**SUBJECT SPECIALIST LIAISON LIBRARIAN END OF YEAR ASSESSMENT – 2015**

**(SAMPLE)**

Name:

Position Title:

Rank:

Unit: xxxx/ Research Services/ Public Services Division

**LIBRARIANSHIP**

**Category: Collection Development**

Objectives:

1. Manage collections in assigned subject areas
   1. Met with collegiate faculty in academic units to discuss future needs and changes in the curriculum
   2. Revised collection development policy in [subject area] in view of changes in the curriculum
   3. Advised the administration on changes
   4. Reviewed approval plans in assigned subject areas
      1. Due to other obligations, did not get a chance to thoroughly review the approval plan. Will put this on next year’s work plan.
   5. Deselected materials according to set criteria
      1. Many of my decisions were in consultations with faculty, students and library colleagues and were based on Libraries policies, thus this effort was successful.
2. Participate in governance of collection development by attending Collection Assembly.
   1. Attended all Collection Assembly meetings and participated in discussions.
   2. Mentored a colleague in collection development strategies
      1. I believe that my contribution was meaningful to the Collection Assembly
3. Manage gift funds
   1. Met with development Office
   2. Provided a list of purchased materials to the donor
      1. It seems that donor was satisfied with my use of the funds
4. Professional development
   1. Attended ACRL webinar on On-demand Acquisitions on September 15, 2014.
   2. Attended AJL convention in June 2014. Several of the sessions I attended deepened my knowledge and understanding of the subject matter. Also I attended a session on new developments in cataloging presented by the Library of Congress, and finally I went to several sessions specific to collection development, for example on developing gift collections and electronic collections in Judaica.

**Category: Reference and Research Consulting**

Objectives:

1. Provided general and specialized information/research assistance
   1. Provided in-depth e-mail/telephone reference assistance to faculty, staff and students in assigned academic department.
   2. Provided effective reference assistance to the UM academic community AskUs services.
   3. Created a guide to resources for subject area in *CampusGuides* format.
   4. Continued to increase/refine knowledge of subject area related sources.
   5. Answered 25 questions Fall semester about how to set up Canvas pages
      1. These questions may be better answered by DivIT. On the other hand, faculty members value my help in this area. Will work with supervisor to determine a plan for handling this kind of question in the future.
   6. Continued to learn and become more proficient in areas that support my departments, for example bibliographic management and citation tools.
      1. My statistics in LibAnalitics show an increase over the last year.
      2. My guide in xxxxxx have been added to the department’s web page.
      3. I have received a thank you note from a student I helped
2. Work in a collegial manner with other departments and services. Consult and refer to other library personnel when appropriate. Improve referral services within the Libraries particularly from the reference desk using latest technologies. Specific activity undertaken to meet objective
   1. Alerted Information Desk of the mass assignment in [class]. Provided directions where to find information.
   2. Regular inputted my answers in Knowledge Base.

**Category: Instruction and Teaching**

Objectives:

1. Proactively establish teaching partnerships
   1. Through consultations with [my] department’s administration and faculty developed ongoing program for the capstone class with multiple instructors and sessions
   2. Utilized Canvas for instruction
   3. Worked with curator from Special Collections to provide instruction to my class
   4. Worked with the faculty member to develop a library assignment for the class, which also used as a basis for assessment.
   5. Upon negotiations with the instructor, instructed her class every week during the semester
      1. Received a thank you note from my faculty who detailed that students did better this time
      2. Need to assess whether the outcome was worth the time commitment
2. Implement innovative instructional design approaches and formats
   1. Piloted flipped classroom
   2. Developed a blended learning course
   3. Use Canvas to blend instruction
      1. Really enjoyed developing of the blended learning course
      2. Received thank you from my colleagues for participating in the Canvas design for PWP

**Category: Outreach and Engagement**

Objectives:

1. Understand the research and teaching directions for their assigned communities, both emerging and waning interests, and how the Libraries can support those needs
   1. Attended department Assembly
   2. Received and studied new course proposals
   3. Attended department’s seminar
   4. Attended discipline’s professional conference
      1. I believe that this activities helped me in performing my duties in collections, reference and instruction.
2. Identify key people in the department and their roles and make contact with them.
   1. Had a standing lunch engagement with the chair of the department
   2. Came to a meeting of the Graduate Students committee
      1. This helped me develop further relationship in the department
3. Participate in the academic operations of the department
   1. Assisted department in developing a conference on [subject]
4. Met with candidates for search position to introduce them to the Libraries and learn about their interests in teaching and research. Offer programming to bring faculty and students into the library
   1. Hosted an open house at the beginning of Fall semester
   2. Only four people showed up. Perhaps the timing was not right or I didn’t do enough marketing.

**Category: Scholarly Communication and Research Data**

Objectives:

1. Educate and inform faculty, students and campus administrators about scholarly communications issues; advocating for sustainable models of scholarly communications
   1. Dan Mack and I attended faculty meeting to advise on the cost of journals and open access.
      1. Faculty were asking a lot of good questions, which I think will help me in the future to make better informed decisions.
      2. While faculty were engaged in the discussions, since our meeting I have had conversations that lead me to believe they still are skeptical of open access being a valid scholarly outlet. There is still work to be done here.
2. Support and promote the Digital Repository of the University of Maryland (DRUM) and library initiatives for future publishing enterprises
   1. Received difficult question from faculty, ask Terry Owen to help me answer it. As a result the faculty deposited his work in the Digital Repository.
      1. I felt that I have learned a bit more through this process
3. Professional development
   1. Attended a symposium on Open Access at American University.
   2. Attended Research Services Forum on altmetrics.
   3. Read 5 articles….

**SERVICE**

**Category: To the Libraries**

Based on the University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty.

**Category: To the University**

Based on the University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty.

**Category: To the Profession**

Based on the University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty.

**SCHOLARSHIP, CREATIVITY**

Based on the University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty.