

**COORDINATOR OF CATALOGING SERVICES  
UNIVERSITY LIBRARIES  
UNIVERSITY OF TOLEDO  
TOLEDO, OHIO  
<http://library.utoledo.edu>**

- I. **Position Description**
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**Position Description  
COORDINATOR OF CATALOGING SERVICES**

**Principal Responsibilities:**

Manages the cataloging operations of the University of Toledo Libraries, including responsibility for recommending, planning, and evaluating cataloging projects. Performs original and complex copy cataloging of materials, with primary responsibility for serials and electronic resources.

Works collegially with library faculty and staff to make library materials accessible to patrons. Hires, trains, supervises, and evaluates the work of classified staff (currently 5 FTE). Coordinates work of library faculty involved in cataloging functions.

Assigns and supervises the editing of copy cataloging and oversees quality control in the production of bibliographic records. Oversees USMARC bibliographic and authority control using OCLC and Innovative Interfaces Inc. integrated library system. Participates in OhioLINK committees charged with developing and maintaining cataloging practices and standards statewide.

The Coordinator of Cataloging Services will show evidence of creativity, initiative, and flexibility. He/She will demonstrate the ability to contribute to a technologically dynamic organization and to work collaboratively within the library, campus, and professional associations. Serves on library, university, and professional committees and participates in scholarly activities to meet the requirements for promotion and tenure as defined by the collective bargaining agreement of the UT-AAUP. Provides some reference service or library instruction to library users (minimum of 2 hours per week).

**Essential Functions:**

1. Assures, through effective planning, supervision, and oversight, that quality bibliographic and authority records submitted to the UTMOST catalog are in accord with national standards.
2. Keeps current on knowledge of the field, and supervises application of principles of cataloging, subject analysis, classification, authority control, and bibliographic maintenance, and applies those principles according to local standards and national recognized rules and standards.
3. Performs and/or oversees original and complex copy cataloging of materials in all subjects and formats, with primary responsibility for serials and electronic resources cataloging.
4. Plans, develops, coordinates, and maintains cataloging policies, procedures, and workflow and recommends enhancements and improvements.

5. Keeps current on technological changes and developments in the field and recommends adoption of appropriate new technologies and procedures.
6. Represents the University of Toledo Libraries on the Database Management and Standards Committee of OhioLINK.
7. Participates in collection development and library liaison responsibilities as well as instruction or reference duties as required in library governance documents.

**Supervisory Responsibilities:**

Primary supervisory responsibility for 5 FTE classified staff in department. This includes, but is not limited to, conducting performance evaluations, assigning work, providing orientation and support, training, and recommending hires. Coordinates work of other library faculty involved in cataloging functions.

**REQUIREMENTS**

Master's degree in library and information science from an ALA-accredited program. Three to five years experience in library technical services and at least two years of supervisory experience. Demonstrated competence in cataloging a variety of formats. Demonstrated achievement in scholarly activities (publications and professional presentations) and service to meet the criteria for appointment at Assistant or Associate Professor. (Please see section II for additional information).

**PREFERRED**

Demonstrated competence with INNOPAC/Millennium or similar integrated library system. Experience in working in a consortial environment.

**Application:**

The 12-month appointment will be made at the rank of Assistant or Associate Professor with a minimum salary of \$39,111. Effective August 15, 2005, the minimum salary will increase to \$55,000. Review of applications will begin June 15, 2005, and will continue until the position is filled. Send letter of application, vita, and contact information for three professional references to: Corey Seeman, Search Committee Chair, c/o Tyna Derhay, The University of Toledo, Mail Stop 509, 2801 W. Bancroft, Toledo, OH 43606-3399; fax 419-530-2403; e-mail to [tderhay@utnet.utoledo.edu](mailto:tderhay@utnet.utoledo.edu). Please use only one method of application. The University of Toledo is an Equal Access, Equal Opportunity, Affirmative Action Employer and Educator.

