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Job Searches in Liaison Departments: Opportunities for Outreach and Inreach

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Meeting the library

**Full building tour**

- **Access**
  - Graduate Student and Faculty Research Center
  - Librarians and liaison offices
  - Basic instruction and study areas
  - Reading rooms

**Areas and services relevant to position**

- **Teaching**
  - Reference librarian
  - Instructional librarian
  - Research librarian
  - Collection development

- **Research**
  - Scholarly communication
  - Research methodology
  - Data analysis
  - Research writing

- **Collections**
  - Print and electronic resources
  - Special collections
  - Archives

- **Services**
  - Interlibrary loan
  - Document delivery
  - Rush services
  - Online resources

**Adjust and improvise**

- Contact from liaison department: search chair, department chair, or administrative assistant.
- Establish tour timing and logistics
- Identify potential library needs for successful candidates:
  - Teaching or research interests?
  - New library resources or services?
  - Identify staff responsible for meeting candidates’ needs.
- Review tour paths to make optimal use of time, meet all relevant staff members.
- Circulate candidate application materials, if available.
- Confirm staff availability day before tour.
- Review key library information: hours, gate count, etc.
- Welcome candidates:
  - Provide library promotional materials and contact information for any follow-up questions.
  - Confirm mobility needs e.g., stairs vs. elevator.
  - Storage of candidate belongings during tour.
  - Improvise as needed, and end promptly.

The library meets itself

**Departments collaborating**

- **Key library information**
  - Hours
  - Gate count
  - Etc.

**Candidate and liaison department feedback**

- “The visit to the library was excellent! You and your colleagues did such a thorough job with the presentation that I don’t have any questions at this point. It was a pleasure meeting you and I hope to work with you in the future.”
- “These trips to the library were a great hit with our candidates and if it’s OK with you, we’ll continue scheduling you (or the person you name in your stead) for these interviews.”
- “Your involvement helped make each candidate’s visit to VCU a success, and helped provide an understanding of available resources on Monroe Park Campus.”
- “Thank you for taking time from your day to give me a tour of the VCU library facility. It is enormous and probably my most valuable ally and aid as I hopefully step into research and teaching at VCU.”

The moral of the story

- The interview process provides further opportunities to touch faculty patrons about the library.
- Arranging to meet with library staff highlights shared goals and concerns for specific patron populations.
- Successful completion of candidates’ library tours paves the way for future collaboration—externally with liaison departments and internally among library units.
- Introducing job candidates to the library, its services, and its collections promotes the library beyond campus.

For your nightstand


Gratitude

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