial activity, paper presentation, continuing coursework/advance degrees, grants received or consulting activity ..... 1 2 3 4 5

**Supervisor's recommendations and summary comments:**

**Employee's comments:**

Employee signature / Date

Supervisor signature / Date

\_\_\_\_\_ ( ) Agree ( ) Disagree  
Second-level Supervisor signature / Date

**Optional comments:**

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
PERFORMANCE APPRAISAL FORM: University Librarian**

**Name:**

**Position Title:**

**Supervisor:**

**Appraisal Period:**

This form should be completed in conjunction with the *Librarian Annual Report* at the end of appraisal period and along with the *Librarian Annual Report*, submitted to the Administrative Office by June 15. Encircle the applicable rating scale figure in the column to the right based on the following explanation:

- 1 poor
- 2 below average/unsatisfactory
- 3 average/satisfactory
- 4 above average/good
- 5 outstanding/excellent

**A. Effectiveness of performance as a librarian:**

Librarian Performance Document Handbook: Forms

1. Fulfills assigned responsibilities and duties ..... 1 2 3 4 5
2. Displays initiative, resourcefulness, creativity, and productivity..... 1 2 3 4 5
3. Demonstrates a clear understanding of departmental and library policies and operations and an ability to justify and interpret these to staff and library users..... 1 2 3 4 5
4. Makes contributions which improve the internal operations of library department ..... 1 2 3 4 5
5. Works effectively with colleagues, staff and library users ..... 1 2 3 4 5
6. Demonstrates skills in planning, organization, and evaluation..... 1 2 3 4 5
7. Exhibits a professional attitude with a consistent sensitivity to user needs and in interpersonal relationships with colleagues, staff and library users..... 1 2 3 4 5
8. Demonstrates flexibility/adaptability and responds appropriately to criticism and evaluation..... 1 2 3 4 5

- 9. Adapts and implements new methods and technologies to provide improved service to library users ..... 1 2 3 4 5
- 10. Communicates effectively ..... 1 2 3 4 5
- 11. Has positive influence on other members of staff; promotes harmony and teamwork.. 1 2 3 4 5
- 12. Demonstrates qualities of leadership in interdepartmental work, committees, or projects ..... 1 2 3 4 5
- 13. Has a good knowledge of library trends and issues and applies this knowledge to professional practice..... 1 2 3 4 5
- 14. Demonstrates flexibility in assuming responsibility ..... 1 2 3 4 5
- 15. Communicates ideas and improvements to supervisor in the job context, and to professional and service colleagues relative to job functions and interrelationships..... 1 2 3 4 5

**B. Contributions through service/commitment to library, university and profession:**

- 16. Participates effectively in library or university activities, committees, councils, senates and task forces or through offices held ..... 1 2 3 4 5
- 17. Makes contributions to the profession by active participation in professional organizations, service on committees and offices held ..... 1 2 3 4 5
- 18. Participates in continuing education/work-enhancing activities ..... 1 2 3 4 5
- 19. Participates in conferences, workshops, seminars or other activities that enhance professional knowledge ..... 1 2 3 4 5

**C. Outstanding achievements in bibliographic activities, research, or professional endeavors:**

20. Shows involvement through activities such as research or other scholarly activities including publication, editorial activity, paper presentation, continuing coursework/advance degrees, grants received or consulting activity..... 1 2 3 4 5

**Supervisor's recommendations and summary comments:**

**Employee's comments:**

Employee signature / Date

Supervisor signature / Date

\_\_\_\_\_ ( ) Agree ( ) Disagree  
Second-level Supervisor signature / Date

**Optional comments:**





**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN ANNUAL ASSIGNMENT**

**Name:** \_\_\_\_\_ **Soc. Sec. No.:** \_\_\_\_\_  
**Position Title:** SAMPLE : LIBRARIAN ANNUAL ASSIGNMENT Head of Bibliographic Control  
**Rank:** \_\_\_\_\_  
**Principal Campus Location:** \_\_\_\_\_  
**Position Number:** \_\_\_\_\_  
**Fiscal/Academic Year:** \_\_\_\_\_  
**Reports to/Department:** \_\_\_\_\_

The completion of this assignment form reflects consultation between the supervisor and the employee. This form should be prepared annually in conjunction with the Librarian Work Plan prior to July 15 or no later than three months after a new librarian's contractual starting date. Supervisors and employees shall confer regarding the employee's qualifications, preferences and the character of the assignment before outlining the specific job assignment below.

**GENERAL RESPONSIBILITIES**

Professional librarians are expected to perform specialized library functions at levels of achievement commensurate with minimum qualifications outlined for each relevant *Instructional Research Class Specification*. The professional obligation is comprised of both scheduled and non-scheduled activities, with duties being carried out generally within the framework of a 40-hour week.

