



Role of Library Liaison Officers in Academic Schools

The role of the Library Liaison Officer (LLO)

Library Liaison Officers play a vital part in ensuring good communication between the Library and the academic schools. The Library's priority is to support teaching and research within each school and to develop relevant resource collections. LLOs provide a regular point of contact and can ensure the school's needs are met.

Each school is invited to nominate a member of its academic staff as LLO. Effective LLOs have an active interest in the Library, are able to represent their school authoritatively and have a good knowledge of the teaching and research activities of their school. LLOs work with Liaison Librarians to encourage academic staff to contribute to building library collections. The LLO can be located in Hobart, Launceston or Burnie but has a responsibility to communicate with their school colleagues state-wide.

What does an LLO do?

Activities that LLOs may be involved in include:

- Advising the Library on the school's library needs
- Informing the Library of new areas of teaching and research
- Responding to the Library's requests for information
- Coordinating the school's responses on proposed changes to Library practices
- Ensuring that new academic staff and research postgraduates are introduced to their Liaison Librarian(s)
- Informing colleagues about Library developments
- Distributing new publication information sent by the Library
- Coordinating orders for new print and electronic resources for the Library
- Communicating information on Library budget expenditure.

Schools tend to handle these activities differently. Contact your Liaison Librarian to discuss the options.

What the Library can provide

To support the work of the LLO and the school, the Library can provide:

- Updates on new Library services or initiatives
- Advice on embedding information literacy content into units and courses
- Periodic financial statements and advice on the Library materials budget
- Information from publishers about new titles
- Prices, previews, database trials and lists of subscriptions

Contacts & further information

For a list of current Liaison Librarians and Library Liaison Officers for each school go to:

<http://www.utas.edu.au/library/about/liais.html>

More useful information for research and teaching staff is available under the 'Services for Staff' link: <http://www.utas.edu.au/library/libserv/users/unistaff.html>