

# Initial Agreement - PAR for Employee (v. 1)

Technical Library Assistant

Organization: Cataloging, Metadata, and Archives Services

Manager: [REDACTED]

Location: Montclair Campus

Evaluated By: [REDACTED]

## Unit Goals

- To create and maintain the bibliographic and item databases comprising the Sprague Library Catalog by describing all items accurately.
- To catalog all materials in the circulating, Reference and Archive collections using OCLC WorldShare Management Services (WMS) and following appropriate national standards and protocols.
- To add and maintain holdings for titles in the OCLC Knowledgebase.
- To participate in the design of attractive and useful information interfaces.
- To collect statistics and produce Library Collection Statistics for all Library collections for the use of national and local reviewing bodies.
- To preserve books in the circulating and Reference collections through mending operations.
- To acquire, arrange, describe, preserve, and provide access to historically valuable materials related to Montclair State University.
- To participate in the development of the Montclair State University Digitals Commons repository.
- To insure the highest quality of cataloging and archival services in support of the Library's mission.

## Ratee Goals

- Take IT training courses in Office, e.g. Powerpoint, and web design.
- Continue to train the Principal Library Assistant as necessary.
- Continue to enhance my knowledge of the WMS system.

## Job Responsibilities and Essential Criteria

**Job Responsibility:** Copy catalog books for the circulating and Reference collections using the OCLC WorldShare Management Services (WMS) cataloging system.

**Essential Criteria:** Catalog twelve books per hour following established departmental policies and procedures.

**Job Responsibility:** Process added volumes & copies for the Reference and circulating collections using the OCLC WorldShare Management Services (WMS) cataloging system.

**Essential Criteria:** Process four books per hour following established departmental policies and procedures. Complete process for each item within two week of receipt.

**Job Responsibility:** Process replacement books received from the Access Services Dept.

**Essential Criteria:** Handle five books per hour following established departmental policies and

procedures and using the WMS cataloging system.

**Job Responsibility:** Oversee the Library's binding operations, including the processing work done the by the Senior Library Assistant. Act as the Library's liaison to the bindery company. Set up the annual schedule for pick-up and return of books. Share that schedule with the catalogers.

**Essential Criteria:**

- Process 25-50 items per shipment (3 shipments per year)
- Use the online software provided by the bindery company to create binding instructions with 100% accuracy for each item in each shipment. Pack each shipment according to the schedule.
- Unpack the returned books within 3 days of receipt. Compare returned items against the invoice. Identify any issues requiring attention.
- Contact customer service at the bindery company to discuss shipment and/or invoice problems within one day after problem is identified.

**Job Responsibility:** Withdraw Library material.

**Essential Criteria:** Delete holdings from OCLC WMS following established departmental policies and procedures. Complete process for eight books per hour and within one week of receipt.

**Job Responsibility:** Maintain holdings information on WMS, including on-the-fly books and other problems identified by Access Services. Update locations, piece counts, etc., as necessary.

**Essential Criteria:** Following established departmental policies and procedures, update information correctly w/ 98% accuracy.

**Job Responsibility:** Work with Government Documents Dept., assisting them in understanding cataloging rules and procedures that had once been performed by the CMAS personnel that are now the responsibility of the Government Documents Dept. and answering their questions regarding processing.

**Essential Criteria:** Field questions from the Government Documents Head & PLA on issues that concern them and answer them in a timely manner. Refer questions to Dept. Head when necessary.

**Job Responsibility:** Coordinate the Graduating Student Bookplate program.

**Essential Criteria:**

- Set timetable for the process, based on the end of the Spring semester.
- Get list of Library student assistants who are graduating, along with a list of their majors, from the Dean's office.
- Get report from Dept. Head on new books added to the Library's collection within the majors.
- Pull suitable books.
- Create bookplates using the gift bookplate template. Print out the bookplate & a copy on plain paper for the student to keep.
- Contact students and inform them of the program. Set up times for having them select a book and take their picture for the Library Facebook page
- Assure that the proper bookplates were inserted.
- Send picture files to the Head of Access Services Dept. for posting on Facebook

**Job Responsibility:** Review books flagged by Access Services staff as requiring mending.

### Essential Criteria:

- Examine each volume to determine what the problem is; whether it can be resolved by mending it in-house.
- Create Blue slip with instructions detailing what needs to be done for the Sr Library Assistant who will perform the mending itself.
- If it can't be mended, check circulation statistics to see if it should be sent to the bindery or withdrawn.
- Refer problems to the Department Head.
- Review the flagged books on a monthly basis.

### TASKS PERFORMED IN ACQUISITIONS DEPT.

#### Process incoming monographic library material:

- Receive, invoice & pay for ordered items using OCLC WMS, ProQuestOasis, EBSCO GOBI, and EDI.
- Check incoming library material & electronic resources & verify information against purchase orders & invoices.
- Contact vendors to correct errors in invoicing and/or shipment.
- Expedite the receipt of Rush orders.

Handle Reference standing orders.

Assist in establishing procedures within & between the Acquisitions Dept. and other departments.  
Engage in collaborative problem-solving as necessary.

Compile monthly & annual reports on print books & media received & processed.

## Performance Factors

### Goal Achievement

Overall extent to which employee accomplishes established ratee goals.

### Timeliness

Overall extent to which employee meets specified schedules and deadlines.

### Communication

Effective expression of ideas, concepts or directions in individual or group situations, using supportive gestures, voice level and organization of materials. If communication is written, thoughts are expressed with appropriate grammar, organization and structure.

### Conscientiousness

Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

## Creative Thinking

Uses imagination to combine ideas or information in new ways.

## Customer Service

Identifies and meets customer (internal and external) needs.

## Decisiveness

Readiness to make decisions, render judgments, and take actions based upon logical analysis of alternatives, evaluations of risks and benefits, and priority setting.

## Interpersonal Skills

Uses interpersonal skills to take charge, direct, motivate or coordinate activities to achieve results and follow up.

## Job Knowledge/Skills

Extent to which employee knows the details of the job. Understands job and applies necessary technical knowledge and skills.

## Problem Solving

Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

## Self Management

Sets well-defined and realistic courses of action to accomplish tasks or objectives; monitors own progress in order to achieve goals.

## Teamwork

Works as a team member to accomplish team goals.

## Employee Initial Agreement

# Are you in agreement with the elements of the PAR?

Manager Evaluation

Rating: I Agree

Response:

Employee Evaluation

Rating: I Agree

Response:

## Face to Face Meeting

A meeting has been held between employee and immediate supervisor to discuss the elements of the Performance Assessment Review (PAR). Add the date of the meeting in the answer box below.

Manager Evaluation

Rating: **I Agree**

Response: A face to face meeting was held on 1/15/2025.

Employee Evaluation

Rating: **I Agree**

Response: [REDACTED]

I agree with the elements of the Initial PAR and I met with my immediate supervisor on 1/15/25.