Non-scheduled activities include contributions to the library profession, the University Libraries and the University Community. These activities may be in the form of committee work, projects, offices held, accomplishment in bibliographic activities, research, publication, and other scholarly efforts such as participation in institutes, workshops, or conferences. Community service activities may also be included.

**SPECIFIC JOB ASSIGNMENT**

Specific scheduled job assignments for the employee for the current fiscal/academic year are outlined below. Non-scheduled activities described under **GENERAL RESPONSIBILITIES** above may be assigned by the supervisor consistent with the rank, current job goals and objectives, and professional development goals of the employee. The percentage of time allocated for each area of responsibility represents an average over a year and is determined by the supervisor together with the employee.

**Position Summary:** Department Head

As Head of Bibliographic Control, this position has broad responsibilities for the supervision, planning, and implementation of the public services and technical services functions of the department, including circulation,

reserves, ICL/ILL, acquisitions, AV, cataloging, and serials.

**Responsibilities:**

**50% Supervision and management**

1. Plans, organizes, and supervises Bibliographic Control Department.
2. Makes and implements policy decisions affecting the operation of the department.
3. Consults with library staff, faculty, and administration in providing effective services.
4. Trains and supervises two professional librarians, two and half LTA Supervisors, eight Senior LTA's and OPS/CWS.

**10% Intercampus and interdepartmental coordination**

5. Maintains close communication with University Park Acquisitions, Cataloging, Serials, Circulation, Reserves, ICL/ILL, AV, and Systems in dealing with services, policies, and procedures.
6. Evaluates and reviews operational procedures between campuses and departments in conjunction with on-line systems.

**10% Liaison**

7. Acts as FCLA liaison for the FIU Libraries.
8. Acts as OCLC contact for the Biscayne Bay Library. Consults the Head of Cataloging and the Systems Coordinator at University Park on OCLC activities.
9. Maintains the NC Library OCLC and NOTIS systems, including training, communication and documentation. Diagnoses malfunctioning systems for repair and/or reprogramming. Assists in procurement and installation of new OCLC and NOTIS equipment.

**5% Purchasing and other administrative duties**

10. Coordinates, processes, and oversees requests for furniture-related OCO and expense items for the Libraries.
11. Completes questionnaires and surveys for professional associations and other organizations.

**5% Collection development**

12. Performs assigned subject bibliographer's duties, as liaison with appropriate area faculty.

13. Selects approval slips for ordering and gift books for the Biscayne Bay Library.

**10% Non-scheduled activities**

14. Serves the library and/or institution through contribution in meetings and committee work.

15. Participates in continuing education, conferences, workshops, seminars, or other activities that enhance professional knowledge.

16. Contributes to the profession through active participation in professional associations, research, or other scholarly activities.

**5% Cataloging**

17. Performs advanced and original cataloging for Biscayne Bay Campus serials and monographs.

**5% Other duties as assigned.**

**Provides Direct Supervision to:** Resource Development Librarian, Interlibrary Loan Librarian, and the Senior LTA in cataloging.

**ASSIGNMENT ACKNOWLEDGED:**

\_\_\_\_\_  
Signature of Librarian/Date

\_\_\_\_\_  
Signature of Department Head /Date

\_\_\_\_\_  
Signature of Second-level Supervisor/Date

\_\_\_\_\_  
Signature of Director/Date

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN ANNUAL ASSIGNMENT**

**Name:** \_\_\_\_\_ **Soc. Sec. No.:** \_\_\_\_\_  
**Position Title:** SAMPLE LIBRARIAN ANNUAL ASSIGNMENT: Cataloging  
**Rank:** \_\_\_\_\_  
**Principal Campus Location:** \_\_\_\_\_  
**Position Number:** \_\_\_\_\_  
**Fiscal/Academic Year:** \_\_\_\_\_  
**Reports to/Department:** \_\_\_\_\_

The completion of this assignment form reflects consultation between the supervisor and the employee. This form should be prepared annually in conjunction with the Librarian Work Plan prior to July 15 or no later than three months after a new librarian's contractual starting date. Supervisors and employees shall confer regarding the employee's qualifications, preferences and the character of the assignment before outlining the specific job assignment below.

**GENERAL RESPONSIBILITIES**

Professional librarians are expected to perform specialized library functions at levels of achievement commensurate with minimum qualifications outlined for each relevant *Instructional Research Class Specification*. The professional obligation is comprised of both scheduled and non-scheduled activities, with duties being carried out generally within the framework of a 40-hour week.

Non-scheduled activities include contributions to the library profession, the University Libraries and the University Community. These activities may be in the form of committee work, projects, offices held, accomplishment in bibliographic activities, research, publication, and other scholarly efforts such as participation in institutes, workshops, or conferences. Community service activities may also be included.

**SPECIFIC JOB ASSIGNMENT**

Specific scheduled job assignments for the employee for the current fiscal/academic year are outlined below. Non-scheduled activities described under **GENERAL RESPONSIBILITIES** above may be assigned by the supervisor consistent with the rank, current job goals and objectives, and professional development goals of the employee. The percentage of time allocated for each area of responsibility represents an average over a year and is determined by the supervisor together with the employee.

**Position Summary:** \_\_\_\_\_ Cataloger

As a member of the Cataloging Department, the \_\_\_\_\_ cataloger is responsible for all aspects of cataloging and processing \_\_\_\_\_ as well as for initiating, reviewing, revising, and implementing

policies and procedures regarding \_\_\_\_\_.

**Responsibilities:**

**80% Cataloging:**

1. Catalogs original and complex copy cataloging \_\_\_\_\_ using AACR2r, LCSH, LC Classification, LCRI, OCLC, NOTIS, and CLARR.
2. Responsible for Authority Control including the establishment of new series and name headings when cataloging \_\_\_\_\_.
3. Maintains a working knowledge of cataloging technologies such as TCP3270 for Windows, Passport for Windows, CLARR, the Library of Congress Cataloger's Desktop, the World Wide Web, and Netscape.
4. Serves as resource person for the staff of the Cataloging Department regarding questions about policies and procedures for \_\_\_\_\_ cataloging.
5. Reviews, revises, and initiates new policies and procedures as necessary for \_\_\_\_\_ cataloging. Maintains an up-to-date policies and procedures manual on the Cataloging Department's Home Page.
6. Maintains knowledge of current issues and trends in \_\_\_\_\_ cataloging.
7. Participates in departmental meetings.

**15% Non-Scheduled Activities:**

8. Serves the library and/or institution through contribution in meetings and committee work.
9. Participates in continuing education, conferences, workshops, seminars, or other activities that enhance professional knowledge.
10. Contributes to the profession through active participation in professional associations, research, or other scholarly activities.

**5% Performs Other Duties and Special Projects as Assigned by Department Head.**

**May be Required to Work Nights and /or Weekends as Assigned by Department Head.**

**ASSIGNMENT ACKNOWLEDGED:**

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Signature of Librarian/Date

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Signature of Department Head/Date

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Signature of Second-level Supervisor/Date

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Signature of Director/Date

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN ANNUAL ASSIGNMENT**

**Name:** \_\_\_\_\_ **Soc. Sec. No.:** \_\_\_\_\_  
**Position Title:** SAMPLE LIBRARIAN ANNUAL ASSIGNMENT: Cataloging, Supervisor  
**Rank:** \_\_\_\_\_  
**Principal Campus Location:** \_\_\_\_\_  
**Position Number:** \_\_\_\_\_  
**Fiscal/Academic Year:** \_\_\_\_\_  
**Reports to/Department:** \_\_\_\_\_

The completion of this assignment form reflects consultation between the supervisor and the employee. This form should be prepared annually in conjunction with the Librarian Work Plan prior to July 15 or no later than three months after a new librarian's contractual starting date. Supervisors and employees shall confer regarding the employee's qualifications, preferences and the character of the assignment before outlining the specific job assignment below.

**GENERAL RESPONSIBILITIES**

Professional librarians are expected to perform specialized library functions at levels of achievement commensurate with minimum qualifications outlined for each relevant *Instructional Research Class Specification*. The professional obligation is comprised of both scheduled and non-scheduled activities, with duties being carried out generally within the framework of a 40-hour week.

Non-scheduled activities include contributions to the library profession, the University Libraries and the University Community. These activities may be in the form of committee work, projects, offices held, accomplishment in bibliographic activities, research, publication, and other scholarly efforts such as participation in institutes, workshops, or conferences. Community service activities may also be included.

**SPECIFIC JOB ASSIGNMENT**

Specific scheduled job assignments for the employee for the current fiscal/academic year are outlined below. Non-scheduled activities described under **GENERAL RESPONSIBILITIES** above may be assigned by the supervisor consistent with the rank, current job goals and objectives, and professional development goals of the employee. The percentage of time allocated for each area of area of responsibility represents an average over a year and is determined by the supervisor together with the employee.

**Position Summary:** Head of the \_\_\_\_\_ Section

As Head of the \_\_\_\_\_ Section within the Cataloging Department this position is responsible for managing and planning the cataloging and processing of \_\_\_\_\_ and for supervising and

training those within the Section.

**Responsibilities:**

**50% Cataloging:**

1. Catalogs original and complex copy cataloging monographs using AACR2r, LCSH, LC Classification, LCRI, OCLC, NOTIS, and CLARR.
2. Responsible for Authority Control including the establishment of new series and name headings when cataloging monographs.
3. Maintains a working knowledge of cataloging technologies such as TCP3270 for Windows, Passport for Windows, CLARR, the Library of Congress Cataloger's Desktop, the World Wide Web, and Netscape.
4. Maintains knowledge of current issues and trends in monographic cataloging.
5. Consults with the Department Head on the creation and update of policies and procedures for cataloging and processing monographic materials. Maintains an up-to-date policies and procedures manual on the Cataloging Department's Home Page.
6. Participates in departmental meetings.

