

BASELINE STANDARDS FOR BIBLIOGRAPHER FACULTY LIAISON

8/95; rev 8/97; rev 9/98

Faculty liaison activities represent an important component of the UCI Libraries' outreach, communications, and public relations efforts. As such, liaison activities and the following baseline standards rest on the following shared principles and assumptions:

- * Bibliographers represent the UCI Libraries in their liaison activities.
- * Bibliographers impart clear and accurate information about the UCI Libraries to faculty and others.
- * Bibliographers bring information about schools/departments/programs back to the Libraries.
- * Bibliographers have primary responsibility for sharing information and responding to queries about collection development and the management of the Libraries collections.

Baseline standards represent liaison activities in which all bibliographers should engage, regardless of disciplinary differences among academic programs. In most instances, the standards can be met whether or not an individual faculty member is responsive to bibliographer requests for meetings or other consultation. The following, however, are not designed to be prescriptive; different situations dictate different responses. Rather, they are intended to serve as both general standards against which bibliographers might measure their level of liaison activity and as a checklist of possible liaison strategies.

1. Maintain current and accurate lists of faculty names, phone numbers, and e-mail addresses.
2. Keep current about the academic program, including curricular changes, new research initiatives, development efforts, computing trends, etc. When appropriate, bibliographers will share this information with colleagues, including the University Librarian, the AUL, Collections & Access Services, other AULs, the Development Officer, and the pods.
3. Be aware of changes in faculty (arrivals, departures, visitors).
4. Develop mechanisms for ongoing communication with faculty about library issues (e.g., collection development, special programs and projects, serial cancellations, CDL, etc.).
5. Develop a professional relationship with a contact person in the department (AA, secretary, faculty member, etc.) who can provide:
 - information on incoming faculty and other academic appointees
 - numbers of students and other relevant student demographic data
 - course syllabi
 - information on recruitments
 - information on department programmatic review cycles and activities.
6. Keep current on faculty research and publications using such resources as updated CVs, department or school publications, department websites, etc.
7. Prepare faculty interview form on all incoming faculty as well as on other faculty when the opportunity arises.
8. Develop and maintain an information packet for distribution to new faculty.
9. Maintain a list of graduate students (and their diss/research topic(s)) working with faculty.
10. Develop a plan for establishing and maintaining a "presence" in the academic department.