

Georgia State University

ScholarWorks @ Georgia State University

University Library Faculty Presentations

Georgia State University Library

5-2004

Leveraging the Library Liaison Organizational Model to Provide and Manage an Effective Instruction Program

Tammy S. Sugarman

Georgia State University, tsugarman@gsu.edu

Mary Lyn Thaxton

Georgia State University, lthaxton@gsu.edu

Follow this and additional works at: https://scholarworks.gsu.edu/univ_lib_facpres



Part of the [Library and Information Science Commons](#)

Recommended Citation

Sugarman, Tammy S. and Thaxton, Mary Lyn, "Leveraging the Library Liaison Organizational Model to Provide and Manage an Effective Instruction Program" (2004). *University Library Faculty Presentations*. 20.

https://scholarworks.gsu.edu/univ_lib_facpres/20

This Presentation is brought to you for free and open access by the Georgia State University Library at ScholarWorks @ Georgia State University. It has been accepted for inclusion in University Library Faculty Presentations by an authorized administrator of ScholarWorks @ Georgia State University. For more information, please contact scholarworks@gsu.edu.

Leveraging the Liaison Model for Instruction

Tammy Sugarman
Lyn Thaxton

LOEX 2004

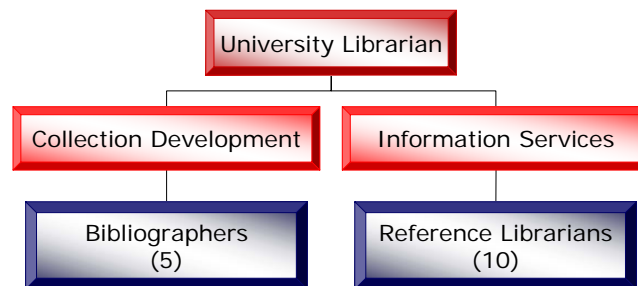
Background

- ▣ Georgia State University
- ▣ University Library
- ▣ Library Faculty

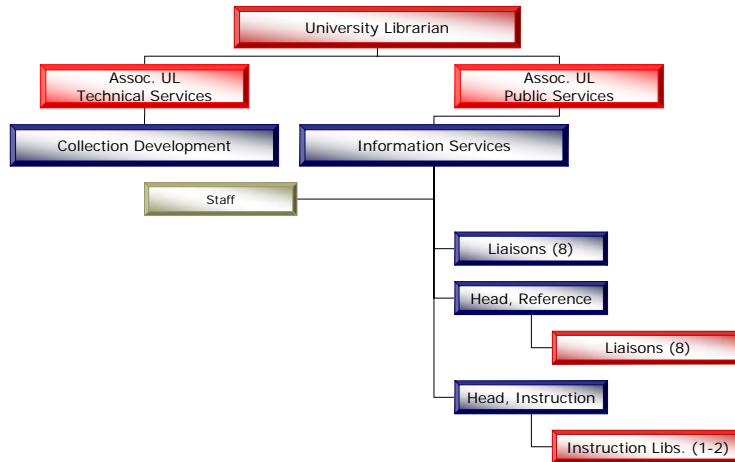
Liaison Model

- Development
- Liaison responsibilities
- Organizational model

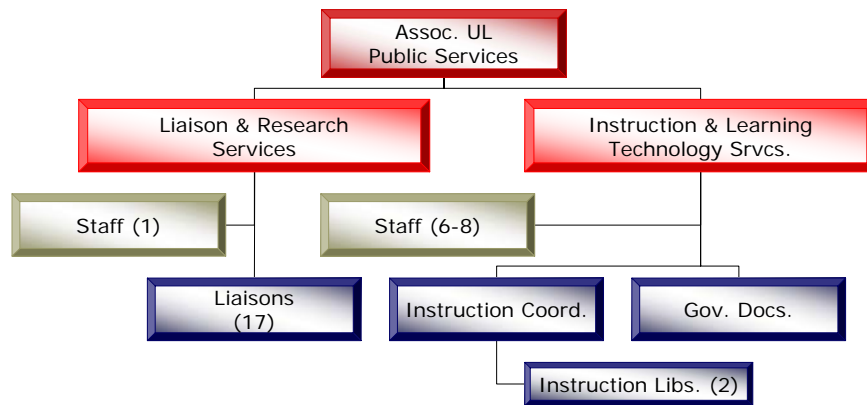
Organizational Chart – Bibliographer Model (pre 1998)



