Library Liaisons Meetings Essence Notes

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Liaison Work Team Essence Notes

February 13, 2017
3:00 pm-4:30 pm, Dean’s Conference Room


Guest: Samantha Bowers, New York Times (Georgia Southern student)

I. NY Times Student Coordinator Report: Samantha Bowers, the on-campus promoter of the New York Times subscription, gave a brief update on her successful campaign to promote the campus subscription to the online newspaper. She sends dozens of emails each week to Georgia Southern professors, asking for a 10 minute time slot at the beginning of class to tell students about their access to the NYT. She primarily targets classes with large numbers of students, and so far, this strategy has worked. The only obstacles so far are the Department of Biology has refused to allow her time in their classes, and one professor on campus has asked her to provide documentation from the University that states she has permission to do this sort of promotion. Bede will make inquiries at the Provost Office to about this proof of permission.

So far, Ms. Bowers has not worked with any Library Liaisons in her efforts to schedule these sessions in the classroom.

II. LibWizard: Jeff Mortimore gave an overview of LibWizard Lite. LibWizard Lite only allows us to create forms and surveys. It’s free with our LibGuides CMS subscription. If you discover that you do not have access to LibWizard, please let Jeff know, and he will create an account for you. Jeff demonstrated our Desk Tracker form, which collects statistics of the Information Desk reference transactions, the
liaison consultations, instruction, and the assistance provided by CRS. As a result of his demonstration, a few changes were suggested and will be made. These changes are as follows:

- Add Service Unit choices for all library departments. This item now includes options for Access Services, the Dean's Office, and Systems. More refinements are possible, please let Jeff know about them.
- Add the Consultant / Instructor drop down menu for consultations.

III. **Outreach and Promotion Sub-committee Report:**
Lori began by recapping the last two meetings of this sub-committee.

**Posters:** Lori shared an example of one of the Liaison posters her graduate assistant in Gov Docs created. If anyone who wants a poster that hasn’t responded yet, please let Lori know.

**New Faculty Promotional Item:** Another topic of the Outreach sub-committee is the item to give to new faculty in the fall. The sub-committee will meet to select a few example of items and the message/design that will be customized. These examples will be shared with the all Work Team members at an upcoming meeting. Bede suggested once a choice is made, we go ahead and buy them, instead of waiting until closer to August.

**“What to say to faculty message”:** Rebecca has revised the message to regarding what liaison are to say to faculty. This is a Google document, and she will re-send the link so that we may all look it over.

**E-book promotion:** Lisa shared a recent story of helping a student in the stacks find a book. The student explained that, even though her book was outdated, she preferred it over the e-books that were available. Lisa shared her thoughts on working harder to promote the use of e-books during instruction, to hopefully encourage students to use them without hesitation. In
addition, she presented the idea of a “15 minute clinic”, which could be held periodically on a variety of library resources to promote them. At this point, the concept is forming, but the basic idea is to focus on a specific resource and to set up a table in the Learning Commons, perhaps near the Writing Center but not so close as to disturb their work. This area would be near where students are congregating and may be interested in hearing about a particular resource. The idea of the “15 minute clinic” is to raise awareness of particular resources and to perhaps explain some of the intricacies necessary to increase their usage.

IV: Open Discussion:
Jeff offered to explain in more detail a few issues regarding LibGuides. In the time remaining, this discussion covered standardization of the certain tabs on the subject Libguides, the cleaning up the template so we can more easily choose the sections we want, subject heading assignments, and more. Also, Jeff described more about the description of the databases and how we can customize them to suit our needs. As the discussion progressed, it was clear that a more time was needed for these topics. Libguide standardization will be an agenda topic for the next meeting.

Announcements:

1. FYI: The Liaison Work Team meetings are on the Work Team Rotation Cycle on the second Monday of the month at 3pm.
2. Nikki is now the liaison to Military Science.
3. Paolo will send the updated liaison list to Janet Burns for updating the liaison list on the library’s webpage.

Lisa Smith, recorder