**30% Supervision and Management:**

7. Supervises and trains senior library technicians in the daily departmental functions of cataloging and processing monographic materials.
8. Responsible for daily problem solving and responding to queries from staff cataloging and processing monographic materials.
9. Makes recommendations and advises the Department Head on efficient workflow patterns, staff assignments, project priorities, and proper utilization of resources and technologies.
10. Assists Department Head in planning, coordinating, implementing, and monitoring departmental policies and procedures.

**15% Non-Scheduled Activities:**

11. Serves the library and/or institution through contribution in meetings and committee work.
12. Participates in continuing education, conferences, workshops, seminars, or other activities that

enhance professional knowledge.

13. Contributes to the profession through active participation in professional associations, research, or other scholarly activities.

**5% Performs Other Duties and Special Projects as Assigned by Department Head.**

**May be Required to Work Nights and /or Weekends as Assigned by Department Head.**

**Provides Direct Supervision to:**

**ASSIGNMENT ACKNOWLEDGED:**

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Signature of Librarian/Date

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Signature of Department Head/Date

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Signature of Second-level Supervisor/Date

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Signature of Director/Date

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN ANNUAL ASSIGNMENT**

**Name:** \_\_\_\_\_ **Soc. Sec. No.:** \_\_\_\_\_  
**Position Title:** SAMPLE LIBRARIAN ANNUAL ASSIGNMENT: Information Services Librarian  
**Rank:** \_\_\_\_\_  
**Principal Campus Location:** \_\_\_\_\_  
**Position Number:** \_\_\_\_\_  
**Fiscal/Academic Year:** \_\_\_\_\_  
**Reports to/Department:** \_\_\_\_\_

The completion of this assignment form reflects consultation between the supervisor and the employee. This form should be prepared annually in conjunction with the Librarian Work Plan prior to July 15 or no later than three months after a new librarian's contractual starting date. Supervisors and employees shall confer regarding the employee's qualifications, preferences and the character of the assignment before outlining the specific job assignment below.

**GENERAL RESPONSIBILITIES**

Professional librarians are expected to perform specialized library functions at levels of achievement commensurate with minimum qualifications outlined for each relevant *Instructional Research Class Specification*. The professional obligation is comprised of both scheduled and non-scheduled activities, with duties being carried out generally within the framework of a 40-hour week.

Non-scheduled activities include contributions to the library profession, the University Libraries and the University Community. These activities may be in the form of committee work, projects, offices held, accomplishment in bibliographic activities, research, publication, and other scholarly efforts such as participation in institutes, workshops, or conferences. Community service activities may also be included.

**SPECIFIC JOB ASSIGNMENT**

Specific scheduled job assignments for the employee for the current fiscal/academic year are outlined below. Non-scheduled activities described under **GENERAL RESPONSIBILITIES** above may be assigned by the supervisor consistent with the rank, current job goals and objectives, and professional development goals of the employee. The percentage of time allocated for each area of responsibility represents an average over a year and is determined by the supervisor together with the employee.

**Position Summary:** \_\_\_\_\_ Information Services Librarian

As a member of the Reference Department, the \_\_\_\_\_ has broad responsibilities, shared by all reference librarians, for the planning and implementation of reference services, including: reference assistance; collection

development for reference sources in print and electronic reference formats; library instruction; and development of print and electronic instructional materials.

**Responsibilities:**

**35% Reference/Research Assistance**

1. Provides general reference assistance and services for faculty, staff, students and the public through scheduled staffing of the Reference Desk, including some evening and weekend hours.
2. Provides extended research assistance, especially in \_\_\_\_\_, through individual consultation by appointment and/or over the Internet.

**25% Information Literacy**

3. Plans, promotes, and develops library instruction components for information literacy by developing support materials in print and electronic formats, including: promotional material such as flyers, brochures, and web pages; guides, handouts and bibliographies; presentation materials such as PowerPoint lectures; and activities and assignments.
4. Presents library instruction, especially in \_\_\_\_\_, using a variety of teaching techniques and forums, including classes, workshops, and training, incorporating print, electronic, and Internet resources.

**15% Collection Development**

5. As liaison for \_\_\_\_\_:
6. Develops and maintains the print reference collection for assigned classification areas.
7. Keeps current with trends in electronic publishing for reference sources and databases and makes recommendations for conversion from print to electronic formats in subject areas.
8. Selects, organizes, and annotates Internet sites for \_\_\_\_\_ creating and maintaining subject based web pages for library users.
9. Contributes to the development of the general collection and works on collection management projects such as the conspectus for subject areas and accreditation reports as necessary.

**5% Liaison**

10. As liaison for \_\_\_\_\_, establishes and cultivates contacts with faculty and graduate students to keep abreast of current research and instructional library needs for collection

development and information literacy.