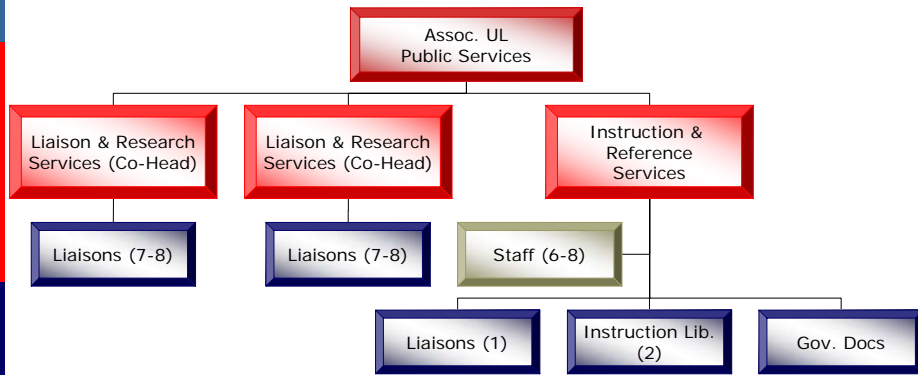
Organizational Model Liaisons (1998-2002)



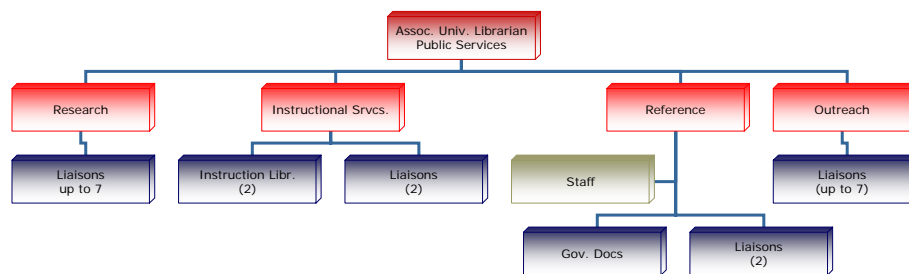
Organizational Model L&RS, I<S (2002-2003)



Organizational Chart L&RS, I&RS (2003-2004)



Organizational Chart (2004-) Research, Instruction, Reference, Outreach



Instruction Program

- Overview
- Staffing
- Scheduling Process
- Collection of Data
- Evaluation of Liaisons

Instruction Request from Faculty

Georgia State University Library - Library Instruction Request Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Instructor's name:

Phone Number:

E-mail address:
(OSU email address)

Course Information

Course name and number:

Days and hours of class:
(beginning and ending times)

Number of students:

Do any students need disability accommodation?
 Yes No

If so, what type?

Please tell us the assignment that will require your students to do library research, and if you wish, any specific databases that you would like the students to learn about in the library session. Your class will not be scheduled if you do not have a library research assignment. Please contact your subject liaison or Tammy Sugarman, Library Instruction Coordinator, if you would like assistance in creating a library research assignment for your class.

Research / Library Assignment:
Due to staff and classroom constraints, the library is not able to offer "general" library information seminars for individual classes.

Instruction Form - Librarian



The University Library - Intranet - Instruction Web - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Links

Instruction Class

All bold fields are mandatory.

Class Date: 4/23/04 [[view calendar](#)]

Time In: (Example: 10:00am)

Time Out: (Example: 2:00pm)

Location: [select "Seminar Room"]

Department: Select a department

Course Number:

Class Schedule:

Instructor:

Instructor E-mail:

Instructor Phone:

Students Expected: (format = ###)

Class Type: Select a class type

Class Note:

Do any students have disabilities or special requirements?
 Yes No

If so, what type?

Subject Emphasis:

ADMIN HOME

ADMINISTRATION

- Add Class
- Content Manager
- Content Manager Past
- Add OSU Course
- OSU Course Manager

ALL CLASSES

- Upcoming Classes
- History List
- Stats

MY CLASSES

- My Upcoming Classes
- My Class Attendance
- My Class History
- My Stats

Instruction Database Record



The University Library - Intranet - Instruction Web - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Links

GEORGIA STATE UNIVERSITY LIBRARY
100 Decatur Street SE - Atlanta, GA 30303 - 404/651-2172

Home | Search | Site Index

YOU ARE HERE: [Home](#) > [Intranet](#) > [Instruction Web](#) > [Details](#)

GSU Courses

[Return](#)

ClassID: 2253

Date/Time: Thursday, March 18, 2004 from 2:30 PM to 3:45 PM

Dept: CHEM - CHEMISTRY

Course: 4120/6120 Inorganic

Class Schedule

Instructor: Dr. Kathryn Grant

Phone: 1-0613

Email: kgrant@gsu.edu

Location: Seminar Room

Floater:

Students: 9

Students Attended: 7

Class Type: Undergrad/Grad Combo

Librarian: Teri Vogel

Note:

ADA:

Subject Emphasis: SciFinder, Web of Science, Current Contents Connect and PubMed (last 2 time permitting)

