

**Evaluation of Bibliographic Responsibilities  
University of Colorado at Boulder Libraries  
Tenure Committee**

Librarian: \_\_\_\_\_ Date: \_\_\_\_\_

Bibliographer Responsibilities: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Please note: Every item on this checklist may not apply to every assignment.

<b>Subject Knowledge &amp; Liaison responsibilities</b>				
1.	Does the bibliographer demonstrate that he/she is knowledgeable about and actively supports the curricular, programmatic and research needs of faculty and student in assigned subject areas?	YES	NO	N/A
2.	Consults with faculty and gathers feedback on purchases, cancellations, other collections related projects.	YES	NO	N/A
3.	Writes and updates subject specific collection development policies to reflect research and teaching needs.	YES	NO	N/A
4.	Actively works with faculty who have A&S faculty start-up funds (if applicable); identifies area of research and recommends titles for purchase.	YES	NO	N/S
<b>Comments:</b>				
<b>Selection &amp; Acquisition</b>				
1.	Reviews approval shipments (routinely, timely, notifies others as needed).	YES	NO	N/A
2.	Monitors the approval plan profiles; modifies as needed to meet discipline needs and other measures.	YES	NO	N/A
3.	Follows Acquisitions guidelines regarding placing orders, special handling and related actions.	YES	NO	N/A
4.	Provides Acquisitions staff with complete and accurate information for orders/cancellations/status report requests.	YES	NO	N/A
5.	Makes purchase recommendations regarding new serials, databases, publisher's packages, consortia offers, microform sets, etc. and provides supporting documentation	YES	NO	N/A
6.	Consults with affected library departments when evaluating an acquisition that has special requirements. (Examples: cataloging major sets or electronic collections at the item level, ensuring storage, space and preservation needs, investigating system requirements, unusual license terms, or other special issues.)	YES	NO	N/A
7.	Follows appropriate practices for gifts. May build relationships with donors as appropriate.	YES	NO	N/A
8.	Maintains responsible relationships with publishers, vendors, and other providers of library materials. "Responsible" s understood to mean ethical and within the bounds of the bibliographer's authority.	YES	NO	N/A
9.	If applicable, works collaboratively to acquire special collections, archives or other large donations.	YES	NO	N/A
<b>Comments:</b>				
<b>Budget and Fund Management Activities</b>				
1.	Has an overall understanding of the Materials budget	YES	NO	N/A
2.	Monitors fund allocations for approval plans, firm orders and serials to avoid ongoing over expenditures and meets spending targets/deadlines.	YES	NO	N/A
3.	Consults with Collection Development and Acquisitions when considering purchases that require special funding allocations, and or special ordering and handling.	YES	NO	N/A
4.	Responds to requests for budget related proposals and data.	YES	NO	N/A
5.	Utilizes opportunities for acquiring materials using specials funds, gift funds, one-time or other special purchase funds, President's funds, shared collection development, other.	YES	NO	N/A

6.	Collaborates with other bibliographers and Collection Development to meet cross-disciplinary needs. Contributes to collaborative purchases as appropriate.	YES	NO	N/A
7.	Keeps the Faculty Director for Collection Development informed regarding budget problems, major acquisitions or gifts, and new grants or special funds awarded.	YES	NO	N/A
<b>Comments:</b>				
<b>Collection Assessment &amp; Management</b>				
1.	Responds to formal requests to evaluate the collection in certain areas and to meet various needs and special projects.	YES	NO	N/A
2.	Monitors use on relevant e-resources to provide decision support data as needed.	YES	NO	N/A
3.	Follows sound preservation practices in consultation with the Libraries' Preservation Department when reviewing the condition of materials whether in the stacks, for replacement, or items designated for brittle books handling	YES	NO	N/A
4.	Identifies items for transfer or withdrawal as necessary or upon request.	YES	NO	N/A
5.	Reviews data on lost, missing or long overdue materials and makes replacement decisions	YES	NO	N/A
6.	Develops and updates priority lists in assigned subject areas for emergency response planning documents.	YES	NO	N/A
<b>Comments:</b>				

<b>Other Considerations</b>				
1.	Participates in collection-wide initiatives and meets project requirements, timelines.	YES	NO	N/A
2.	Communicates with external constituency—users in academic departments, campus programs, others regarding library issues.	YES	NO	N/A
3.	Communicates relevant matters related to subject areas to libraries colleagues.	YES	NO	N/A
4.	Attends relevant training sessions.	YES	NO	N/A
5.	Provides instruction in subject areas as applicable.	YES	NO	N/A
<b>Comments:</b>				