GUIDELINES FOR DEPARTMENTAL LIAISONS
December 10, 2008

The Library Liaison Program at the University of Maryland exists to establish ongoing relationships between the Library and the University’s academic departments. At its core, The Library Liaison Program is composed of subject librarians and departmental faculty working together to enhance communication and improve library resources and services.

FACULTY DEPARTMENTAL LIAISONS

Developing relationships between the academic departments and the University Libraries is an important responsibility for departmental liaisons.

The role of faculty departmental liaisons is to provide essential support to the library liaison program by developing a collaborative partnership with the subject librarian liaisons and by working to enhance communication and improve library resources and services.

An effective departmental liaison will take advantage of opportunities to stay current on new developments within the library including new resources, services, and programs.

Departmental liaisons should encourage the development of an active, reciprocal relationship with their subject librarian liaisons in order to promote transparency grounded in mutual respect. Subject librarian and departmental liaisons share an understanding and awareness of the challenges and opportunities inherent in serving specialized areas of academic creativity while supporting the teaching and research needs of the University.

Departmental liaisons have a unique perspective on the research and curricular needs of their academic departments. They are therefore encouraged to solicit the requests and concerns of their fellow faculty members and to share those with their subject liaison.

Effective alliances of this kind are based on shared understanding and commitment to service throughout the university. Individual departmental liaisons are encouraged to combine various activities, as appropriate and useful, in achieving the desired ends stated above.

Listed below are the goals and best practices for the departmental liaisons.
IN RELATIONS WITH SUBJECT LIBRARIAN LIAISONS

Assist subject librarian liaison in all matters concerning the department by having an ongoing exchange of information and a shared understanding of issues and concerns.

- Meet with the subject librarian liaison on a regular basis.
- Be responsive to communications from the subject librarian liaison.
- Communicate information about the department to the subject librarian liaison, e.g. personnel changes, new directions in the curriculum and research interests.
- Include the subject librarian liaison early on in the process of adding new programs so assessments of library materials can be done in a timely manner.
- Involve the subject librarian liaison in departmental functions, e.g., faculty meetings, special events, faculty presentations, and departmental graduations.
- Communicate departmental concerns about the library to the librarian liaison, e.g. collections or services.
- Assist subject librarian liaisons in promoting and executing library projects that require departmental participation, e.g. serials review, search committees for new subject librarians, assessment of collections for new programs.
- Monitor liaison email reflectors and participate in email discussions as appropriate.
- Attend the annual State of the Libraries Address delivered by the Dean of the Libraries.
- Attend liaison convocations and special liaison meetings organized by the Libraries.
- Alert subject librarian liaison to new department faculty.
- Inform subject librarian liaison of scheduled program and accreditation reviews.
WITHIN THE DEPARTMENT

Disseminate information about the Libraries to the department.

- Promote consideration of library concerns and interests within the department.
- Stay informed about broader library issues and educate fellow faculty members, e.g. serials review, scholarly communication, etc.
- Assist library subject liaison in his or her relationships within the department.
- Facilitate subject librarian liaison participation in departmental meetings and new faculty orientations.