

## **Library Liaison Services**

The Athens State University Library Director assigns a librarian to serve as a liaison to each College or Department within the University. The Library liaison functions as the contact person between the Library and the assigned College or Department. The role of the liaison is to enhance communication between academic departments and the Library, especially in the areas of collection development, instructional services, and information literacy initiatives. Liaisons are appointed at the beginning of the fall semester and are subject to annual reappointments. The role of the liaison is subject to review and evaluation by the Library Director and the Dean of the appropriate College.

### **The Library Liaison:**

- Attends faculty meetings of the College.
- Shares information about Library services and resources.
- Promotes student and faculty use of the Library.
- Notifies College deans of changes in policy or procedure which might affect the College.
- Encourages requests for materials by providing reviews of new resources relevant to faculty members, classes, and departments within the College
- Serves as a primary contact for scheduling Library instruction.
- Serves as a resource for working with faculty members to incorporate Library instruction and information literacy components into their classes.
- Provides consultation services for faculty and students engaged in research.
- Provides one-on-one instruction for new faculty members.
- Collects and distributes information about new areas of research pertinent to the College.
- Solicits faculty members' perceptions about the Library, and collects their suggestions toward the improvement of Library service.

### **Collection Development**

Library materials, both print and digital, are selected according to the Library Collection Development Policy in order to support the mission of Athens State University. The Library liaison will maintain a close familiarity with the relevant library collections. The liaison follows new releases in the subject area and works with the academic department and the Collection Development Librarian to choose new materials as well as consulting on relevant cancellations or deselections. The liaison also solicits material recommendations from the academic department. The liaison works with the academic department to prioritize material needs within the scope of the budget. The liaison maintains familiarity with the department's courses and research assignments in order to ensure necessary collection support.

### **Instructional Services**

The Library is the intellectual center of any university campus. Consequently, the Athens State University Library's faculty and staff strive to serve the entirety of the University's learning community in various ways to assist as many faculty, staff, students, and community members as possible. Library Instruction (LI) at Athens State University empowers Library users to define information needs, select appropriate



information sources, make effective and efficient use of resources, evaluate source material, and correctly reference sources in papers and presentations.

Scheduling should be done 5 working days prior to the LI session for a previously presented session in order to allow time for handouts to be printed, etc. Scheduling should be done 10 working days in advance for a new LI session in order for it to be researched, collaboratively created, and then presented. Faculty attendance at their course's LI sessions is requested and much appreciated

### **Library Instruction**

LI sessions are best when carried out collaboratively with the faculty member teaching the course. Instruction is most effective when it is given prior to and in conjunction with a specific research paper, project, or assignment.

Course-based LI usually includes one or more of the following modes:

- Group instruction in traditional or electronic classrooms (on campus, at a University Center, or online)
  - Web tutorial
  - Electronic and/or print instruction aids
  - Asynchronous modes of instruction (Athens State e-mail, Blackboard discussion boards, or TechSmith Relay sessions)
  - Synchronous modes of instruction (in person, on the phone, via chat or Zoom)
  - Electronically Embedded Librarian within the course management software (Blackboard)
- Instruction may also include:
- Individual instruction during the reference interview process
  - Personal appointments for in-depth research consultation

Topics covered in instruction may include, but are not limited to:

- Library tour
- Search Strategies & Techniques
- Database instruction
- Resource Types
- Information Timeline
- Brainstorming techniques
- Development of research questions
- Advanced-subject orientation
- Alabama Virtual Library sessions
- Focused sessions on particular types of literature
- Proper source citation
- Evaluation of sources
- Evaluation of news

### **Embedding**

The electronically embedded librarian is a reference librarian who works within the online component of a class as a teaching assistant at the invitation of the instructor. Once a faculty member has requested



the embedded service and the appropriate College secretary adds the librarian as a teaching assistant, the embedded librarian communicates to students and faculty a description of the service and that the service has been activated. The embedded librarian will not complete assignments for students, but will provide instruction in the formulation of logical strategies and identification of relevant resource material. The embedded service is particularly appropriate for classes with a research component or research assignment.

The embedded librarian helps students find, evaluate, and cite information; posts instructional and informational materials to the course site; sets up and monitors a library discussion forum; and works with the instructor in other ways to enhance the students' learning experience. Students prefer a variety of ways to contact the embedded librarian, so methods of communication outside the course software platform are encouraged. Due to the specific needs of individual classes, librarians typically develop assistance tailored for each group.

The embedded librarian:

- Has access to course syllabi, class lists, assignments, and all communication tools.
- Has authority to post materials to the course management system (Blackboard).
- Initiates "Ask Your Librarian" discussion forums in each class.
- Provides e-mail and telephone assistance to students and faculty.
- Suggests resources and search strategies for specific assignments.
- Promotes the use of specific electronic resources available through the Athens State Library, the Alabama Virtual Library, e-books, and interlibrary loan, to minimize the students' need to come to campus.
- Offers assistance with source documentation and citation formatting.
- Has the ability to create course-specific source links.
- Has the ability to prepare Tegrity (video) instruction sessions.
- May conduct live instruction sessions in support of synchronous class instruction.
- Participates in blogs and wikis, as available in support of particular classes.
- Helps resolve technical difficulties involving access of resources.
- Assists with the promotion of creative thinking, problem solving, and information literacy.

## **Reference Services**

All librarians serve as general reference librarians. Some librarians have subject expertise and concentrate their efforts in those areas. Librarians provide guidance on complex research queries with instruction on tools and strategies. Please see the Library Reference Service procedure for more detail.

### **Library Guides and Online Tutorials**

As a part of their reference service duties, the librarians create and maintain Library Guides and Online tutorials related to their assigned subject fields. These materials are reviewed and updated regularly with an annual requirement.