The role of the Departmental Library Coordinator (DLC)

The Library works in close partnership with academic departments and the role of the Departmental Library Coordinator (DLC) is central to this. We want to ensure that academic colleagues, students and administrative staff are all aware of the wide range of services and resources we provide to support learning, teaching and research. Your input is invaluable to ensure our success. We realise that your time is limited however and we don’t expect a huge commitment. We’ve put together a list of the key areas where we need your support.

Your support:

- Liaising with the Departmental and Faculty Directors of Learning and Teaching and Research and Innovation
- Alerting us to any new developments within the department that might be useful for us to know e.g. new areas of research or new research groups, new courses
- Helping us to promote the support we provide for learning and teaching such as resource lists, an awareness of the information skills resource and other information literacy support.
- Working with the library to manage subject allocations to support resource purchasing, journal subscriptions and journal reviews. Coordinating departmental bids against special Library funds that become available e.g. the Library Development Fund.
- Contributing to discussions about new systems such as StarPlus and Library policies in general, so that we can improve our present services and get it right when we introduce new ones.
- Working with us to promote the Library’s support for research, particularly in relation to collection development, open access and research data management.
- Encouraging active engagement with the Library and participation in the provision of feedback from your department to ensure that our users’ experience and expectations are central to service and resource development decisions.
- Our NSS scores have been improving steadily over the years but we need to work hard to maintain and continue to improve the results. Working closely with us you can help make a difference.
• We want to ensure academic colleagues are aware of the most up to date information relating to copyright. Your help in disseminating good practice is essential.

Your commitment:

• We’d like you to come along to the Library User Group meetings that we hold twice a year and a Faculty DLC event, which usually takes place in January or February each year. These are opportunities for us to bring you up to speed with new developments. They are also opportunities for you to raise topics on your own behalf and that of academic colleagues. These occasions are key to ensuring a good communication flow between the Library and your department and vice versa.

• In between these meetings we’d like you to keep in regular contact with your Liaison Librarian for the department and your Faculty Librarian. This might be via face to face meetings, email or telephone, whichever is agreed to be most appropriate.

• We’re trying to ensure that a representative from the Library is invited to student/staff meetings on a regular basis and value your help in making this happen.

University of Sheffield Library

2016