Database Record: Added 2/25/04 4:44:45 PM by Teri Vogel

[Return](#)

ADMIN HOME

ADMINISTRATION

- Add Class
- Content Manager
- Content Manager Past
- Add OSU Course
- OSU Course Manager

ALL CLASSES

- Upcoming Classes
- History List
- Stats

MY CLASSES

- My Upcoming Classes
- My Class Attendance
- My Class History
- My Stats

Done

Start

Internet

3:04 PM

Instruction Stats - Aggregate



The University Library - Intranet - Instruction Web - Microsoft Internet Explorer

GEORGIA STATE UNIVERSITY LIBRARY
100 Decatur Street SE - Atlanta, GA 30303 - 404/651-2172

Home | Search | Site Index

YOU ARE HERE: Home > Intranet > Instruction Web

Get Statistics

Select Date Range
From: 08/18/2003 [view calendar](#) OR Select a month
To: 04/23/2004 [view calendar](#)
Get stats

Instruction Statistics
Period From 08/18/2003 to 04/23/2004
307 total classes, 6045 total students, and 410:58 total time

	# of Classes	# of Students	Time
Undergraduate	195	4343	248:23
Graduate	70	1192	101:20
Undergrad/Grad Combo	18	309	34:45
Walk-in	18	41	18:30
Other (tours, visiting groups, etc.)	6	160	8:00
Total	307	6045	410:58

Copyright © Georgia State University Library 2000-2004
GEORGIA STATE UNIVERSITY LIBRARY
100 Decatur Street SE, MFC 460705, ATLANTA, GA 30303-3202
URL: <http://www.library.gsu.edu> | [Contact Us](#) | [DS_A_Library](#)

ADMIN HOME
ADMINISTRATION
Add Class
Content Manager
Content Manager Past
Add OSU Course
OSU Course Manager
ALL CLASSES
Upcoming Classes
History List
Stats
MY CLASSES
My Upcoming Classes
My Class Attendance
My Class History
My Stats

Instruction Stats - Librarian



The University Library - Intranet - Instruction Web - Microsoft Internet Explorer

Class Listing Options
Classes by Librarian
Vogel, Ten
Classes by Page
01 | 02 | 03 |

Previous Classes
Showing 1 to 20 of 49 classes << Previous 20 | Next 20 >>

1.	3/18/2004 (Thu.) 5:00 PM - 6:00 PM	Details	Update	Delete
2.	3/18/2004 (Thu.) 2:30 PM - 3:45 PM	Details	Update	Delete
3.	3/18/2004 (Thu.) 12:00 PM - 1:00 PM	Details	Update	Delete
4.	3/18/2004 (Thu.) 10:00 AM - 11:00 AM	Details	Update	Delete
5.	2/24/2004 (Tue.) 1:30 PM - 2:30 PM	Details	Update	Delete
6.	2/20/2004 (Fri.) 11:00 AM - 12:30 PM	Details	Update	Delete
7.	2/5/2004 (Thu.) 10:00 AM - 11:40 PM	Details	Update	Delete
8.	2/3/2004 (Tue.) 10:00 AM - 11:40 AM	Details	Update	Delete
9.	1/26/2004 (Mon.) 7:15 PM - 9:00 PM	Details	Update	Delete
10.	11/20/2003 (Thu.) 1:00 PM - 3:00 PM	Details	Update	Delete
11.	11/11/2003 (Tue.) 1:00 PM - 2:40 PM	Details	Update	Delete
12.	10/14/2003 (Tue.) 2:15 PM - 4:15 PM	Details	Update	Delete
13.	10/9/2003 (Thu.) 12:00 PM - 1:00 PM	Details	Update	Delete
14.	10/9/2003 (Wed.) 1:00 PM - 2:00 PM	Details	Update	Delete

ADMIN HOME
ADMINISTRATION
Add Class
Content Manager
Content Manager Past
Add OSU Course
OSU Course Manager
ALL CLASSES
Upcoming Classes
History List
Stats
MY CLASSES
My Upcoming Classes
My Class Attendance
My Class History
My Stats

Benefits for Instruction

- ▣ New areas for instruction
- ▣ Focused assignments
- ▣ Growth in number of students taught
- ▣ Repeat business

Challenges

- ▣ Space
- ▣ Varying demand among liaisons
- ▣ Training

Future

- Portfolios
- Training
- Tutorials
- Outcome research
- WebCT Vista

Keys to Success

- Automation
- Liaison job responsibilities
 - Teaching
 - Promotion of instruction
- Administrative “buy-in”

Contact Information

Tammy Sugarman
Department Head, Instructional Services
University Library
tsugarman@gsu.edu

M. Lyn Thaxton
Co-Interim Department Head, Liaison &
Research Services
University Library
lthaxton@gsu.edu