

# LIAISON NEWSLETTERS-Old Concepts, New Approach



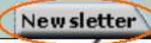
Newsletter

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## AT HOLMESLGEN....





- Current structure one liaison librarian to one or two centres
- Liaison Librarians participate in:
  - -Collection management
  - -Information literacy
  - -In-depth reference





# REASON FOR LIAISON NEWSLETTER

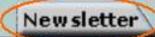


- Sessional and part-time teachers disadvantaged
- Increasing number of new services:
  - -Online reference service
  - Online information literacy
  - Increasing databases



# The Life of a TAFE Liaison Librarian





Coombe mentions that three general conclusions on the significance of liaison work can be reached, they are:

- 1. The "marketing" of the library to departments
- 2. Two-way communication
- 3. The need for close relations in order to gel the whole teaching learning process

Liaison
Newsletters:
Keeping you
informed

Coombe, Tracey 1996, 'The Changing Role of the Subject Librarian with Particular Reference to the Social Sciences.' MSc thesis, University of Sheffield.









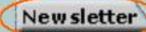
NEW APPROACH.....

Online customised information





## **ESTABLISHING THE SERVICE**



- Templates
  - Sections
    - New Purchases
    - Periodicals
    - Of Interest
  - FrontPage as the web authoring tool
  - Knowledge of scanners
- Copyright
- Breakdown of liaison areas





#### TRIALLING THE SERVICE

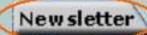


- Positive response to trial
- Results of the trial indicated:
  - 1. Training needed
  - 2. Marketing
  - 3. Time management implementation





#### MANAGING THE SERVICE



# 1. Training of Liaison Librarians

- -Internal trainers
- -Group
- -One-on-one
- -Procedures
- Induction training





### MANAGING THE SERVICE





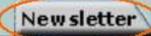
# 2. Marketing & promotion

- Contact sessional teachers
- Visit Departmental meeting
- Hold staff training sessions
- Conduct one-on-one
- Demonstrate in orientations





#### MANAGING THE SERVICE



# 3. Timing & Streamlining processes

- Production schedule of newsletters
- New purchases circulated monthly
- Periodicals section customised
- Content sharing/idea sharing
- File management





### REVIEWING THE SERVICE

Newsletter

- In reviewing the service we found
  - in holds
  - in use of services
  - in communication
  - in users
- Formal review
  - -Implement statistical package
  - –Conduct focus groups





#### CONCLUSION



- Number of newsletters has increased from 16 to 19
- Continued integral part of Information Commons services





http://www.ic.holmesglen.vic.edu.au

Click on NEWSLETTER

Produced by your Liaison Librarian at the Information Commons