LIAISON ACTIVITIES BEYOND THE BASICS

Note: The following list was organized and edited from the original Liaison Lib Guide CHECKLIST, which did not include a category for Collection Development.

COMMUNICATION

☐ JOIN A SUBJECT AREA LISTSERV
   Or other current awareness service. This is a great way to find out about what is being talked about in your liaison area

☐ REQUEST TO BE ADDED TO THE DEPARTMENT MAILING LIST
   If they have one and are willing to do so, this will assist you in finding out about student organizations, research priorities, departmental policies, departmental plans, and, publications

☐ WRITE A FEATURE OR COLUMN FOR YOUR DEPARTMENT'S NEWSLETTER, BLOG, ETC.

☐ WRITE AN ARTICLE RELATED TO YOUR LIAISON WORK OR DEPARTMENT

☐ LEARN ABOUT THE CURRICULUM
   Review the course list and class schedule for each semester to see if there are classes with a research component or a basic introductory class. If those classes are being offered, send a letter to the specific faculty member for the class and offer your research and instruction services

☐ ESTABLISH OR UPDATE CURRENT AWARENESS SERVICES
   For faculty or graduate students

ATTENDANCE

☐ CONTINUE MEETING REGULARLY WITH YOUR DEPARTMENT CONTACT(S)
   To learn about new faculty, new courses, deleted courses, current plans for the Department; seek feedback on the library liaison program; and, your action plan for the year. As bridges to your users, it is essential that liaisons communicate frequently with your departments, keeping them informed about changes in library policies, new databases, services etc.

☐ ATTEND A CLASS LECTURE, OR AUDIT OR TAKE A CLASS IN YOUR LIAISON AREA
   Let your faculty know of your interest in what they teach. Ask if you can attend one or more sessions of a class, in order to improve your understanding of what faculty or students may need by way of support.

☐ ATTEND A CONFERENCE OR WORKSHOP
   Related to your liaison department
☐ ATTEND YOUR DEPARTMENT'S SPECIAL EVENTS OR PROGRAMS
   Faculty as well as students will really appreciate your attendance, and interest in what they do

☐ ATTEND A FACULTY MEETING
   Some departments are happy to have their librarian liaison attend a faculty meeting in order to provide them with updates and field questions about library services

☐ SERVE ON A DEPARTMENT OR PROGRAM COMMITTEE
   This is not always possible, but if asked, it can provide invaluable opportunity for networking

REFERENCE

☐ SCHEDULE REGULAR ONSITE VISITS
   Hold office hours in your departments

INSTRUCTION

☐ LINK FROM YOUR DEPARTMENTS’ WEB SITES TO YOUR SUBJECT GUIDE

☐ BE SURE TO KEEP YOUR LIB GUIDES UP TO DATE
   Lib Guide Links appear in Blackboard - the students and faculty will see them!

☐ PREPARE LIBRARY EXHIBITS
   Related to your liaison areas, and invite your departments to view them. They can also be used for library assignments.

☐ ESTABLISH A TEACHING PARTNERSHIP WITH A MEMBER OF YOUR DEPARTMENT
   Talk to Veronica Bielat or Judith Arnold for suggestions

☐ TEACH A COURSE OR COURSE COMPONENT IN YOUR DEPARTMENT

☐ SCHEDULE INDIVIDUAL OR GROUP ORIENTATION SESSIONS
   With new faculty and adjuncts AND new graduate students AND doctoral students

☐ SCHEDULE DEMONSTRATIONS OF RELEVANT ELECTRONIC PRODUCTS

☐ DEVELOP AN INTERACTIVE LEARNING MODULE

☐ DEMONSTRATE THAT INFORMATION LITERACY
   Can help support your departments’ goals and accreditation issues

RESEARCH SUPPORT

☐ ESTABLISH A RESEARCH PARTNERSHIP WITH A MEMBER OF YOUR DEPARTMENT
   Talk to Nancy Wilmes for suggestions
- PROVIDE CITATION ASSISTANCE FOR FACULTY PROMOTION AND TENURE PACKAGES

- INTRODUCE THE DIGITAL COMMONS
  To your department. Investigate possible uses by them i.e., Conference Proceedings.

- ASSIST WITH YOUR DEPARTMENTS’ CAMPUS SELF STUDY/REACCREDITION/ OR GRANTS

- ILL, DOCUMENT DELIVERY, AND CENTER FOR RESEARCH LIBRARIES (CRL) SERVICES
  Update or introduce faculty

- READ ARTICLES AND BOOKS WRITTEN BY YOUR FACULTY

**MISCELLANEOUS**

- MONITOR THE LIBRARY PROFESSION
  With regard to potential liaison activities to use in your department

- INVESTIGATE COLLABORATIONS AND PARTNERSHIPS
  With your faculty, or other library staff members that would enhance a liaison services objective