## **II. Criteria for Academic Rank, Promotion, and Tenure<sup>1</sup>**

### **A. Introduction.** (heading added Mar., 2003)

This chapter is intended to elaborate the criteria set forth in the University of Toledo Policies and Procedures Manual and the Collective Bargaining Agreement. In no way is it intended to supersede them.

Accomplishments and performance are to be evaluated for the period of time elapsed since the last promotion. There is no minimum time in rank before a faculty member may apply for promotion. Some achievement is recommended in all areas of evaluation; however, for promotion to the higher ranks it is recommended that there be strong achievement in at least one area other than teaching/librarianship. Activities stated as minimum criteria for a higher rank are, of course, acceptable for credit for the lower ranks. The faculty member should be aware that when applying for promotion after a number of years at one rank, there is the expectation of a continuous record of professional and service activities. The number of activities listed for each rank below is considered appropriate for a 4- to 6-year timeframe. In other words, the record should be commensurate with time spent in rank. (*revised Mar., 2002*)

The candidate may present evidence of work not specifically listed here that supports his or her candidacy. This includes both scholarly and creative work as defined by Section 9.1.1.2 of the Collective Bargaining Agreement. If the candidate chooses to present different expressions of professional activity than those listed below, the candidate must provide justification in his or her narrative statement on why that work should be considered. (*added May, 2002*)

Diversity is an asset. These criteria are not meant to be exhaustive enumerations, but rather guidelines listing activities that are agreed to be worth reporting and evaluating in each category. To help categorize activities not listed, a prefatory statement is made at the beginning of each section. Taken with annual individual workload agreements these are meant to be flexible enough to adapt to the diverse situations of individual faculty members.

### **B. The Profession of Librarianship** (added Mar., 2003)

Librarians with faculty status are judged on professional accomplishments that differ in many ways from standard classroom teaching, but are no less scholarly in nature. The criteria approved by the Library Faculty in these elaborations are comparable to the tenure and promotion expectations in other academic libraries. In light of this, evaluators are asked to take into account the following factors.

#### **1. Teaching or Librarianship:**

- a. The primary task of library faculty members is to acquire, organize, and provide physical and intellectual access to information. Library faculty positions are specialized, and individuals make different contributions to achieve the overall goals of the library. However, the essential

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<sup>1</sup> **From the Policies and Procedures of the Library Faculty of The University of Toledo.**

responsibilities of all library faculty in this area are as follows: [Revised 2-3-04]

- as:
- i. Teaching (a minimum of 5% of the total workload), including activities such
    - a. Classroom instruction and presentation to the University community
    - b. Or providing reference service, either at a service point or electronically
    - c. Or individual instruction appointments
    - d. Or long term student project advising (undergraduate or graduate)
  - ii. Collection development and management in a specific content area (a minimum of 5% of the total workload), including activities such as: selection of current materials and evaluation of existing collections in all formats
  - iii. Providing access to information (a minimum of 5% of the total workload), including activities such as:
    - a. Cataloging, records management, or database maintenance
    - b. Or creating finding aids, web pages, or instructional handouts for library resources
    - c. Or outreach activities such as exhibits
- [Added 2-3-04]

- b. Although not necessarily similar to classroom teaching, the professional responsibilities of library faculty members nevertheless require the application of the theory and knowledge of the discipline in order to meet the research and learning needs of the academic community.
- c. Many librarians have supervisory responsibilities for staff and/or student assistants. Such responsibilities include hiring, training, assigning tasks, monitoring workflow, and dealing with personnel issues.
- d. Librarians typically work a scheduled 40-hour week and are on a 12-month contract.

