

Access Competency Set

Met – Please provide examples of exceptional work	Partially met – Please be specific about the incomplete areas and further work that should be done	Not met – Please be specific about the competencies that are not achieved	Assessment
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1. Know organization schemes for collections	The candidate provides sufficient evidence that he/she knows the traditional and non-traditional organization schemes for collections.	The candidate provides partial evidence that he/she knows the traditional and non-traditional organization schemes for collections.	The candidate does not provide evidence that he/she knows the traditional and non-traditional organization schemes for collections.
2. Apply and manage appropriate processes for collections	The candidate provides sufficient evidence that he/she applies and manages the appropriate processes, technology, and equipment for circulating library materials, resource sharing, reserves, and user services.	The candidate provides partial evidence that he/she applies and manages the appropriate processes, technology, and equipment for circulating library materials, resource sharing, reserves, and user services.	The candidate does not provide evidence that he/she applies and manages the appropriate processes, technology, and equipment for circulating library materials, resource sharing, reserves, and user services.
3. Know copyright principles and policies	The candidate provides sufficient evidence that he/she understands and applies copyright principles and policies pertaining to access functions such as reserves,	The candidate provides partial evidence that he/she understands and applies copyright principles and policies pertaining to access functions such as reserves, document	The candidate does not provide evidence that he/she understands and applies copyright principles and policies pertaining to access functions such as reserves,

	document delivery, and interlibrary loan.	delivery, and interlibrary loan.	document delivery, and interlibrary loan.
4. User privacy	The candidate provides sufficient evidence that he/she understands and applies the principles, policies, and procedures regarding user privacy in library services.	The candidate provides partial evidence that he/she understands and applies the principles, policies, and procedures regarding user privacy in library services.	The candidate does not provide evidence that he/she understands and applies the principles, policies, and procedures regarding user privacy in library services.
5. Resource sharing	The candidate provides sufficient evidence that he/she understands and applies the policies and procedures for resource sharing among libraries.	The candidate provides partial evidence that he/she understands and applies the policies and procedures for resource sharing among libraries.	The candidate does not provide evidence that he/she understands and applies the policies and procedures for resource sharing among libraries.
6. Library security	The candidate provides sufficient evidence that he/she understands and applies the principles, policies, and procedures of security for people, equipment, and collections.	The candidate provides partial evidence that he/she understands and applies the principles, policies, and procedures of security for people, equipment, and collections.	The candidate does not provide evidence that he/she understands and applies the principles, policies, and procedures of security for people, equipment, and collections.
7. Communication skills	The candidate provides sufficient evidence that he/she understands and uses effective communication skills to explain access services policies and procedures.	The candidate provides partial evidence that he/she understands and uses effective communication skills to explain access services policies and procedures.	The candidate does not provide evidence that he/she understands and uses effective communication skills to explain access services policies and procedures.

8. Establish a welcoming atmosphere	The candidate provides sufficient evidence that he/she understands and applies customer service strategies to establish a welcoming atmosphere for all library users.	The candidate provides partial evidence that he/she understands and applies customer service strategies to establish a welcoming atmosphere for all library users.	The candidate does not provide evidence that he/she understands and applies customer service strategies to establish a welcoming atmosphere for all library users.
9. Emergencies, diverse situations, and diverse needs	The candidate provides sufficient evidence that he/she assists people in emergencies, diverse situations, and with diverse needs.	The candidate provides partial evidence that he/she assists people in emergencies, diverse situations, and with diverse needs.	The candidate does not provide evidence that he/she assists people in emergencies, diverse situations, and with diverse needs.
10. Financial transactions and record keeping	The candidate provides sufficient evidence that he/she performs applicable financial transactions and record keeping.	The candidate provides partial evidence that he/she performs applicable financial transactions and record keeping.	The candidate does not provide evidence that he/she performs applicable financial transactions and record keeping.
11. Maintain collections	The candidate provides sufficient evidence that he/she maintains collections by shelving, shifting, and shelf reading.	The candidate provides partial evidence that he/she maintains collections by shelving, shifting, and shelf reading.	The candidate does not provide evidence that he/she maintains collections by shelving, shifting, and shelf reading.
12. Identify and solve problems	The candidate provides sufficient evidence that he/she identifies and solves problems related to circulation and resource sharing processes.	The candidate provides partial evidence that he/she identifies and solves problems related to circulation and resource sharing processes.	The candidate does not provide evidence that he/she identifies and solves problems related to circulation and resource sharing processes.
13. Collect and report data	The candidate provides sufficient evidence that	The candidate provides partial evidence that	The candidate does not provide evidence that

	he/she assists with collecting and reporting data on collections and services.	he/she she assists with collecting and reporting data on collections and services.	he/she she assists with collecting and reporting data on collections and services.
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