**15% Non-Scheduled Activities**

11. Serves the library and/or institution through contribution in meetings and committee work.
12. Participates in continuing education, conferences, workshops, seminars, or other activities that enhance professional knowledge.
13. Contributes to the profession through active participation in professional associations, research, or other scholarly activities.

**5% Other Duties as Assigned by Department Head**

**Provides Direct Supervision to:**

**ASSIGNMENT ACKNOWLEDGED:**

\_\_\_\_\_  
Signature of Librarian/Date

\_\_\_\_\_  
Signature of Department Head /Date

\_\_\_\_\_  
Signature of second-level Supervisor/Date

\_\_\_\_\_  
Signature of Director/Date

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN ANNUAL ASSIGNMENT**

**Name:** \_\_\_\_\_ **Soc. Sec. No.:** \_\_\_\_\_  
**Position Title:** SAMPLE LIBRARIAN ANNUAL ASSIGNMENT: Interlibrary Loan Librarian  
**Rank:** \_\_\_\_\_  
**Principal Campus Location:** \_\_\_\_\_  
**Position Number:** \_\_\_\_\_  
**Fiscal/Academic Year:** \_\_\_\_\_  
**Reports to/Department:** \_\_\_\_\_

The completion of this assignment form reflects consultation between the supervisor and the employee. This form should be prepared annually in conjunction with the Librarian Work Plan prior to July 15 or no later than three months after a new librarian's contractual starting date. Supervisors and employees shall confer regarding the employee's qualifications, preferences and the character of the assignment before outlining the specific job assignment below.

**GENERAL RESPONSIBILITIES**

Professional librarians are expected to perform specialized library functions at levels of achievement commensurate with minimum qualifications outlined for each relevant *Instructional Research Class Specification*. The professional obligation is comprised of both scheduled and non-scheduled activities, with duties being carried out generally within the framework of a 40-hour week.

Non-scheduled activities include contributions to the library profession, the University Libraries and the University Community. These activities may be in the form of committee work, projects, offices held, accomplishment in bibliographic activities, research, publication, and other scholarly efforts such as participation in institutes, workshops, or conferences. Community service activities may also be included.

**SPECIFIC JOB ASSIGNMENT**

Specific scheduled job assignments for the employee for the current fiscal/academic year are outlined below. Non-scheduled activities described under **GENERAL RESPONSIBILITIES** above may be assigned by the supervisor consistent with the rank, current job goals and objectives, and professional development goals of the employee. The percentage of time allocated for each area of responsibility represents an average over a year and is determined by the supervisor together with the employee.

**Position Summary: Interlibrary Loan Librarian**

As a member of the Reference Department, the Interlibrary Loan Librarian is primarily responsible for the administration of Interlibrary Loan service at the Green Library, University Park Campus,

and as a member of the Reference team is responsible for reference service assistance, collection development, library and bibliographic instruction, and the development of print and electronic instructional and information materials.

**Responsibilities:**

**65% Interlibrary Loan**

1. Plan, implement, and direct Interlibrary Loan service to the FIU community
2. Supervise full-time and part-time employees.
3. Supervise the timely processing of requests.
4. Monitor compliance with the U.S. Copyright Law.
5. Demonstrate awareness of new technology developments for ILL service.

**10% Reference Service**

6. Work at the Reference Desk.
7. Participate in Reference Department activities and tasks.

**10% Information Literacy**

8. Provide library instruction assistance.

**5% Collection Development**

9. Initiate collection development tasks for foreign language dictionaries.

**5% Non-Scheduled Activities**

10. Serves the library and university through contribution in meetings and committees.
11. Participates in continuing education, conferences, workshops, seminars, or other activities that enhance professional knowledge and development.
12. Contributes to the profession through active participation in professional associations, research, or other scholarly activities.

**5% Other Duties**

13. Performs other duties and special projects as assigned by the department head.

**Provides Direct Supervision to:**

**ASSIGNMENT ACKNOWLEDGED:**

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Signature of Librarian/Date

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Signature of Department Head /Date

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Signature of Second-level Supervisor/Date

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Signature of Director/Date

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN WORK PLAN**

**Name:**

**Position Title:** SAMPLE LIBRARIAN WORK PLAN: Cataloging

**Rank:**

**Fiscal/Academic Year:**

**Department:**

The Librarian Work Plan, in conjunction with the Librarian Annual Assignment, must be submitted at the beginning of the appraisal period no later than July 15. See the *Librarian Performance Document Handbook* for guidelines and examples for composing goals and objectives.

**I. GOALS AND OBJECTIVES PERTAINING TO JOB PERFORMANCE**

**Goal 1** Catalog monographs, original and complex copy cataloging, using AACR2r, LCSH, LC Classification, LCRI, OCLC, NOTIS, Library of Congress Cataloger's Desktop, and CLARR.

Objective A: Catalog monographs, including microforms, and atlases. Cataloging may be original or complex copy cataloging.

Objective B: Catalog (complex copy and original ) "In Process Request" monographs.

