

## 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%2020132%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

\_\_\_\_\_ EPSL

\_\_\_\_\_ Hornbake: Nonprint, Special Collections, Digitization Center & Media Reformatting

\_\_\_\_\_ McKeldin (HSSL, Mck Info desk, T&L, Access Services, TSD, ITD)

\_\_\_\_\_ MSPAL

### **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/Cinthya 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 feed back

\_\_\_\_\_ 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