

***University Library***

***University of Saskatchewan***

***Core Competencies for University of Saskatchewan Librarians***

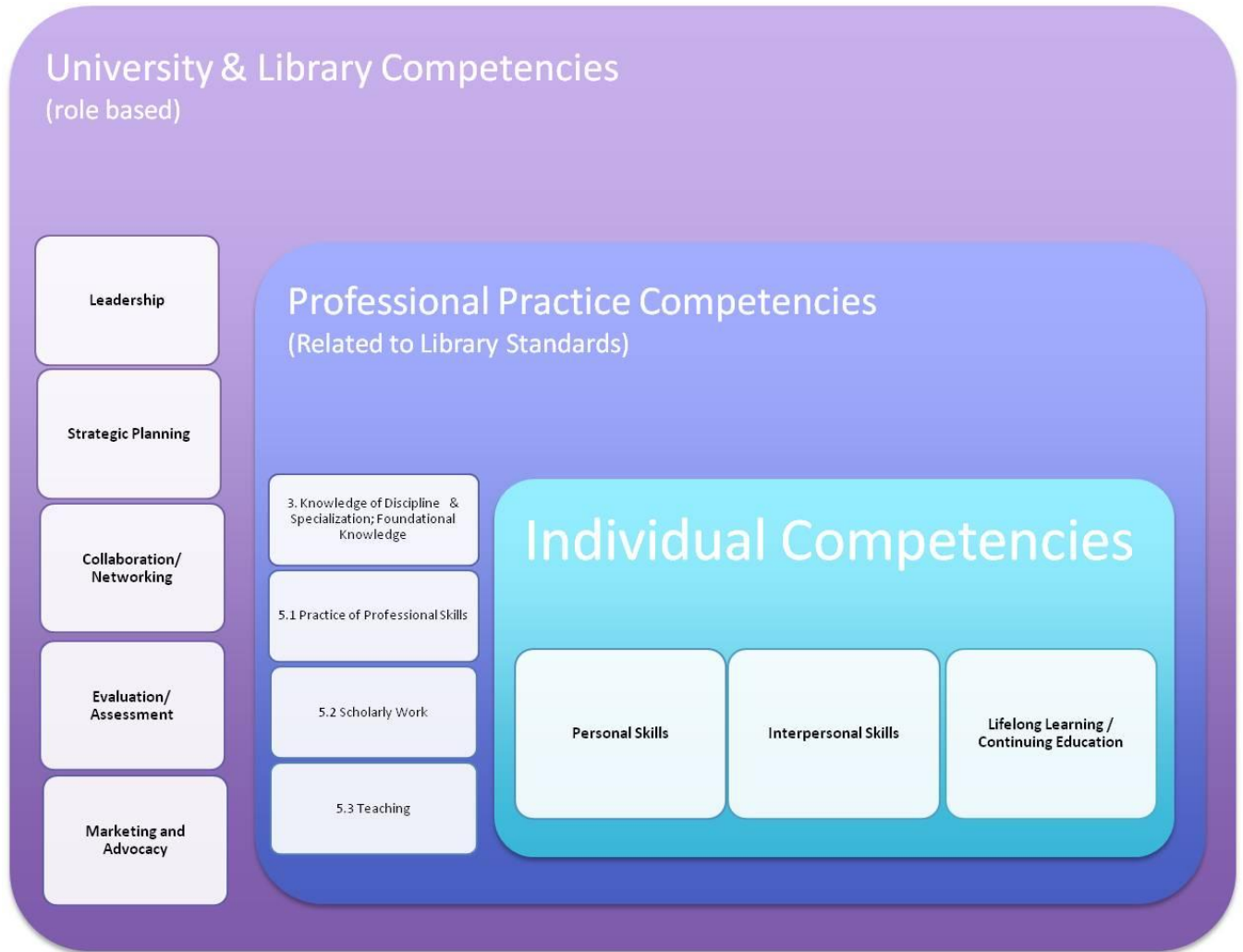
This document defines the basic knowledge and skills librarians at the University of Saskatchewan should employ in their professional practice and reflects those competencies required by librarians in the Canadian academic research environment.

The University Library Competencies Framework (Figure 1) maps competencies to three areas and demonstrates the nesting relationship between 3 competency groups:

- **Competencies related to the vision, mission and key strategic directions of the University and the Library** as reflected in *Promise and Potential: The Third Integrated Plan 2012 to 2016*, *University of Saskatchewan Competencies*, *University Library Strategic Plan 2012 - 2013*, *University Library People Plan 2012 – 2016* and the Library Leadership Development Program (LLDP).
- **Professional Practice competencies** as described in the *University Library Standards* required for the application of professional knowledge and expertise to the delivery of services and support to internal and external clients.
- **Individual/Interpersonal skills** such as those included in Personal Development Plans (PDPs) currently under consideration.



