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Library Liaisons Meetings Essence Notes

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1. **Guidelines for Database Assets & GLRI Links (Debra)**  
   https://docs.google.com/document/d/13xs0d9FtvU8CWF_qh7bXgGqCwREUhy6xF3EVLDeKy9I/edit?usp=sharing  
   Debra and Jeff presented the guidelines for databases assets and GLRI links. Please refer to the link above for the handout containing the guidelines. Next, Jeff and Debra will share these guidelines with the Lane Librarians and after their input, a consent agenda item will be sent to the Library Faculty for their approval to adopt these guidelines.

2. **Merger of Liaisons Work Team and Scholarly Communications Work Team:** We had a brief discussion about the merger of these two work teams. It had been discussed previously in both teams, and the draft of the consent agenda item was read. The majority of the attendees approves of the merger. One member is decidedly against the merger. His concern is that the Liaisons’ agenda will be overshadowed by the Scholarly Communications’ work team agenda. It was agreed that careful planning will help guard against that problem. If it determined that the merge is not working, we can return to a separate meeting schedule.

3. **New Faculty Orientation** (Date of NFO: August 2, 2018) Update on the NFO included the news that Foundation money cannot be used to buy gifts for faculty. Therefore, the umbrellas will not be purchased as planned. Other news regarding NFO orientation: We have a 30 minute session at 3pm. We will be participating in the 8:00am campus resource fair. Stay tuned for further discussion on our involvement in the NFO.

4. **Liaison roles at Henderson and Lane Libraries:**
   a. Do we need further discussion about the roles of liaisons on each campus?
   b. Do we know whether the roles have been similar between each library? To what extent should they be?
   c. Are there disciplines being taught almost exclusively on only one campus that would suggest one liaison should be responsible for both campuses?

   We had an open discussion pertaining to the questions above. Mostly the discussion focused on how the Libguides are being redesigned, and in time, the plan is to have a single guide to represent the subjects for both campuses. At this time, the two libraries are not ready for such a merger of the Guides. Also, we discussed the merger of the chat service and the change of the name of AskZach (the email reference service) to Ask A Librarian. As we go into the the next semester, liaisons at both campuses will work together to meet the needs of the students on their respective campuses.
5. **Tracking our statistics for activities such as consultations, instructions, or presentations (Clement)** Clement explained that starting in July 2018 procedures for collecting ACRL information services statistics and IPEDS statistics for all 3 campuses must be in place. Please use the ACRL definition of activities so that we are consistent in identifying and describing our activities. Ruth shared that tomorrow she and Leslie are meeting with Judith Garrison to work on the combined statistics gathering in RefAnalytics for reference transactions. Moving forward, the same system will likely be used to record our instruction and consultations.

6. **Successes or difficulties from Liaisons**—RSD librarians will present a workshop to the incoming student athletes this week. Sixty (60) student athletes will learn how the library and the Liaisons can help them with their research needs, including citing sources.

7. **Announcements:**
   Ruth shared the deadlines of required work on the new Subject Libguides. By 3pm tomorrow, all liaisons should have completed the following tasks on their subject guides in the new interface:
   - Provide a one-sentence description of the guide
   - Assign 3-5 Best Bets on the “Start Here” page
   - Add your name to the page. This will link to your profile.
   - Once these tasks have been completed for all subject guides, go to the Liaisons Toolkit page and complete the Subject Guide Approval form for each guide.

   Also, the Reference Resources pages need some attention by the liaisons. Go to the Reference Resources page located under “Programs and Services” Delete or complete the categories labeled print resources and Websites.

   Jeff asked for our input on the icons located on the Database A-Z list. These icons indicate whether databases are purchased by Georgia Southern, GALILEO, and if they are Open Access. Should we continue to use the Open Access icon? Overall, this group felt the Open Access icon should continue to be used. Jeff will ask attendees at the next ORS/Collections Team meeting and may send out a survey to capture additional viewpoints before making a decision.

   Clement followed up on the survey results from the students in Dr. Cook’s composition class. He will share them with the librarians who assisted the students in their assignment dealing with the mock trial.

Meeting was adjourned at 4:05pm
Recorder: Lisa Smith