Objective C: Perform database maintenance as needed to keep the integrity and quality of the bibliographic records in NOTIS.

**Goal 2** Responsible for Authority Control including the establishment of new series and name headings when cataloging monographs.

Objective A: Create original authorities records for names and series when they have not been established in LTRF.

Objective B: Derive author and series authorities' records from LTRF into NOTIS whenever necessary.

Objective C: Inform the Authority Section whenever any database maintenance needs to be perform to keep the integrity and quality of authorities' and bibliographic records.

**Goal 3** Maintain a working knowledge of cataloging technologies such as TCP3270 for Windows, Passport for Windows, the Library of Congress Cataloger's Desktop, CLARR, the World Wide Web, and Netscape.

Objective A: Continue to learn and get familiarize with the Library of Congress Cataloger's Desktop. Learn to customize it.

Objective B: Attend workshops to learn more about Netscape and the Cataloger's Desktop.

Objective C: Learn to use CLARR's updated version.

Objective D: Read OCLC's *Technical Bulletin* to keep up with the changes/updates in Passport for Windows and in the *Bibliographic Formats*.

**Goal 4** Serve as resource person for the staff of the Cataloging Department regarding questions about policies and procedures for monographic cataloging.

Objective A: Keep abreast of monographic cataloging policies and procedures and advise the staff whenever questions arise while cataloging and processing monographs.

Objective B: Review some cataloged bibliographic records and inform the staff of policies and procedures they need to implement in order to make corrections to the records.

Objective C: Periodically travel to Biscayne Bay Campus and provide assistance in cataloging problematic and complex 2<sup>nd</sup>-level copy cataloging books.

**Goal 5** Review, revise, and initiate new policies and procedures as necessary for monographic cataloging. Maintain an up-to-date policies and procedures manual on the Cataloging Department's Home Page.

Objective A: Revise 2<sup>nd</sup> and 3<sup>rd</sup> level monographic cataloging procedures to incorporate the use of new electronic tools such as CLARR and the Library of Congress Cataloger's Desktop.

Objective B: Develop procedures for the creation and development of metadata for electronic monographs for FIU's Digital Library.

Objective C: Finalize the creation and development of the Cataloging Department's policies and procedures manual on the Department's Home Page.

Objective D: Periodically review the Department's policies and procedures manual on the Home Page making sure that it is accurate and up-to-date.

**Goal 6** Maintain knowledge of current issues and trends in monographic cataloging.

Objective A: Keep informed of the latest developments in the cataloging and processing of monographs by reading the *Cataloging Service Bulletin*, the Library of Congress Rule Interpretations, the

revisions and additions to AACR2, and OCLC's *Technical Bulletin*.

Objective B: Attend Solinet's workshop on \_\_\_\_\_.

**Goal 7** Participates in departmental meetings.

Objective A: Attend the weekly cataloger's meeting.

Objective B: Present topics and/or issues that need to be known or discussed by the Department Head and other catalogers.

## II. GOALS AND OBJECTIVES PERTAINING TO NON-SCHEDULED ACTIVITIES

**Goal 8** Serve the library and/or institution through contribution in meetings and committee work.

Objective A: Serve on the Library's \_\_\_\_\_ Committee.

Objective B: Continue to serve on the University's \_\_\_\_\_ Committee.

**Goal 9** Participate in continuing education activities.

Objective A: Attend ALA annual conference.

Objective B: Attend OCLC's workshop on \_\_\_\_\_.

Objective C: Attend FIU's Faculty/Staff Instructional Technology Center's workshop on \_\_\_\_\_.

Objective D: Attend the Library's Staff Development workshop on \_\_\_\_\_.

**Goal 10** Contribute to the profession.

Objective A: Serve on FLA's \_\_\_\_\_ Committee.

Objective B: Present a poster session at ALA's annual conference.

Objective C: Continue to serve on ALA's \_\_\_\_\_ Committee.

## III. GOALS AND OBJECTIVES PERTAINING TO AFFIRMATIVE ACTION

**GOAL 11** To comply with University guidelines and procedures.

**SIGNATURES**

**REVIEW OF LIBRARIAN WORK PLAN**

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Employee's Signature/Date

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Supervisor's Signature/Date

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Second-Level Supervisor's Signature/Date

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Director's Signature/Date

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN WORK PLAN**

**Name:**

**Position Title:** SAMPLE LIBRARIAN WORK PLAN: Information Services Librarian

**Rank:**

**Fiscal/Academic Year:**

**Department:**

The Librarian Work Plan, in conjunction with the Librarian Annual Assignment, must be submitted at the beginning of the appraisal period no later than July 15. See the *Librarian Performance Document Handbook* for guidelines and examples for composing goals and objectives.

**I. GOALS AND OBJECTIVES PERTAINING TO JOB PERFORMANCE**

**Goal 1** To provide general reference assistance and services for faculty, staff, students and the public through scheduled staffing of the Reference Desk, including some evening and weekend hours.

