Example of an evaluative statement 3

by Example Portfolio Content

This is an example of a successful evaluative statement from a chartership submission.

This example does not contain the whole portfolio, but just the evaluative statement. The numbers in blue are where the candidate linked their evidence pieces to the content in their statement.

Example Evaluative statement

After working in the IT sector in various support roles since the start of my career I decided to change into the library and information sector. I developed transferable skills from my earlier career which have been very useful eg customer care and troubleshooting skills. To gain academic skills and qualify as a librarian I started a degree in librarianship and have just completed my BSc (Hons) Librarianship course with Northumbria University. Working and studying at the same time has been very useful as I’ve been able to apply my academic skills into my work directly for example cataloguing which I didn’t know before starting my degree. I started working on the CILIP certification and while discussing this with the CILIP Qualifications Team it was suggested that I should complete Chartership instead.

When I started my current role I had limited legal and no business research skills, which is something I have been working on since, carrying out more research requests under the supervision of my manager along with professional reading (1) this has helped develop my skills and confidence in carrying out research which can be noted in my statistics (2) and is also something that my manager highlighted in her supporting letter (3).

Research is the main service provided by the team. Although it is working well I believe that the system could be improved further (2).

Providing access to hardcopy and electronic resources is another key service that the team provides. Classifying and cataloguing (4) allows our resources to be identified on the library catalogue. I have now taken over the responsibility for classifying and cataloguing of resources in the London office as well as the responsibility for providing users access to our electronic resources.
I am responsible for maintaining the library to a high standard in the London office. This has increased my knowledge of resources available to our users and my ability to assist users when they come to the library looking for resources. We also have a wide range of loose leaf’s and publications which I am responsible for updating. This has to be completed quickly otherwise the users might miss important updates or developments in the law.

Collection development is important as our users need to have access to up to date and current resources. I feel we should be more proactive to see what other resources might also be useful to our users and not wait for the user to come to use with suggestions of new resources. (5)

The provision of current awareness and serials (6) is an important function that the team provides to enable our users to stay up to date with changes in the law and latest case law in their relevant areas. On a weekly basis the team sends out a email bulletin which contains latest relevant cases and articles and is jointly produced by information services and fee-earners in terms of what is included in the bulletin. I am responsible for all serials circulated mainly in London but also to other offices in the south. (6)

For new starters the team provides an introduction to the team, resources and services, I think it would be beneficial to provide a refresher research training as well (7).

Our library system was changed last year and to assist our users I created a library catalogue guide (8) as the new catalogue is different to the previous one. I found that the one provided with the library catalogue was too complex and difficult to navigate so I created one tailored to our users needs. I also updated our other guides which hadn’t been updated for at least a couple of years. Providing up to date user guides assist the users with their searches and provides a good professional view of us as a team and should be reviewed on a yearly basis rather than every couple of years.

Although I think we provide a very good service to our users I think we could be even better at promoting our services. Our service is already a “need to have” service but it feels we are not doing enough to strengthen our position in the firm. This is something that was mentioned in the budgets seminar I attended (9) We could do more promotion to highlight all the services we provide, not just the research service. I do understand that this can put more pressure on a small team but it would be good to occasionally add a useful research tip to our intranet page or include a “did you know” fact to our email signatures. This might highlight something to the user that they were not aware of, for example, “you can now access this resource online”.

I can see that my skills have improved (1,2,3) and by requesting greater responsibility for more areas of our service I have developed my role further which has also been of benefit to the team who now have more time to complete research requests.
To be able to develop my skills further I have attended more CILIP/ BIALL (British & Irish Association of Law librarians) events (9, 10, 11, 12, 13). I find these useful for updates as the profession keeps developing. They also enable me to provide suggestions on where we can improve our services, eg. marketing our services.

I do also try to attend other events that are not specific to law libraries to get an understanding of the wider profession (11) and other related events to the profession such as information literacy (14).

I have also signed up as a volunteer to gain experience of the public library sector. (15)

When I started in the information profession I had limited skills but when reviewing the PDP which was created during my certification and the PKSB I can see how I have developed my skills and feel ready to progress in my career and maybe a different sector than law. With a focus of information literacy and supporting young readers.

Words: 1000

(This submission used 15 pieces of evidence)