Figure 1: University Library Competencies Framework



**University and Library Competencies (Role Based)**

**Leadership:** demonstrated ability to build a shared vision, and influence others to ensure outcomes that advance library and institutional goals and objectives

Understands and applies the concepts behind, issues relating to, and methods for, principled, transformational leadership

Leads change within the University Library by initiating, implementing and supporting innovation, creativity and risk taking and by motivating others to strive for excellence

Brings forth the talent, energy and contributions of others by enabling them to act, think, initiate and make decisions affecting their area of given responsibility

Builds trust by demonstrating honesty, integrity and consistent behaviour, and by following through on commitments

**Strategic Planning:** the process of defining the University Library's direction and allocating resources to pursue a defined strategy

Participates in and applies strategic planning

Develops and communicates a compelling future state, and inspires and motivates people to achieve commitment, ensure alignment, and create positive outcomes

Aligns the information, organizations, services and resources with, and is supportive of, the strategic directions of the University of Saskatchewan and the University Library

**Evaluation and Assessment**

Anticipates user needs and critically evaluates and assesses existing and new services and systems to ensure that user needs are met

Critically evaluates and assesses existing and new information resources in relation to user needs

Understands the concepts and methods for service, resource and project evaluation and outcomes assessment

Gathers the best available evidence to support decisions about the development of new services, selection of resources, the modification of current services/systems or the elimination of services/systems/processes to continually improve the array of information services offered

**Collaboration and Networking:** demonstrated ability to develop the rapport necessary to build, maintain and/or strengthen partnerships

Works with diverse groups, in and out of the University Library, in pursuit of shared goals

Forms and maintains partnerships within and outside the University of Saskatchewan community

Negotiates and works with others to arrive at mutually acceptable/beneficial solutions

Communicates with clients to develop and manage effective services that support user needs and the research mission of the University Library

### **Marketing and Advocacy**

Promotes the expertise, services, collections, and facilities of the University Library to students and faculty

Makes the case to the University of Saskatchewan administration for the University Library as a vital component of the teaching, learning, and research enterprise

Within the University Library and the University of Saskatchewan, advances the values of the profession including information literacy, freedom of expression, access to information, and the preservation of knowledge for future generations

**Professional Practice Competencies (Related to Library Standards)**

<p><b>Foundational knowledge and knowledge of the discipline and field of specialization</b></p> <p>( Library Standards 3)</p>
<p>Demonstrates commitment to the ethics, values and foundational principles of the University Library and the information profession; promotes democratic principles and intellectual freedom through the development and management of the scholarly research record</p> <p>Demonstrates knowledge of social, political, economic, legal and cultural policies and trends of significance to academic librarianship</p> <p>Within an area of specialization, applies an understanding of key policies and procedures, key collection strengths, and key services for students, faculty, researchers, and the general public</p> <p>Demonstrates familiarity with the University of Saskatchewan environment, including institutional decision making and institutional mission, goals and objectives</p>
<p><b>Development of the collections:</b> collection selection, acquisition, evaluation, licensing and preservation of current, retrospective, and gift-in-kind materials in any format; analysis and management; creation of digital collections; liaison with faculty, donors and others regarding materials selection; establishment of policies and procedures for the above</p> <p>(Library Standards 5.1 a)</p>
<p>Demonstrates an understanding of the concepts and issues related to the acquisition and disposition of resources, including evaluation, selection, purchasing, processing, storing, and deselection</p> <p>Builds a dynamic collection of information resources based on a deep understanding of the information needs of faculty and students, as well as knowledge of library and institutional goals for resource development</p> <p>Develops and demonstrates specialized subject knowledge to support collection development with the library, and research and teaching within the university</p>

Demonstrates knowledge of how digital resources are acquired, managed, and accessed

**Organizing collections:** provision of organized physical and intellectual access to library collections and to scholarly information resources in any format; archival arrangement and description, and the creation of archival finding aids; additions and revisions to the library catalogue and other information/research repositories; establishment of standards, policies and procedures for the above

(Library Standards 5.1 b)

Demonstrates and applies an understanding of management and preservation methods for general collections and for rare books and archives

Demonstrates an understanding of how information is organized including cataloguing and metadata standards for all formats; applies this expertise to improve information retrieval

