Orientation check list for the new subject specialists liaison librarians

The Research and Learning Unit within Public Services Division incorporates all subject liaison librarians from all library locations on campus, including Art/Arch, CHEM, EPSL, McKeldin, and MSPAL. The purpose of the Unit is to support the academic needs of the campus community and to provide information and research services to our users in both traditional and emerging and innovative ways, including strong liaison services to campus departments, general and subject-specific reference assistance, teaching subject-specific and general information classes, and developing and managing subject specific collections.

Liaison services are an integral part of the Unit’s functions. Liaison services are also one of the foremost strategic initiatives for the University of Maryland Libraries. In 2012-2013 Liaison Task Force was set up to examine liaison services and to provide future directions. The Liaison Task Force Final Report came out on May 13, 2013, http://libi.lib.umd.edu/sites/default/files/Liaison%20Task%20Force%20Final%20report%2010%20June%202020132%20copy.pdf. This report had a number of recommendations to strengthen liaison services and subject librarianship. Among them is the recommendation for the development of a formal training program for liaison librarians, including training for new librarians (page 3). This document is trying to address this recommendation.

The Check List is an effort to orient both the new liaison librarians and their supervisors to the things they will need in the initial period of employment at the University of Maryland Libraries. This document is difficult to compile as many of the things below are necessitated by the nature of our work and employment at the University of Maryland Libraries, but in many cases are dependent on other departments within the Libraries and the University. In addition many of these rules and procedures change often. Thus we need to be flexible, and see this document as a guide and a work in progress. The time line is only suggested. In many instances the order of what to do and when can easily change, depending on circumstances. Supervisors are tasked with leading this process, but help from library faculty, particularly other subject specialists liaison librarians, is highly desirable.

Before start day:

_____ If possible at all try to obtain University ID and various accounts

First Day:

With your supervisor:

_____ Meet divisional librarian/ department head

_____ Meet co-workers in your department

_____ Go over orientation packet and items from Human Resources and other departments (with supervisor explaining when needed):

_____ Work hours, record keeping
________ Holidays/ weather policies

________ Leave policies

________ Procedures for calling in

________ Procedures for finding a substitute

________ Paycheck, pay information

________ Safety and security procedures (shelters, exits, duties)

________ Appropriate attire

________ Telephone/ limitations on personal use of equipment

________ Health and safety/ accident report guidelines

________ Conditions of employment

________ Position details: expectations, duties, procedures to follow

________ Details of how the work unit functions, how it fits into library overall, place in organizational chart

________ Performance review procedures

________ Tour your workspace (office/desk/common areas/storage/supplies)

________ Location of library manuals, publications

________ Location of office supplies/ procedures

________ Technology support/ ITD contact

**With a co-worker volunteer**

________ Tour of library building

________ Major entrances and exits

________ Fire evacuation, shelters

________ Copy machines

________ Recycling
_____ Restrooms
_____ Café/vending
_____ Staff lounge
_____ Human resources

On your own:

_____ Visit Human Resources
   _____ I-9, other employment forms
   _____ Tax forms
   _____ Check routing/direct deposit
   _____ Benefits package
   _____ Tuition remission program

_____ Obtain University ID

First Week

With your supervisor

_____ Follow up with any questions

_____ Arrange meetings with Dean/ Associate Dean for Public Services/ Head of Research Services/ Director for Collections

_____ Documents/Policies (strategic plan/Liaison Task Force Report/etc.) that employee needs to know about

_____ Visit other libraries/departments (this could be with a volunteer who would introduce the new person)
   _____ Arch
   _____ Art
   _____ Chem
On your own

_____ Campus Tour (Monthly Orientations for campus employees are offered through Campus Human Resources on a weekly basis)

_____ Transportation options

_____ Health Center

_____ Virtual Tour of UMD Libraries website

_____ Virtual tour of UMD website

_____ Schedule/attend Sexual Harassment Workshop

_____ Customer service training (canvas/Cynthia Ippoliti)

_____ Training opportunities

_____ Establish Outlook Account

        _____ Outlook Training

_____ Libi Account

        _____ Libi Training/Tour

Second week & beyond

Outreach / Liaison Services

_____ Familiarize yourself with Liaison Task Force Report

_____ Familiarize yourself with your department(s)

        _____ Course descriptions/schedule
_____ Faculty profiles & interests
_____ Environmental Scan of department(s)
_____ Set up meetings with department’s chair and department’s administration
_____ See if can be invited to the department’s assembly and further meetings
_____ Meet faculty through appointments, faculty meetings
_____ monitor conferences, journals, etc.

_____ Expectations, policies and procedures (supervisor/Yelena)

_____ Communication (Eric B.)

Collections

_____ Collection development policies & procedures, expectations (with Head of Collection Management)

_____ Budget

_____ Get to know the physical & digital collection (walk the stacks, reference section)

________ Review the Collection Development Training Manual (http://tinyurl.com/UMCP-CMTM), particularly the “Resources for New Selectors” section for information on requesting materials, an overview of Collection Development, and contact information.

Reference

_____ Expectations & duties, policies & procedures (with supervisor)

_____ Info Desk - tour, scheduling, as applicable

_____ CHAT services

_____ Meet with other subject librarians to go over main resources & collections in their disciplines

_____ Ask other librarians to shadow on Information desk, one-on-one interviews and/or CHAT

_____ Tools

_______ Illiad

_______ WorldCat UMD
Citation Management
Finding and using e-books
LibAnswers

Instruction

Expectations & duties, policies & procedures (with supervisor)
Ask other librarians to visit their classes and learn from their experience
Ask other librarians to come to your class to give feedback
First year experience (Teaching & Learning)
Assessment (Teaching & Learning)
General programs (PWP, Scholars, Gemstone)
Tools
LibGuides
Course reserves & Canvas/Elms
Instruction rooms, technology

Scholarly Communication/Open Access

Terry Owen

Data Services

Karl Nielsen

Personal (work with supervisor)
PRC
Mentor
Committees/professional organizations to join
Travel funds
General conversation about scholarship/creative projects

**Faculty Affairs** (on your own)

_____ APPSC (Appointment, Promotion, Permanent Status review Committee)

_____ Obtain letter of appointment and time line for promotion