

Librarian-Service Section

00000000000 DIRECTIONS: DELETE DIRECTIONS—ALL LINES PREFACED BY 0000  
0000 Keep the Headings, in Blue font.  
0000 Paste your materials into the blank area after each header  
0000 This template assumes a **seven-page candidate statement** (no separate  
0000 Service statement)  
0000 Maximum of 43 pages for all main sections together:  
0000 For librarians: performance, professional development, service  
0000 Save the final version with the file name: Last Name, First name – Service  
0000 Update the Table of Contents (to generate correct page numbers)  
0000 Save as PDF  
0000 If any relevant materials are in non-PDF format, locate them elsewhere and provide a  
0000 link within the PDF.  
0000 Upload into the *first* Service area folder.  
0000 Leave all other folders *blank*.  
0000000000000

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***Evidence of Quality and Impact of Service to the Profession / Discipline ..... 1***  
***Evidence of Quality and Impact of Service to the Community / Civic Engagement..... 2***  
***Service recognition – grants, awards, honors, fellowships ..... 2***

Evidence of Quality and Impact of Service to the University, School and  
Department

0000 insert your materials here

Evidence of Quality and Impact of Service to the Profession / Discipline

0000 insert your materials here

## Evidence of Quality and Impact of Service to the Community / Civic Engagement

0000 insert your materials here

## Service recognition – grants, awards, honors, fellowships

0000 insert your materials here

0000 For reference: the **appendix** contains raw materials. Check with your unit

0000 to see what is expected.

0000 Appendix folder list:

0000 Service

0000 [there's only one folder]

0000000000000000 DELETE ALL THESE NOTES. REMEMBER TO REFRESH

0000000000000000 THE TABLE OF CONTENTS