[Revised 2-3-04]

## **2. Professional Activity:**

- a. In the area of professional activity, all library faculty members generate new knowledge and disseminate it to the scholarly community. The essential responsibilities of all library faculty in this area include activities such as:  
[Revised 2-3-04]
  - i. Publication of articles and monographs
  - ii. Or presenting at professional conferences
  - iii. Or preparing grant applications

[Revised 2-3-04]
- b. Given the nature of librarians' jobs, the Library Faculty has determined that the number of activities listed in the professional activity section of the elaborations is appropriate for a 4- to 6-year timeframe.
- c. In the field of library and information science, co-authorship of articles is widely accepted and is generally considered to be as important, or nearly so, as single authorship.

- d. "The considerable extent to which academic librarians integrate knowledge from other fields makes for a highly interdisciplinary profession."<sup>2</sup> Librarians may engage in scholarly activities that contribute not only to the knowledge base in the field of library and information science, but to other disciplines as well; therefore, occasional scholarly activity in other disciplines is acceptable.
- e. An important form of scholarship among librarians is the publication of critical and informative book reviews. In addition to alerting librarians of quality books, they are a basic tool in the selection and evaluation process that librarians use in making purchasing decisions. Reviews can be quite brief due to restrictions imposed by the publication in light of the many reviews they publish in each issue (175 words in the case of *Library Journal*, for instance). No matter the length, the amount of research that goes into composing a review is the same. The reviewer must not only read the book in question, but also investigate the author's credentials and research other comparable books in the field to properly advise librarians on the merits of the book under review.
- f. Librarians often participate in professional conferences, from local to international, in order to learn how others deal with issues common to all libraries, find solutions to improve processes, or share innovative programs. Therefore in library and information science, a presentation of any type (e.g., paper, workshop or poster session), whether or not it leads to subsequent journal publication, is considered a significant accomplishment.

### **3. Service:**

- a. It is an essential responsibility of every library faculty member to participate in the governance of and provide service to the College, University, profession, and community. This includes active service to the community that is related to the university's goals or to one's professional expertise. [Revised 2-3-04]
- b. The University of Toledo Libraries is a member of OhioLINK, a consortium of public and private college and university libraries in Ohio that cooperate to share their collections, catalogs, services, and other resources. Faculty in the library may participate in OhioLINK statewide committees and initiatives, either by representing the University of Toledo (service to the institution), or as voluntary service to the Ohio academic library community (service to the profession).
- c. College-wide standing and ad hoc committees are vital to the professional advancement of the library and are therefore considered important service contributions.

## **C. Elaborations of Criteria for Academic Rank and Promotion (changed Mar., 2003)**

### **1. Teaching or Librarianship**

This is the individual's main task, and thirty-five to seventy percent of the individual's effort is devoted to it. It is expected that a faculty member will perform his or her duties competently and satisfactorily. Therefore, the quality of performance in teaching/librarianship is essential, and it must be considered in evaluations. (*Revised, Mar. 2002*)

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<sup>2</sup> Association of College and Research Libraries (1998) "Academic Librarianship and the Redefining Scholarship Project". Available from: <http://www.ala.org/acrl/ipfr.html>.

- a. For all ranks the candidate is expected to show evidence that she or he:
1. Effectively uses the skills and knowledge of her/his area of expertise. This evidence may be the satisfactory acceptance of the products of an individual's efforts by patrons and/or peers.
  2. Performs a quantity of work in her/his area of responsibility that meets the reasonable expectations of patrons and/or peers.
  3. Performs work that meets generally accepted standards of quality. The critical evaluations of patrons and/or peers may provide such evidence.
  4. Assists appropriately in the formulation and discussion of departmental goals. Participation in department meetings and preparation of department studies and reports may be offered as evidence of this.
  5. Contributes to the attainment of stated departmental goals. Completion of the individual's assigned tasks leading to the attainment of such goals may provide such evidence.
  6. Cooperates with patrons and staff in furthering general objectives of the University. Adherence to the stated policies, procedures, rules, goals, and objectives will constitute evidence of this fact.
  7. Develops her/his professional practice appropriately to incorporate changing technology, service demands, and the like.
  8. Expresses ideas and gives instructions logically and clearly.
- b. In addition, for all ranks the candidate may wish to present evidence of other, optional accomplishments. It may be shown that she or he:
1. Has integrated various forms and formats of media into the instructional process.
  2. Effectively teaches credit courses.
  3. Has performed bibliographic research in support of other scholars, has developed research collections, or has prepared administrative studies.
- c. For all ranks, a faculty member with supervisory responsibility is expected to show that she or he:
1. Identifies problems, proposes solutions, and sets objectives in the area of responsibility. This is evidenced by decisions accompanied by meaningful documentation and planning that leads to the successful execution and evaluation of such decisions.
  2. Makes decisions in a way that is consistent with the nature and importance of the problems at hand.
  3. delegated tasks were carried out efficiently and thoroughly will constitute evidence.
  4. Coordinates work with other units. This will be evidenced by the achievement of mutually Delegates authority and responsibility effectively when appropriate. The fact that the accepted goals.

