LIBRARY LIAISON PROGRAM

Purpose:

The Library Liaison Program exists to establish formal, ongoing working relationships between the Library and University departments or divisions and to ensure good public relations with faculty and students in all aspects of library service. Watson library faculty are assigned by the Library Director as liaisons with departments/divisions based on interest and/or educational background in an academic specialization.

Role of the library liaison:

1. Represent the library needs of the academic department/division to colleagues within the library.

2. Initiate and maintain regular communication between the library and the department/division.

3. Select library materials and review faculty requests for library materials in the assigned subject area.

4. Provide subject-related teaching, orientation, database searching, and reference services or initiate activities with appropriate library faculty.

5. Assist with accreditation reviews where information about library resources is required.

6. Participate in departmental/divisional curriculum, library, or other appropriate committees as invited.

7. Facilitate the resolution of service problems for individuals within the academic department/division.
Responsibilities:

1. Establish and maintain good communication with the department/division.

2. Contact new departmental/divisional library representatives and provide an orientation and introduction to the library.

3. Develop effective communication mechanisms with the department/division in order to inform about library activities.

4. Act as a contact for departmental/divisional faculty with areas of the library.

5. Work with departmental/divisional faculty in writing grant proposals, in identifying library resources needed for proposed curriculum revisions, and in other relevant activities.

6. Contact new faculty and develop a profile of his/her needs and interests.

7. Provide assistance in planning/preparing student assignments making use of the library.

8. Provide research consultation for faculty and students as appropriate.

9. Stay current with the literature of the discipline, the major journals, reviews and bibliographies describing basic resources in the field.

10. Assist with selection and deselection processes, appraisal of gift resources, and evaluation of the collection in the discipline.