



LIBRARIAN, CORRECTIONAL FACILITY (CF) Qualifications Assessment

Department of Corrections and Rehabilitation
Examination Code: 1CEAA
Final Filing Date:
Final Filing Date: Continuous

EXAMINATION INFORMATION

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Librarian, CF** classification with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used to fill positions statewide with CDCR. A "Conditions of Employment" section is included in this examination which will allow you to select the time bases and location(s) you are interested in working. Please print out, **personally complete**, and sign this examination form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

AFFIRMATION STATEMENT

I hereby certify that the information provided on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): _____

Address: _____

City/State/Zip Code: _____

Home Telephone Number: _____

Work Telephone Number: _____

Signature: _____

Date: _____

FILING INSTRUCTIONS

All applicants must complete and submit the following examination materials:

- [Examination Application \(STD. 678\)](#)
- Qualifications Assessment

By mail to:

**Department of Corrections and Rehabilitation
Talent Acquisition and Career Services
P.O. Box 942883
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Talent Acquisition and Career Services, 101N**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the cut-off date to the street address listed above.

NOTE:

- All examination materials must have original signatures.
- Be sure your envelope has adequate postage if submitting via mail.
- Faxed or emailed copies will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

GENERAL INSTRUCTIONS

This Qualifications Assessment is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

This examination is comprised of the following areas:

- Affirmation Statement (page 1)
- Filing Instructions / General Instructions (page 2)
- Prior State Employment / Conditions of Employment/ Address or Employment Changes (pages 3 - 4)
- Rating Instructions (page 5)
- Knowledge, Skill, or Ability Assessment (pages 6 - 13)
- Work Experience Assessment (pages 14 - 17)
- Recruitment Questionnaire (page 18 - 19)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section ONLY if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this question.

Do you have written permission from the California Department of Human Resources (CalHR) to take this examination?

YES

NO

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies Statewide according to the conditions you specify on this form.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK

5 ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary

NORTHERN REGION

0100 – Alameda County

1800 – Lassen County

4500 – Shasta County

0200 – Alpine County

2100 – Marin County

4600 – Sierra County

0300 – Amador County

2300 – Mendocino County

4700 – Siskiyou County

0400 – Butte County

2500 – Modoc County

4800 – Solano County

0500 – Calaveras County

2800 – Napa County

4900 – Sonoma County

0600 – Colusa County

2900 – Nevada County

5100 – Sutter County

0700 – Contra Costa County

3100 – Placer County

5200 – Tehama County

0800 – Del Norte County

3200 – Plumas County

5300 – Trinity County

0900 – El Dorado County

3400 – Sacramento County

5500 – Tuolumne County

1100 – Glenn County

3800 – San Francisco County

5700 – Yolo County

1200 – Humboldt County

3900 – San Joaquin County

5800 – Yuba County

1700 – Lake County

4100 – San Mateo County

CENTRAL REGION

- | | | |
|---|---|--|
| <input type="checkbox"/> 1000 – Fresno County | <input type="checkbox"/> 2200 – Mariposa County | <input type="checkbox"/> 4000 – San Luis Obispo County |
| <input type="checkbox"/> 1400 – Inyo County | <input type="checkbox"/> 2400 – Merced County | <input type="checkbox"/> 4300 – Santa Clara County |
| <input type="checkbox"/> 1500 – Kern County | <input type="checkbox"/> 2600 – Mono County | <input type="checkbox"/> 4400 – Santa Cruz County |
| <input type="checkbox"/> 1600 – Kings County | <input type="checkbox"/> 2700 – Monterey County | <input type="checkbox"/> 5000 – Stanislaus County |
| <input type="checkbox"/> 2000 – Madera County | <input type="checkbox"/> 3500 – San Benito County | <input type="checkbox"/> 5400 – Tulare County |

SOUTHERN REGION

- | | | |
|--|---|--|
| <input type="checkbox"/> 1300 – Imperial County | <input type="checkbox"/> 3300 – Riverside County | <input type="checkbox"/> 4200 – Santa Barbara County |
| <input type="checkbox"/> 1900 – Los Angeles County | <input type="checkbox"/> 3600 – San Bernardino County | <input type="checkbox"/> 5600 – Ventura County |
| <input type="checkbox"/> 3000 – Orange County | <input type="checkbox"/> 3700 – San Diego County | |

ADDRESS OR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) (www.calcareers.ca.gov) on the California Department of Human Resources (CalHR) website.

Once logged into your CalCareer Account, from the **My Account** page:

- Update your personal information (name, address, phone number) by selecting “Contact Information” under **Account Management**.
- Update your employment preference information (tenure, time base, location preferences) by selecting “Exam / Assessment Records” under **Exams / Assessments**, then selecting the list you have eligibility on, then selecting “Change Conditions of Employment” under **Eligibility Record Actions**.

RATING INSTRUCTIONS

Rate your knowledge and experience performing specific job-related actions, using the rating scale(s) below.