**Information Services:** provision of point of need assistance to faculty and students; provision of course support through development of print and electronic guides to information sources, databases, Internet sources, etc.; preparation of bibliographies; services to distance education students; development of and support for document delivery and SDI Services

(Library Standards 5.1c)

Demonstrates and applies an understanding of the concepts, principles, and techniques of reference and user services that provide access to relevant and accurate recorded knowledge and information to all clients

Applies knowledge of Library services and resources to support the success of diverse clients in light of evolving library and academic environments

Demonstrates and applies an understanding of how to assess the need for, and to plan and implement new services and/or resources in light of current and anticipated needs

Demonstrates the techniques used to retrieve, evaluate, and synthesize information from diverse sources for use by all clients

**Systems and information Technology:** planning, development and implementation of technology to enhance access to and delivery of information; cooperation in networking and licensing of electronic products; establishment of policies and procedures for the above

(Library Standards 5.1d)

Applies an understanding of Information, communication, assistive, and related technologies as they affect the resources, service delivery, and uses of libraries and other information

agencies
Assesses, selects and applies current and emerging information tools and creates information access and delivery solutions
Applies an understanding of knowledge of how digital resources are acquired, managed and accessed
<b>Administration:</b> management or supervision of Library/University Archives units, functions or personnel; provision of staff training and development for library personnel; establishment of policies & procedures for the above
(Library Standards 5.1e)
Applies principles of effective personnel practices and human resource development
Manages risk: understands and evaluates the advantages and disadvantages of actions and choices; is able to provide clear support for decisions made within the University Library
Manages projects: plans, organizes, and manages resources to successfully complete projects within a specified time frame
Employs a team approach, recognizing the balance of collaborating, leading, and following
Builds a shared, compelling and credible vision of the future, influencing people to ensure outcomes that support achieving the vision
Initiates, implements, and supports innovation and change to enhance programs and services
<b>Scholarly Work:</b> research, scholarly and/or artistic work is creative, intellectual work which is in the public realm and which has been subjected to external peer review. Publication in reputable peer-reviewed outlets is the primary evidence in this category
(Library Standards 5.2)
Stays abreast of the central research findings and research literature in a specific area to support a research agenda or to support other work as a librarian within the University Library
Presents at professional or scholarly associations/meetings conferences
Demonstrates capacity to write, create, edit, referee or review scholarly works (e.g., journal articles, books, reports)
Demonstrates knowledge of the fundamentals of qualitative and quantitative research methods including the research process (e.g. question formulation, peer review, etc.

**Teaching ability and performance:** demonstrated mastery of subject area(s) or discipline(s); preparation for classes; effective communication with students; willingness to respond to students' questions and concerns; fairness in evaluating students

(Library Standards 5.3)

Applies principles related to teaching concepts and skills used in seeking, evaluating, and using recorded knowledge and information

Applies the principles of information literacy in an academic environment and effectively integrates information literacy programs where appropriate

Applies knowledge of learning theories, instructional methods, and achievement measures to teaching/library instruction

Demonstrates knowledge of the University of Saskatchewan's teaching and learning programs and goals

### Individual Competencies

**Personal skills:** individual skills related to a person's work performance

Demonstrates accountability by taking responsibility for achieving results, completing objectives, and confronting problems to resolve difficult issues

Demonstrates an ability to make well-informed decisions in a manner that is perceptive of the implications; committing to actions even when faced with uncertainty in order to fulfill organizational goals

Identifies problems, determines the relevance and accuracy of related information, and uses good judgment to come up with solutions

Applies the imagination for the purpose of devising solutions to problems, and designing new methods/procedures when required

**Interpersonal Skills:** the set of skills that enable a person to interact positively and work effectively with others; includes everything from communication and listening skills to attitude and deportment



Works effectively as part of a team and with diverse groups, creating an environment of mutual respect

Communicates effectively by conveying information and ideas clearly, persuasively, tactfully, and sensitively in an open and transparent manner and listening to others' ideas and points of view

Possesses the ability to manage and resolve conflicts/ disagreements in constructive ways

**Life Long Learning/Continuing Education:** voluntary and self-motivated use of both formal and informal learning opportunities throughout an individual's career to foster the continuous development and improvement of the knowledge and skills needed for employment and personal fulfillment

Understands the necessity of and seeks opportunities for continuing professional development

Seeks knowledge of major trends in librarianship (e.g., emerging technologies) that may not be currently relevant but may become relevant for future information resources, services or applications