

# Librarian Liaison Duties

## Purpose of the SU Libraries Librarian Liaison Program

A liaison is a Libraries faculty designated as the formal contact person between the Library and a particular academic unit (school, department, or center). In keeping with the Library's mission, the primary responsibility of a liaison is to meet the unit's information needs through instruction, collection development, research assistance to faculty and students, and the fulfillment of other unit needs related to the Library such as support for accreditation reviews. The accomplishment of these responsibilities requires excellent communication and collaboration with the faculty of the unit as well as creative engagement with both faculty and students from the unit. The liaison should strive to work closely with their departments. The liaison also serves as an "ambassador" for the Library to the unit, promoting the Library's resources, services, and events, and advocating for support of the Library's needs.

## Instruction and Support of Teaching

### Objective:

Work with departmental faculty and students to provide discipline-related Library instruction and other support for teaching and course activities and assignments.

### Best Practices:

- Remain mindful of all student populations (on-campus, off-campus, transfer, etc.) when designing instruction and providing teaching support.
- Provide tailored library/information literacy instruction in the subject area.
- Create and maintain subject-specific and course-specific online guides (i.e. LibGuides, Guide on the Side, etc.) highlighting both relevant library collections/resources and high-quality resources available freely online, as well as other instructional materials.
- Identify additional courses or programs where instruction/information literacy can be incorporated (i.e. Research Methods, Honors, Living Learning Communities, etc.).
- Advocate for information literacy in conversations with teaching faculty, prioritizing a course integrated, scaffolded approach.
- Prior to the beginning of each semester, contact all faculty teaching courses you think would benefit from your assistance, IL related instruction or other.
- Be available for individual consultations and meetings; a significant portion of your availability should be within the standard working hours of your liaison areas.

- Participate in internal workshops and other professional development opportunities relating to instruction.
- Explore and incorporate learner centered teaching practices, when possible including teaching with technology.
- Initiate conversations with faculty to serve as an embedded librarian in specific courses.
- Each semester, collaborate and coordinate with the Director of External Library Services to stay up to date on all distance education courses being taught/requiring instruction as well as all relevant resources for distance education students.
- Each semester, identify and reach out to the distance courses you might work with. As appropriate work with the faculty member to identify ways in which you can support the faculty and students and also ask the faculty member to either provide you with access to the course site on the University's course management system or inform students how they should contact you.
- Each semester, make sure that faculty understand reserve policies and procedures and submit their reserve requests.

#### Aspirational:

- Participate in peer observation of instructional sessions.

## Collection Development

#### Objective:

Work with departmental faculty in developing collections that meet the students' learning and research needs and support the faculty's teaching and, to the extent feasible, research needs.

#### Best Practices:

- Cultivate an awareness of how the literature of the discipline is organized.
- Maintain a collection development policy for each liaison subject area.
- Respond to faculty requests for Resource Analyses in a timely manner.
- Make departmental collection policy changes as indicated by Resource Analyses, and with input by Libraries staff and departmental faculty to ensure that collection development policies are reviewed on a regular basis and revised as needed.
- Submit orders for faculty book requests and other materials in a timely manner.
- Regularly monitor and manage your departmental budgets, selecting new materials based on collection development policies, faculty requests, external resources, and best practices within your liaison area.

- In collaboration with the Serials/Electronic Resources Librarian work to review journal and databases usage in order to make informed decisions, regarding journal content and format as well as de-selection.
- Communicate with other liaisons about resources selected that are also relevant to their subject areas.
- Initiate and conduct regular weeding of the collections, including departmental faculty where appropriate.
- In collaboration with the Electronic Resources Librarian work to facilitate electronic resource trials as needed.
- Participate in professional development opportunities related to collection development.

#### Aspirational:

- Cultivate an awareness of the major research trends and developments that have a bearing on the collection and the curriculum.
- In collaboration with departmental faculty, conduct scheduled reviews and assessments of collection sections, ensuring that the entire subject area is assessed no less than once every ten years or more frequently, if indicated by the collection development policy for the subject area.

## Research Services & Scholarly Communication

#### Objective:

Work with departmental faculty and students to provide research assistance in identifying and accessing Library resources and services and to assist with specialized scholarly communication issues and needs.

#### Best Practices:

- Provide reference assistance using different formats – specifically, but not limited to, in-person, chat, etc.
- Provide in-depth research consultation to students individually as well as in groups.
- Create tutorials in specific subject areas or to promote a particular resource and/or service.
- Provide research assistance to faculty for their personal scholarly activities – manuscript assistance, thesis support, course-specific queries, research assistance, syllabi preparation assistance, dataset management and preservation, etc.
- Collaborate with departmental faculty liaisons to stay updated regarding faculty scholarship.
- With the librarian in charge of the Institutional Repository, advocate for and collaborate to coordinate efforts towards capturing all faculty publications and creative works.

- Work with faculty in preparing for departmental accreditation reviews and Library site visits, and remain knowledgeable of accreditation needs.
- Direct faculty with questions about copyright to appropriate Libraries personnel.

## Engagement/Outreach

### Objective:

Serve as the primary conduit between the Libraries and the assigned school or department to promote library services and resources. Although the main departmental contact person may be the 'Library Liaison', make sure to communicate with the entire department when needed.

### Best Practices:

- Work to establish a relationship with the department chair.
- When possible and appropriate attend departmental events to become better known by and to better know the faculty. This could include departmental meetings, public lectures, student research presentations, or other events.
- Attend New Faculty Orientation to meet with each new faculty member and include follow up as appropriate. Reach out to adjuncts or visiting faculty. In communicating with distance faculty members, your meeting may need to be by phone, or other means.
- Actively promote and share information about Library services (Chat, Instruction, database trials, workshops, etc.) and collections (Special Collections, Leisure Reading, etc.).
- Actively promote and participate in Library events (Pub Night, Food for Fines, etc.) in order to engage faculty in fostering meaningful relationships.
- Explore possibilities of collaboration with other student support units (i.e. Living and Learning Communities, Writing Center, Center for Student Achievement).

### Aspirational:

- Become immersed in the scholarly life of the department.
- Be included in departmental communications, i.e. departmental meetings and memos.
- Every three years, meet with each faculty member, including long-term adjuncts and visiting faculty. For distance faculty members, your meeting may need to be by phone, or other means.
- Analyze trends in assigned disciplines.
- At least once every five years, attend an appropriate discipline-specific meeting/conference to stay abreast of trends and learn more about the discipline. This meeting could be state, regional, or national, but should be fiscally mindful.