7-5-2016

Library Liaisons Meeting Essence Notes

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**Proposed Agenda for Liaisons Planning Retreat:** Discussion took place on the upcoming retreat and the proposed agenda (Attachment A). Rebecca suggested that liaisons prepare an analysis of their experiences, listing what worked or didn’t work for them, and share this anonymously with other liaisons prior to the retreat. Paolo stated that such a report was conducted about two years ago and is located in Google Drive, along with examples of other universities liaisons program documents. That background information could be useful for our current work. Following discussion on how to gather information prior to the retreat, it was decided that Paolo will create a document built around the issues identified in the retreat agenda, and liaisons will have the opportunity add their comments anonymously. A deadline of July 21st was set to add comments, review the document and prepare for discussion at the July 26th retreat. Ruth asked if the liaisons wanted to update and continue use of the Liaison’s Toolkit. It was decided that Paolo will also add a survey regarding the toolkit to the document.

Lori suggested striking item six on the retreat agenda as it deals mainly with reference librarians. It was decided that this item will be discussed at the August 1st library faculty meeting.

**Library Budget Update:** Bede reported on year-end funds received. He stated that in regard to ongoing subscription reviews, it will be important to have decisions made and a plan in place regarding which subscriptions will be cut before mid-Spring 2017.

**Announcements:**

**Faculty Recruitments in Progress:**

- **Head of Information Services Department** - Committee will meet again on July 6. Proposed schedule is place job ads by mid July, screen during fall semester, and campus interviews before end of December.

- **ISD Librarian to replace Bob Fernekes** - Committee will meet next on July 12, and they hope to be able to adopt a recruitment schedule similar to that of the Head of ISD committee.

**American Library Association Annual Conference, Orlando, FL** - Faculty should be prepared to present travel reports at August faculty meeting.

**Access Services** - One of two open positions filled by Miss Crystal Walters.

**Liaisons Newsletter** - Paolo stated that the next newsletter should be out prior to the new faculty orientation on August 6. He will email liaisons for suggestions. The newsletter will report on the library’s purchase of faculty scholarly publications. Paolo added that by this fall there should be a complete listing in Digital Commons of all faculty publications. Clement suggested that each newsletter report on current purchases.

**Next Meeting:** August 1st
Liaisons Retreat, July 26, 2016, 1 – 5pm

I. Purpose of Liaison Program, Existing Resources
   - Suggestions for changes and updates

II. Liaisons Role: Collection Development
    - What policies and procedures need to be clarified?
    - Who coordinates the liaison collection development activities?
    - What steps are liaisons taking to learn what resources are needed by their target faculty and students?
    - What is working well and what isn’t?
    - Goals for the coming year

III. Liaisons Role: Promoting Services & Resources
     - What policies and procedures need to be clarified?
     - Who coordinates the promotion activities?
     - What steps are liaisons taking to promote services and resources to their target faculty and students?
     - What is working well and what isn’t?
     - Goals for the coming year

IV. Liaisons Role: Instructional Services
    - What policies and procedures need to be clarified?
    - Who coordinates the liaison instructional services?
    - What steps are liaisons taking to promote instructional services to their target faculty and students?
    - What is working well and what isn’t?
    - Goals for the coming year

V. LibQUAL+ Faculty Responses - Following up with specific departments during FY17

VI. Working with the eTeam when access issues arise at the Information Desk.

VII. Other