Objective A: To maintain current knowledge of print, electronic, and Internet reference sources through review of new acquisitions, exploring new databases, and regular review of reference web page.

**Goal 2** Provide extended research assistance, especially in \_\_\_\_\_, through individual consultation by appointment and/or over the Internet.

Objective A: Send letter to department chairs at the beginning of the semester to remind them of my services.

Objective B: Develop a web page for myself as liaison to \_\_\_\_\_ departments.

Objective C: Participate in "Ask a Librarian" service for questions in my subject areas.

**Goal 3** Plan, promote, and develop library instruction components for information literacy by developing support materials in print and electronic formats.

Objective A: Develop content for three class sequence for upper division for upper division students in \_\_\_\_\_

Objective B: Collect assignments from instructors of core courses in \_\_\_\_\_

Objective C: Develop options for class assignments for core courses in \_\_\_\_\_ that incorporate information literacy objectives

Objective D: Revise PowerPoint lectures for \_\_\_\_\_ classes to incorporate new databases

Objective E: Revise class activities for \_\_\_\_\_ to incorporate new databases

Objective F: Create new handout for class and for the web on \_\_\_\_\_

Objective G: Participate in department committee to develop web tutorial for \_\_\_\_\_

**Goal 4** Presents library instruction, especially in \_\_\_\_\_

Objective A: Teach at least 25 classes this semester.

Objective B: Offer graduate workshop for \_\_\_\_\_ on Internet Resources for the discipline that includes instruction on search engines, directories, meta search engines, and jump sites for the discipline, as well as a component on evaluating Internet sites.

Objective C: Team teach at least one class with \_\_\_\_\_

**Goal 5** Develop and maintain the print reference collection for assigned areas.

Objective A: Weed section on \_\_\_\_\_

Objective B: Update section on \_\_\_\_\_

**Goal 6** Keep current with trends in electronic publishing for reference sources and databases and make recommendations for conversion from print to electronic formats in my areas.

Objective A: Evaluate user interface and search engine for new products \_\_\_\_\_ and make recommendation for conversion or not.

Objective B: Explore web sites of publishers \_\_\_\_\_ to identify new products and services for potential acquisition

Objective C: Provide feedback to library representatives on SUS committees for electronic products and services.

**Goal 7** Select, organize, and annotate Internet sites for \_\_\_\_\_, creating and maintaining subject-based web pages for library users.

Objective A: Create a general page of jump sites for \_\_\_\_\_

Objective B: Expand the site on \_\_\_\_\_ by adding a section on \_\_\_\_\_

Objective C: Revise subject pages for databases by adding new services \_\_\_\_\_

**Goal 8** Contributes to the development of the general collection and works on collection management projects.

Objective A: Work with AD for Collection Management and Faculty Library representative on library report for accreditation for department/school \_\_\_\_\_

**Goal 9** As liaison for \_\_\_\_\_ establish and cultivate contacts with faculty and graduate students.

Objective A: Contact Department chairs in \_\_\_\_\_ to ask for brief spot on agenda at department meeting

Objective B: Send letter to instructors in \_\_\_\_\_ at the beginning of each semester

Objective C: Meet with the library representatives for my departments at least one time each

## II. GOALS AND OBJECTIVES PERTAINING TO NON-SCHEDULED ACTIVITIES

**Goal 10** Serve the library and/or institution through contribution in meetings and committee work.

Objective A: Serve on \_\_\_\_\_ Committees

Objective B: Chair \_\_\_\_\_ Committee

**Goal 11** Participate in continuing education activities.

Objective A: Attend SEFLIN workshop on \_\_\_\_\_

Objective B: Attend Staff Development workshop on \_\_\_\_\_

Objective C: Become more expert in using databases from vendor \_\_\_\_\_ and develop a workshop for reference department staff to share my expertise.

Objective D: Learn how to use \_\_\_\_\_ software.

Objective E: Attend ALA Annual meeting.

**Goal 12** Contribute to the profession.

Objective A: Continue to serve on Committee \_\_\_\_\_ from ALA

Objective B: Respond to call for proposals for a poster session at \_\_\_\_\_

**III. GOALS AND OBJECTIVES PERTAINING TO AFFIRMATIVE ACTION**

**GOAL 13** To comply with University guidelines and procedures.

**SIGNATURES**

**REVIEW OF LIBRARIAN WORK PLAN**

\_\_\_\_\_  
Employee's Signature/Date

\_\_\_\_\_  
Supervisor's Signature/Date

\_\_\_\_\_  
Second-Level Supervisor's Signature/Date

\_\_\_\_\_  
Director's Signature/Date

**FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES  
LIBRARIAN PERFORMANCE DOCUMENT  
LIBRARIAN WORK PLAN**

**Name:**

**Position Title:** SAMPLE LIBRARIAN WORK PLAN: Interlibrary Loan

**Rank:**

**Fiscal/Academic Year:**

**Department:**

The Librarian Work Plan, in conjunction with the Librarian Annual Assignment, must be submitted at the beginning of the appraisal period no later than July 15. See the *Librarian Performance Document Handbook* for guidelines and examples for composing goals and objectives.