5. Supervises day-to-day operations in a way that promotes optimal utilization of Library resources.
6. Promotes the professional development of supervisees. This shall be evidenced by a constructive continuing evaluative process and a goal-oriented supervisor/supervisee relationship.

## **2. Professional Activity (especially Research and Publication):**

Twenty to fifty-five percent of an individual's effort is to be devoted to professional activity. Faculty are obligated to develop scholarly competence, professional wisdom, knowledge and skills throughout their career, and put that knowledge and skill into practice as appropriate. While participation in continuing education activities (e.g. credit or non-credit courses, seminars, independent study, etc.) is not a specific criterion for merit, promotion, and tenure, professional development contributes to the advancement of the library/media profession, and is important to the successful fulfillment of professional responsibilities. Professional activities can lead the individual to develop his or her own professional wisdom and knowledge, but the accomplishment remains doubtful unless it is shared. The acceptance of one's professional peers, usually in a suitable form of publication, provides evidence that the efforts have borne fruit. Since it takes longer to complete certain types of research and publication and because merit evaluation is crucial for the attainment of promotion and tenure, work in progress should also be reported and evaluated. In this regard the quality and not merely the quantity of publications must be evaluated. For purposes of evaluation, a letter of acceptance from the editor or publisher is considered tantamount to publication. *(Revised, Mar. 2002)*

### ***For promotion to assistant professor:***

The candidate is expected to show potential in professional achievement. Evidence of such potential may be that she or he has accomplished at least one (1) of the following:

- a. Made a presentation to a local or state professional organization.
- b. Presented a poster session at a professional conference.
- c. Published a substantive review in a professional publication of a book, film, video, computer software product, CD-ROM or other item collected by libraries.
- d. Published a substantive article in a professional journal in librarianship or another field.
- e. Published an annotated bibliography for an external readership.
- f. Had primary responsibility for the content of a non-print media product (for example, film, video, CD-ROM, or computer software package) critically accepted by peers outside the University.

### ***For promotion to associate professor: [revised 5/15/02]***

The candidate is expected to show evidence that, while in the rank of assistant professor, she or he has done (a) below and any one of (a) through (f):

- a. Published a substantive article in a refereed professional journal in librarianship or another field.
- b. Made a presentation at a professional conference.
- c. Published at least six (6) substantive reviews of books, films, videos, computer software products, CD-ROMs or other items collected by libraries in a multi-state or national publication.
- d. Received an award, grant, or fellowship for research or professional activity from a regional or national agency.
- e. Had primary responsibility for the content of a non-print media product (for example, film, video, CD-ROM, online resource, or computer software package) critically accepted by peers outside the University.
- f. Made a substantive contribution (for example, a chapter, article, or annotated bibliography) to a work such as a textbook or reference tool published by a reputable publisher.

