

The 2020 Library Liaison's Pocket Guide

The Library Liaison program is in place to facilitate greater collaboration and understanding between the library and each individual academic department in creating and recommending library resources needed to support the curriculum. This not only includes communicating book orders to your assigned departmental librarian, but also helping the library connect with the students and faculty in your department more generally. Your role is two-fold: 1) to communicate library news to your faculty, and 2) to communicate faculty needs to the library.

FAQs

When should I contact the library?

You should contact the library with every day purchasing requests, but also to communicate any larger curricular changes that will affect the library's budget when ordering for your new programs.

What kinds of requests should I collect from my department?

As a library liaison, it is your job to collect requests from your department for resources they would like the library to purchase. These resources can be print, digital, or media, or they can be subscriptions to journals. (Keep in mind that journal subscriptions require funds to be available every year, so these are more expensive than one-time purchases.) Near the beginning of the academic year, a library staff member will contact you with your department's budget for the year. Some liaisons send out emails periodically asking for resource requests, and others ask for requests as a regular part of department meetings. Occasionally library liaisons will be asked to share announcements from the library with their departments.

Whom should I contact with my colleagues' resource requests?

There is a designated website that lists departmental assignments for library liaisons: <https://libguides.ccsu.edu/about/liaisons>. You may also send an email to: LibraryAcquisitions@ccsu.edu.

Is it my responsibility to evaluate the appropriateness of my colleagues' requested resources?

It is not solely your responsibility to determine the appropriateness of a resource. Your subject librarian will also vet resource requests. However, you can explain to your colleagues that requested resources should benefit as many students and faculty as possible. For example, if a course with many sections uses the same required textbook, it makes sense to request one or more copies. On the other hand, if a text will only benefit one person's research, it is probably more appropriate to request the book through Interlibrary Loan. Some library liaisons ask their colleagues to briefly justify the request when they submit it.

What information should I ask my colleagues to send me when they make requests?

It is helpful to gather as much information as you can for resource requests. For books, ask your colleagues to send you the title, author, publisher, year of publication, and ISBN. For online sources, ask for the title, author, and URL. For media, it is helpful to have the title, director/creator, year, and distributor. You might also ask your colleagues to briefly explain the existing need for the resource and who will benefit from its availability in the library.

Whom should I contact for information on Open Educational Resources?

The Burritt Library is well equipped for helping you save students money with Open Educational Resources. For more information, contact a member of the OER team: Sharon Clapp, slcapp@ccsu.edu; Joy Hansen, jhansen@ccsu.edu; or Jillian Maynard, jm1796@ccsu.edu.

What is the deadline for placing orders?

For certain databases, the deadline for requests is January 1. The final deadline for book requests is April 15th each academic year, but keep in mind that you can make requests from January through April. The deadline for requesting databases is July 1st.

Additional Contact Information

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Spring 2020 Events and Deadlines

2020 Elihu Burritt Research Awards

Deadline: Monday, February 24

The Elihu Burritt Library Research Awards recognize excellence in undergraduate and graduate research. For more information, visit <https://library.ccsu.edu/services/award/application.php> or contact Susan Slaga-Metivier at slagas@ccsu.edu.

Human Library

Wednesday, April 8

<https://libguides.ccsu.edu/ccsuhumanlibrary>

A Human Library is an event that encourages people from different backgrounds to talk with and learn from each other. Human Books are volunteers who are willing to share their stories and/or their expertise.

Spring 2020 Library Hours

Monday-Thursday 8:00AM-10:45PM

Friday 8:00AM-4:45PM

Saturday 9:00AM-3:45PM

Sunday 2:00PM-9:45PM