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Library Liaisons Meetings Essence Notes

Library Liaisons Work Team

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Library Liaisons Meeting

June 6, 2016

Essence Notes

Attending: Bede Mitchell, Debra Skinner, Paolo Gujilde, Bob Fernekes, Ruth Baker, Fred Smith, Tony Ard, Lili Li, Jessica Minihan, Jeff Mortimore, Jocelyn Poole, Lori Gwinett, Lisa Smith, Kay Coates, Rebecca Ziegler, Clement Lau, Alva Wilbanks.

Proposal for Liaisons Planning Retreat: (Rebecca Ziegler - Attachment A) Discussion took place on the proposal submitted by Rebecca for a multi-day Liaison retreat during the summer. Ruth stated that the Liaison Toolkit, which she is presently updating, is an important resource for liaison policies and procedures, and would be a useful tool at such a retreat. Any requested update to the toolkit should be sent to Ruth. Debra reported that the Collection and Resource Services department is in the process of creating a Collection Development Libguide with a link to the wish list. Clement shared information on similar retreats that he has been involved in and noted how successful they were in getting faculty participation. Bede reported that Scholarly Communications Work Team wants to present a type of traveling roadshow where they go to the colleges and host a drop by where they would provide refreshments and have the opportunity to promote the institutional repository, SelectedWorks, etc. From this idea, Bede suggested the possibility of getting the colleges to add the library to their meeting agenda to host a break for faculty at which time we could share library information. Bede stated that these ideas are things that would be brought out in such a planning retreat. He will work up a possible retreat agenda in Google Docs using Rebecca's bullets and scenarios. Faculty can add to the agenda and post additional scenarios for discussion at the retreat. By identifying agenda items, the length, date and time for such a retreat could be set for sometime in July.

Proposal for Library Budget Retreat: (Rebecca Ziegler - Attachment B) Bede suggested not having the library do such a retreat at this time, but instead begin the process at the first fall meeting of the Faculty Senate Library Committee. He feels that these individuals would have a better sense of the level of participation their faculty would want to have in the process. We could rely on them to help plan the retreat and encourage the involvement of their colleges. Bede will present this proposal at the first meeting of the committee in the early fall. Shortly after the committee has had time to reflect on such a proposal and talk with their colleagues, another meeting could be held to establish an initial plan that could be sent out to the deans and department chairs for their feedback. Due to the number of people we would want involved and the vast amount of information to be gathered, this process should be brought to a conclusion shortly after spring break. Faculty were in agreement with the proposed plan.

Overdrive Form: (Mortimore) Jeff demonstrated the new search form created for overdrive. The widget can be found on the books tab "Overdrive Search Widget" and can be mapped to the liaisons' guides where one can add more detailed information. Jeff will add a link to the form on the FAQ post.

Revised Database descriptions: (Mortimore) Jeff reviewed the changes to the detailed descriptions pages of the 275 databases on the LibGuides A-Z list. He asked that faculty review the updates and notify the e-team of those resources you feel need more detailed content.

Announcements:

Faculty who are planning to attend the American Library Association meeting in Orlando were asked to advise Alva or Dora of the dates they are attending the where they will be staying in case of an emergency.

(Attachment A)

A Motion for the Liaison's Meeting, June 6, 2016

Rebecca Ziegler

I move that we hold a multi-day Liaisons Retreat sometime this summer, before the Fall Semester starts. Present at this meeting should be, at least, the following persons: all liaisons, Bede Mitchell, Clement Lau, Debra Skinner in her role as the Head of

The purposes of the retreat would be as follows:

- To share with other liaisons how our own liaison activities are going, and to learn about theirs. This would entail sharing our successes, failures, questions, and problems.

- To see what questions or problems may be common to more than one liaison.

- To answer the questions and work out solutions to the problems that we have in

- Especially, to address any problems that the budget crisis may be causing for the

- To set policies and formulate answers to questions that we have as liaisons. To 'publish' these policies and answers to common questions in a place where we can all find them when we need them and where they can be updated as necessary.

- To inform everyone of the 'chain of command' as it applies to the Liaison Program; e.g., when we have a question or problem in our role as a liaison, whom do we consult or

- to think of ways to publicize the Liaison Program more widely across campus so that more people will use our services or inform us of those things about their departments or programs that will help us to be better liaisons.

(Attachment B)

Proposal

Rebecca Ziegler

In this time when the library is suffering budget difficulties, with the need to cut some subscriptions and with insufficient funds to buy all the new things that might be desired or requested, we need to find a way to get all departments and programs of the university to consider, just what it is that they really need from the library and what things we might now be spending money on that they do not need (i.e., the occasional demand could be adequately met by GIL, ILL, or some other means).

I propose that there be a week-long retreat with participants from all academic departments (maybe CT2 would help set it up) at some time when faculty are relatively less busy - perhaps between the end of summer term and the beginning of fall, or if we could not get enough people able to participate then, a few weeks after the beginning of the school year, when the initial bustle is over but faculty have not yet reached mid-terms. (The break between fall and spring semesters might be a better time, but that might be pushing it too far into the future.)

The purpose of the retreat would be for participants to figure out a plan to assess their department's (or program's) needs from the library, as well as the steps they will take to implement the plan. There should be at least one representative from each department/program at the retreat. The College Deans would be asked to require that their departments provide these participants. It will be understood that the participant in the retreat is the library representative for the department immediately thereafter.

The participants in the retreat will need to garner responses from their departments or programs sometime (not too long) after the retreat, of the following types: (1) some kind of consensus on the departments' library needs (certain departments may need primarily or only subscriptions; others may need mainly books; some particular mix between these two sorts of resources may be needed; a few departments may discover that the nature of their field is such that they really have no particular needs from the library); (2) a list of the subscribed resources (databases and periodicals) the department uses, if there are several resources that are comparable in their coverage which is the preferred one, and ratings of the things in this list as "absolutely necessary," "would be nice," and "can do without"; (3) a plan to keep track of new relevant books, select those that their students will use (or even, that they will refer their students to), and to not select those that will get only occasional, if any, use and that can be gotten through GIL or ILL if needed.

Ways that the retreat participants (now library reps) might get all this information are through departmental retreats, departmental meetings, surveys, or if it is a small-enough department,

just talking to all the members. Part of what would happen at the retreat is that participants will consider how best to get consensus responses from their departments.

The library liaisons would attend the retreat and would be standing by to help the departmental reps in any way possible. But few if any liaisons have a sufficient 'in' with their departments in order to get departmental consensus on all these matters themselves, or deep enough subject knowledge to determine all these things without the departments' input.

Of course, providing all this information will be a burden on the departments, but I do not think that it will be any more of a burden, or any less of a necessity, than present things required of the departments, such as program reviews, the QEP, or planning for SACS reaffirmation.