

## Library Liaison Program Guidelines

The Library Liaison Program is designed to support the instructional and research activities of instructors and their students at Clayton State University. In order to facilitate learning and ensure assessment consistency across courses, we have developed these guidelines for the program.

Library liaisons are able to:

- Serve as a subject expert for assigned areas
- Send faculty regular updates about library hours, news and resources
- Offer and teach synchronous library instruction sessions online or in person (while observing any necessary COVID-19 BOR and CDC restrictions)
- Create asynchronous instruction through tutorials, videos or other relevant methods
- Design short (1 page or less) library research assignments or quick (6 questions or fewer) assessment tools to measure student success (2 assignments or tools per course per semester). Assessments will be based on CSU Library Annual Learning Outcomes and ACRL guidelines.
- Use new and revised syllabi to relevantly construct instruction sessions
- Create and update relevant LibGuides
- Provide research assistance through chat, email, and individual consultation appointments
- Lead students and faculty to relevant resources for research
- Collaborate with faculty to develop, update and weed the library resource collections
- Identify and add significant databases or e-resources to the library's collections
- Work with faculty to integrate library resources into D2L
- Embed themselves into the class for 1-hour office hours

In the interest of making the best use of library time and staff and in providing fair and equitable services to our respective groups, library liaisons are not able to:

- Function in the capacity of a teaching assistant.
- Produce lengthy (more than 1 page) assignments or grade research papers/assignments
- Design more than 2 assessments or tools per course per semester
- Write or edit papers for students
- Conduct exhaustive research for a student rather than teaching them how to search independently

If you would like to discuss your class's needs with your liaison librarian, please [contact us](#). We look forward to working with you to ensure your students' success!