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Library Liaisons Meetings Essence Notes

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I – **Welcome**: Paolo welcomed everyone to the Liaisons meeting. Lisa Smith agreed to take notes for this meeting, and Bede said that Alva may take them once she has returned to a fulltime schedule.

II – **Review of Library Liaisons Assignment**

Paolo asked everyone to review the current library liaison and the associated department heads of each unit for accuracy. Some librarians have left Georgia Southern, as well as the faculty from across our liaison areas. **Please send update to Paolo via email by Friday, September 16, 2016.**

A discussion followed regarding which librarian will take Bob Ferneke’s areas upon his upcoming retirement. Ideas were shared, including that Mr. Clement Lau may take on some of the areas in COBA. The ISD librarian who is being recruited at the moment will have some liaison areas, perhaps in the sciences. These decisions will be discussed further.

More discussion ensued regarding the various centers and office that are not academic units. Historically, we have had a librarian assigned to them as a contact person based mainly on the librarian’s interest and other reasons which made sense at the time. However, we will in future meetings of this group discuss in detail the role of the liaison with the centers/offices, and who should be the contact person(s), and if the centers could be grouped thematically and one person be assigned to several based on the theme. **We are open to all ideas for future discussions.**

III – **Review of Library Liaisons Missions**

Paolo sent a brief survey asking members to vote on changing the wording of the liaison program’s mission to a concise, general description similar to the wording used in the 2014 brochure distributed at the University Convocation. (Brochure was distributed for review)

The general consensus was that the wording should be changed. This more concise wording would replace the much lengthier, detailed wording that is currently on the library homepage describing the Liaison Program. (Current description on Library Homepage was displayed) **Several commented that the wording that described in detail some of the liaison activities for assisting classroom faculty should be moved and retained on the Liaison Toolkit.**

Other remarks included a rewording of the first sentence in the description to change the word “classroom” to “curriculum” to broaden our opportunities to collaborate because the classroom may not always be the place we’re needed insert our expertise. **Paolo will draft a revised sentence and share it out with the members.**

One last thing to consider is that we must keep in mind our revised mission and use this mission as we move forward in defining the roles of the centers/offices.
IV – Proposed long-term strategic plans:
There was general agreement that we should move forward with conducting long term planning with actionable items due each year. Like designing instruction using the Backwards Design Model, we should determine our goals for the program, and work backwards in identifying steps to reach our goal. *We want to have a 3-5 year long-term plan with yearly actionable goals.* Our strategic planning will help us be ready for Fall 2017. In future meetings, we will begin the process of determining our goal(s) and how we will reach them.

V – Proposed Subscription Review Process
Paolo shared information about the upcoming subscription review to determine which low-use journals could be cut if money in order to meet our budget limitations. Bede has shared the idea with both the Deans’ Council and the Library Committee recently. Time is of the essence to complete the procedure and to get documents ready to be distributed to the faculty in time for them to review and respond to the list.

It was determined that the liaisons will need to have a special meeting earlier than the next regularly scheduled one because the process will be shared with the Library Committee at their meeting. At this special Liaison meeting, librarians will learn clearly the process of this review and will be informed of any assistance they can contribute to the process. We will be informed and well-versed in the message we are to share. *Stay tuned for an invitation to the meeting. It will be in the next few days. Likely date: September 21.*

VI- Future liaisons meeting topics
Future meetings will be on the 2nd Tuesday of the month at 3pm.

Our long term planning will be a segment of each meeting, and we’ll align our goals with the categories from the revised mission as our framework: Information Literacy, Research and Scholarship, Collection Development.

Other topics: Library Liaison Responsibilities and more.

Lisa Smith, Recorder