Respond to each statement, beginning on the following page, by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided. Responses may not be changed or added once submitted to Talent Acquisition and Career Services. Missing responses will result in a lower score.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION

Extensive Experience

I have more than 4 years of experience in regularly performing this action **and** I have instructed others on this specific action.

Moderate Experience

I have more than 3 years, but less than 4 years of experience performing this action **and** I can perform it independently.

Basic Experience

I have more than 2 years, but less than 3 years of experience performing this action **and** I have performed it regularly with minimal or no assistance.

Limited Experience

I have less than 2 years of experience in performing this action **and** I may require assistance for successful performance.

No Experience

I have never performed this action.

1. Developing a recreation/leisure library collection: Identifying budget needs

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

2. Developing a recreation/leisure library collection: Identifying space needs

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

3. Developing a recreation/leisure library collection: Identifying timeframes for completion

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

4. Developing a recreation/leisure library collection: Reviewing current library collection

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

5. Developing a recreation/leisure library collection: Evaluating library patron needs

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

6. Developing a recreation/leisure library collection: Soliciting information/suggestions from various resources

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

7. Developing a recreation/leisure library collection: Evaluating recreation/leisure catalogs

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

8. Developing a recreation/leisure library collection: Soliciting vendor recommendations

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

9. Developing a recreation/leisure library collection: Ordering and receiving materials

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

10. Developing a recreation/leisure library collection: Cataloging for circulation

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

11. Handling an overly demanding library patron who is upset and disruptive: Evaluating the disruptive situation

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

12. Handling an overly demanding library patron who is upset and disruptive: Remaining calm during the situation

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

13. Handling an overly demanding library patron who is upset and disruptive: Evaluating the level of safety (e.g., be aware of your surroundings, notify staff if necessary, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

14. Handling an overly demanding library patron who is upset and disruptive: Listening to patron's issue(s)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

15. Handling an overly demanding library patron who is upset and disruptive: Suggesting alternatives (e.g., redirect the conversation, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

16. Handling an overly demanding library patron who is upset and disruptive: Monitoring the individual's behavior

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

17. Handling an overly demanding library patron who is upset and disruptive: Calling for help if the situation escalates

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

18. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Circulation tracking programs (e.g., Follett, Alexandria, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

19. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Touch screen monitors

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

20. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Computers

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

21. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Software

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

22. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Printers

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

23. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Separate systems for staff vs. patrons

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

24. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Networking equipment (e.g., servers, hubs, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

25. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Bar coding equipment

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

26. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Internet access

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

27. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Audio/Visual equipment

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

28. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Large print readers

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

29. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Designing the program

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

30. Insert statement Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Coordinating with other programs

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

31. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying the target population/needs (e.g., test scores, teacher/staff referrals, self referrals, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

32. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying the literacy levels of the individuals in the literacy program

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

33. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying current library resources to be utilized (e.g., academic curriculum, publishers, catalogs, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

34. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying instructional technologies (e.g., Computer Assisted Instruction, audio-visual materials, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

35. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying specific literacy programs

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

36. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying community resources (e.g., volunteers, tutors, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

37. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Advertising the program (e.g., post announcements, send mail, organize staff meetings, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

38. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Evaluating the program (e.g., implement tracking devices, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

39. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Monitoring program growth (e.g., implement sign in/out sheet, track total participants, track participant increases, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

40. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Literacy measurement (e.g., test scores increases, tutoring increases, increased calendar of events, etc.)

Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

WORK EXPERIENCE ASSESSMENT

Rate your experience performing specific job-related actions, using the rating scale below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the three scales provided. Responses may not be changed or added once submitted to the Office of Workforce Planning. Missing responses will result in a lower score.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALES - EXPERIENCE RELATED TO PERFORMING THIS ACTION

FREQUENCY

1 - Performed this action within the last 36 months

Check "yes" if you have performed this action within the last 36 months and check "no" if you have not

2 - How often you performed this action

Weekly, Monthly, Annually, Never

LEVEL OF SKILL

3 - What level of skill you have performing this action

Performed independently without assistance, Performed with direction/assistance, Never performed

NOTE: There should be three (3) checkmarks for each question.

1. Evaluating leisure materials (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.)

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

2. Evaluating resources that promote literacy (e.g., low reading level/high interest books, weekly readers, books on tape, etc.)

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

3. Evaluating requests from library patrons related to law library services (e.g., court access, electronic delivery systems, legal software, etc.)

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

4. Analyzing/resolving collection development needs for the purchasing of materials and/or services

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

5. Participating in training to keep informed of new developments in library science

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

6. Supervising library staff to provide delivery of library assistance and technical services

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

7. Training library staff

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

8. Maintaining order/security of working areas and work materials

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

9. Performing professional level library work in connection with selecting, cataloging, loaning, or the reference use of books, electronic media, and other library materials

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

10. Answering difficult reference questions from library patrons

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

11. Processing intra/inter-library loan requests for library patrons

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

12. Cataloging all library-related materials

1 - Performed this action within the last 36 months

- Yes
- No

2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

THIS CONCLUDES THE EXAMINATION

REVISION DATE: 07/27/2023 – CM