

Objectives

Outreach

New faculty are not often aware of what services we provide, for them, in the library. All new faculty must participate in an orientation session for the campus. The library often gets a short period of time in which to present ourselves. This folder will support the short library presentation with information relevant to each specific faculty member

Goal: To ensure faculty knows what services the library provides.

Project Team

Sara Marks, Instruction Service Librarian
Deb Verhoff, Reference Librarian

Folder Items

- Letter from their department Liaison
- Library brochure
- Reserve Item Service brochure
- ARC brochure
- Bookmark about off-campus access
- Bookmark about library hours
- Research guide for field
- Instruction Services flyer
- Various flyers for relevant products

Project Timeline

June 2007	<ul style="list-style-type: none">• Determine what goes into the folders• Finish creating new documents• Get list of new faculty members• Contact liaisons for letter creation
July 2007	<ul style="list-style-type: none">• Work on printed subject guides for folders• Finalize folders
August 2007	<ul style="list-style-type: none">• Give folders to new faculty
Fall 2007	<ul style="list-style-type: none">• Determine any revisions needed to project