

	Learning Outcome	Project/Task Description	Evidence/Criteria for Evaluation
1	Successfully assist patrons through reference interviews.	Field reference questions submitted online. Correspond through email to discover resources or gather material for patron use.	Maintain a log of reference questions answered and save a record of email correspondence.
2	Accurately create authority and bibliographic records that suit the structure and needs of the institution.	Import records from OCLC using copy cataloging methods and develop original records if needed. Alter copied records if needed.	Capture images of the cataloging process from start to finish to highlight the steps to successfully import a record.
3	Gain a comprehensive knowledge of how to assess and select material to be added to the collection.	Apply collection management criteria to books donated to the museum.	Design and implement a working spreadsheet to log the number books evaluated and how many are selected or discarded and why.
4	Apply theory and practice to actively maintain an accurate bibliographic catalog.	Assist librarians in record clean up by correcting corrupted data due to migration from Learning Access to Koha ILS.	Capture images of corrupted records before data clean up, and images of corrected records.
5	Apply theory of archive management and assessment to add material to the collection in an easily accessible way.	Use existing criteria to assist library with creating descriptions of digitized video, audio recordings, and posters.	Use working spreadsheet to highlight the files processed on and their descriptions.