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Library Liaisons Meetings Essence Notes

Library Liaisons Work Team

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Liaison Work Team Meeting Minutes
January 9, 2017

Attendees:

Lori Gwinett , Paolo Gujilde, Jessica Minihan, Jeff Mortimore, Kay Coates, Fred Smith, Debra Skinner, Clement Lau, Bede Mitchell, Nikki Canon-Rech , Ruth Baker, Jessica Garner, Lisa Smith, Tony Ard , Rebecca Zeigler, Lil Li

1. Liaison Assignments: (Paolo)

Paolo asked that we commit to updating the areas of the liaison assignments that have become vacant due to recent retirements and make changes to current assignments. The areas in most need of updating were highlighted on the Google Doc. The following changes in assignments were made:

- Nikki will take all of the subject areas under COSM, except Military Science. Kay will become the liaison to Military Science.
- Clement will be the COBA liaison in all subject areas, except Information Systems. Lili will take on the liaison role for Information Systems since he had done that before that major was place under COBA.

Other areas, such as liaisons to campus organizations and centers will also need to be updated. However, these areas are not as critical and time-sensitive as are the academic units. In future meetings we can update those areas, so feel free to consider serving as a contact person/liaison to any of the organizations/centers/offices you would find interesting.

Also, updating this Google Doc is needed and Paolo switch the editing rights to allow all of us to update the latest Library Reps and Department Chairs, etc. that are in need of updating.

A conversation ensued about the Liaison List that is available to the public and how it is different than the Google Doc assignments. The List is available on the Library's Homepage under "Find Your Librarian". This page will need to be updated as well. A more complex discussion occurred that expressed a need to simplify our list and make it easier to keep it up to date. Jeff explained in detail about using a LibGuide page to list these areas, and this page could be a portal to the Liaison profiles. He demonstrated how this might work by using the Digital Commons web presences on our Library Homepage. We all agreed that it was worth pursuing, and we will develop drafts of how this will look. Our goal is have something ready by fall 2017.

2. Sub-Committee on Marketing and Outreach (Lori)

Lori, Lisa, and Rebecca met last week to work on a few items related to the marketing of the Liaison Program. Here is the summary of our meeting:

Rebecca wrote a short communiqué that can be shared on GSFAC and other information outlets to spur interest in the Library's Liaison program. Rebecca drafted another short paragraph for the Deans' Council.

The notes from the Marketing sub-committee follow these minutes. Please read them and continue to provide feedback as necessary at

https://docs.google.com/a/georgiasouthern.edu/document/d/1GYB3AolgEIYjeqdfyzUMqmwFG_XB3xedJ4olrVBfpA/edit?usp=sharing

Here are the comments from the Work Team members concerning these marketing messages:

Clement would like to see added emphasis on how liaison could not only help students perform better on assignments, but also how our help could lighten the load of the classroom faculty.

Jeff added that it is important to have a student or a faculty member to be willing to state how they were helped by working with a liaison. They could provide a story of success. This could be in a newsletter article, a blurb on a poster, etc.

Add a news box announcement on the Library Homepage featuring a different liaison each week.

Continue to make suggestions on the wording the communications offered by Rebecca and the Marketing Sub-committee in this Google Form.

https://docs.google.com/a/georgiasouthern.edu/document/d/1GYB3AolgEIYjeqdfyzUMqmwFG_XB3xedJ4olrVBfpA/edit?usp=sharing

Posters:

Another item of discussion at the Marketing meeting involved the development of promotional posters that could be placed in the academic buildings or if in electronic format, on e-message boards, within Folio, etc.

Lisa will send a Google Form in the next few days that asks who wants a poster and other details, including a space for you to add the content/wording. Lori will coordinate the creation of the posters with her graphic design student.

Here's the form:

<https://goo.gl/forms/c9MWApDzUtT3HZQ13>

Deadline for responses to this form is January 20, 2017

Things to consider about these posters:

- Have one version aimed at faculty and one version aimed at students
- Print and digital formats
- Where to place them?
- Develop a slogan that students will read and understand

3. Also, discussed at the Marketing subcommittee was the need for a specific time set aside at each Liaison Work Team meeting to share successful projects/ideas and those projects/ideas that were not successful. This is not a time for bragging, but sharing so that others can learn from one another and implement a strategy that could benefit the overall program.

Notes from Marketing and Outreach sub-committee January 6, 2017

Liaison Marketing Spring 2017

Present: Rebecca, Lori and Lisa

Rebecca wrote a draft of faculty outreach communication:

Are you tired of your students citing inappropriate Web sources? Not knowing how to find, recognize, or cite a scholarly article? Complaining that they “can’t find anything” on their research topic? Your library liaison wants to help! Here are some possibilities: the liaison could speak to your class about library research skills; or prepare a research guide tailored to the needs of your particular class; or meet with your students to help them individually. Contact your liaison to discuss the possibilities. Please make sure that all of your students know how to reach the liaison; you are welcome to include our contact information in your syllabus or in the course management software.

LIST OF LIBRARY LIAISONS BY SUBJECT:

<http://library.georgiasouthern.edu/services/library-liaisons/>

Possible draft for announcement at Deans’ Council or Faculty Senate:

We want all faculty at Georgia Southern to know that they have a library liaison, a person in the library dedicated specifically to meeting their library needs. That person can help faculty and students with research needs. The liaison can also assist in obtaining specific resources and making sure that library resources and services are adequate for each subject studied at Georgia Southern University.

To find out who the library liaison is for your subject, check this list:

<http://library.georgiasouthern.edu/services/library-liaisons/>

Posters:

We recommend using liaison ‘posters’ for print display to faculty, and a modified version for students in print for class hallways and digitally, for the library announcement blog. If there are no objections from liaisons, we recommend this as a consent agenda item. We welcome suggestions for other opportunities for advertising the program and the librarians.

Lisa is sending a survey of who wants ‘posters’.

<https://goo.gl/forms/c9MWApDzUtT3HZQ13>

Recommendation from Sub-Committee:

The subcommittee recommends having time on each liaisons committee agenda for collaborative discussion of what is being done, what works, what doesn't, etc. This is meant as a time for helping interested liaisons to adopt successful methods for communicating with faculty and students regarding research, services and resources available, and connecting with their liaisons; teaching, or encouraging collection development input from faculty. If there is sufficient interest, a separate meeting may be scheduled for a "how to implement" the suggested plan.