***For promotion to full professor: [revised 5/15/02]***

- 1. If the candidate has authored a book published or accepted for publication by a reputable publisher, that accomplishment shall be considered sufficient to satisfy the criterion of research and publication.
- 2. OR in lieu of this the candidate shall present evidence that he or she has accomplished (a) below and any three of (a) through (h):
  - a. Published (or had accepted for publication) a book chapter or a substantive article in a refereed professional journal in librarianship or another field.
  - b. Edited a substantial collective work of scholarship or professional writing
  - c. Presented a paper at a multi-state or national professional conference.
  - d. Received an award or grant for research or professional activity from a regional or national agency.
  - e. Had primary responsibility for the content of a non-print media product (for example, film, video, CD-ROM, online resource, or computer software package) critically accepted by peers outside the University.
  - f. Served as editor of or columnist in a multi-state or national professional journal for at least one year.
  - g. Participated in a panel discussion at a multi-state or national professional conference.
  - h. Made a substantive contribution (for example, a chapter, article, or annotated bibliography) to a work such as a textbook or reference tool published by a reputable publisher.

**3. Service:**

Ten to thirty percent of effort is to be devoted to service to the department, the Library, the University, the profession, and the community. A faculty member's duties include

participation in governance to promote the purposes and welfare of the department, the Library, the University, and the profession. (*Revised, Mar. 2002*)

Active service to the community--contribution of time and talent--which is related to the university's goals or to one's professional expertise reflects positively on the institution, and thus it is also evaluated.

***For promotion to assistant professor:***

The candidate is expected to present evidence that he or she has done two (2) of the following:

1. Served on a department or University of Toledo Libraries committee or representative body.
2. Provided other service to the University.
3. Provided professional service in his or her area of expertise to community, educational, service or cultural activities or agencies (e.g., teaching non-credit courses).

***For promotion to associate professor:***

The candidate is expected to show evidence that she or he has done two (2) of the following while in the rank of assistant:

1. Served on a University of Toledo Libraries committee or in a University of Toledo Libraries office.
2. Served on a University-wide committee or representative body.
3. Provided service, as distinguished from membership, to a department or Library committee or task force (e.g. chair or head a committee, task force, or panel; produced a working paper; served on or for an ad hoc committee or sub-committee).
4. Served on a committee or similar working group for a state, regional, or national professional association. [*Revised 2/11/04*]
5. Played an important role in organizing and or running a state, regional, or national professional meeting, workshop, or seminar. [*Revised 2/11/04*]
6. Given significant unpaid professional consulting service to a community organization.
7. Served as editor of an internal university publication for at least one year.

***For promotion to full professor:***

The candidate is expected to present evidence that she or he has done two (2) of the following while in the rank of associate:

1. Provided service, as distinguished from membership, to a University-wide committee or task force (e.g. chaired a committee, task force, or panel; served as secretary, produced a working paper).
2. Served as editor of an internal university publication for three or more years.
3. Provided service, as distinguished from membership, to a state, regional, or national professional organization (e.g. functioned as president, secretary, chair or head of a committee; produced a working paper). *Revised 2/11/04*
4. Had primary responsibility for organizing and running a national, regional, or statewide professional meeting, workshop, or seminar. *[Revised 2/11/04]*
5. Served as a referee for a professional or scholarly publication for at least one year.
6. Served as a referee for a scholarly granting agency or publisher for at least one year.
7. Given significant unpaid professional consulting service to a community organization, or to an academic institution.

#### **4. Tenure**

##### **A. Criteria**

There are no separate criteria for tenure. When applying for tenure, a candidate either already holds the rank of Associate Professor or Full Professor, has already been promoted once, or is applying simultaneously for promotion to the next rank. In the case where the candidate has been promoted once, "evidence of continued excellence of performance and continued professional growth shall constitute the criteria for tenure." (CBA 8.1.8) In the case where the candidate is applying simultaneously for promotion, the same criteria shall apply to tenure as to promotion.

##### **B. Procedure**

The dossier submitted for tenure is identical to that submitted for promotion with the exception that it must include all previous annual evaluations. (CBA 9.1.5.1 (7)) The review process is the same.