Role of the DLC

The Departmental Library Coordinator (DLC) is a key component in engagement between departments and the services the Library provides. DLCs are appointed by departmental heads and should have an understanding of learning, teaching and research issues and the priorities of the department. The role complements the regular faculty/library strategic meetings with the FDO, FDRI and FDLT and coordinates with departmental DRIs, DLTs and other departmental leads.

The responsibilities of the DLC:

- To act as a point of contact between the Library and department to disseminate Library messages to staff and students, working with other departmental staff as necessary (eg Directors of Research and Learning & Teaching)
- To keep the Library informed about departmental developments in research and teaching
- To work in partnership with the Library to improve and develop Library services and resources and collaborate on projects when needed
- To assist the Library in prioritising potential new purchases of databases, journals and other resources, ensuring that significant purchases support the strategic priorities of the department for both teaching and research
- To raise awareness and encourage the use of the Library’s Book Recommendation Form, the Recommendation form for databases and journals and the StarPlus Requesting items function for recommending and acquiring new resources that meet the department’s needs
- To promote Library resources and services to the department and students and communicate feedback to the Library including, but not restricted to:
  - Reading lists
  - Information and digital literacy
  - Resources and services supporting research