**I. GOALS AND OBJECTIVES PERTAINING TO JOB PERFORMANCE**

- GOAL 1** To provide leadership to the Interlibrary Loan Office by creating an environment wherein staff accomplish service goals while working individually and collectively to achieve objectives.
- A** Supervise, administer, and actively participate in Interlibrary Loan tasks in the dissemination of information and documents for FIU patrons and borrowing libraries.
  - B** Evaluate and amend workflow tasks, procedures, and habits to effect changes to accomplish improved productivity.
  - C** Continue the cross training of Interlibrary Loan staff to ensure service and processing coverage during times of staff shortages and job responsibility changes.
  - D** Review and update Senior Technical Library Assistant staff job descriptions in order to reflect current job responsibilities, duties, and service expectations.
  - E** Develop, administer, and monitor the OPS (student assistant) Budget to ensure the employment of as many OPS staff as can be afforded within the provided budget.
  - F** Review, revise, and update as needed the existing Interlibrary Loan policies and procedures in conjunction with the Biscayne Bay Library's Interlibrary Loan service.
  - G** Maintain current and establish new interlibrary loan and document delivery reciprocal agreements in order to procure documents for library patrons for free or at reduced costs for the library.

- GOAL 2** To direct information access and management in Interlibrary Loan.
- A* Continue to increase the OCLC/ILL Customs Holdings database of potential lending libraries for the purpose of decreasing processing time involved with borrowing requests.
  - B* Continue to evaluate current and future choices for document delivery vendors in order to select subject relevant and cost effective sources for information access and retrieval.
  - C* Continue to monitor and evaluate the use of the ARIEL document delivery service regarding workflow management and procedures.
  - D* Monitor copyright records management and maintain compliance with Title 17 of the United States Code, governing the fair use of copyrighted materials.
- GOAL 3** To initiate and direct computer systems and program upgrades by providing leadership and expertise
- A* Continue to monitor OCLC/ILL subsystem enhancements, changes, and new services.
  - B* Continue to monitor further developments of ARIEL software upgrades.
- GOAL 4** To advocate Interlibrary Loan Borrowing and Lending Services by actively promoting service to patrons and libraries.
- A* Promote and teach formal and informal Interlibrary Loan bibliographic instruction to ILL patrons.
  - B* Continue leading the posting of Interlibrary Loan policies, procedures, and other relevant information in the library's web pages and print materials as applicable.
  - C* Maintain regular updates and announcements regarding access to Interlibrary Loan request forms and information concerning Interlibrary Loan service methods and options for professional library colleagues in order to promote Interlibrary Loan awareness and literacy in conjunction with the Library Instruction program.
- GOAL 5** Participate as a member of the Reference Department team by serving as a Reference Librarian.
- A* Serve at the Reference Desk during the weekdays and weekends.

- B* Participate in Reference Department meetings, discussions, and projects relating to the philosophy and provision of reference service.
- C* Teach library instruction classes.
- D* Create subject-specific web guides for library patrons.
- E* Continue to develop and improve the reference and non-reference gay and lesbian studies resources.
- F* Continue to develop bilingual reference sources in print and web format.
- G* Serve as the collection development source for map materials in the Reference Collection.

**GOAL 6** Participate as a member of the management team within the Libraries.

- A* Serve as assigned or appointed on library committees, task forces, and projects relating to issues of library service, development, and administration.
- B* Develop and lead a workshop designed for library student assistants assigned to library service counters for the purpose of learning and improving customer service goals and objectives.

## **II. GOALS AND OBJECTIVES PERTAINING TO NON-SCHEDULED ACTIVITIES**

**GOAL 7** To serve as a professional librarian by becoming involved with and advocating library service to a larger community.

- A* Establish and maintain relationships with other libraries and library organizations for professional development.
- B* Attend conferences, training sessions, workshops, meetings, and classes sponsored by libraries and library organizations.
- C* Actively participate in professional listservs, program development, workshops, and committee assignments.
- D* Increase involvement in professional organizations and projects by seeking to have articles published in peer-reviewed journals, creating and displaying poster sessions, and developing professional workshops

## **III. GOALS AND OBJECTIVES PERTAINING TO AFFIRMATIVE ACTION**

**GOAL 8** To comply with University guidelines and procedures.

**SIGNATURES**

**REVIEW OF LIBRARIAN WORK PLAN**

\_\_\_\_\_  
Employee's Signature/Date

\_\_\_\_\_  
Supervisor's Signature/Date

\_\_\_\_\_  
Second-Level Supervisor's Signature/Date

\_\_\_\_\_  
Director's Signature/Date