

Departmental Library Faculty Representative (DLFR) for UVic Libraries

1 year, renewable term; normal start date July 1

Role of a departmental library faculty representative

- **To represent your department's faculty, students, and interests** in terms of meeting your department's needs as they relate to the Libraries and communicating departmental priorities and interests relating to the Libraries.
- **To facilitate effective communication between your department and the Libraries**, including ensuring your subject librarian will be included on faculty/department email lists and invited to departmental and Faculty meetings, including being added to meeting agendas as appropriate to provide updates on library initiatives, new or changing services, and facilities updates. The faculty library representative will also assist in distributing library information to all departmental members, such as highlighting new resources, events, changes in policy, budget allocations, etc.
- **Meet with your subject librarian** to keep the subject librarian informed of new courses, programs, new faculty, or new research areas to ensure that current teaching and research interests of the department are reflected in library holdings and programmes. This includes helping promote opportunities for your subject librarian to deliver sessions on new databases or research tools, or to have the subject librarian included in course offerings.

How will my subject librarian help me and my department?

- By contacting you regarding upcoming workshops, events, and other information of interest to departmental faculty, instructors, and students
- By promoting faculty research through a variety of means, as well as connecting you to library support for grants, research data management, etc.
- By communicating library activities, collection development suggestions, database trials, etc.
- By creating a collection approval plan that meets departmental needs within budgetary limits
- By creating library workshops to fit with departmental course needs & objectives
- By creating Course Guides or Subject Guides of relevance
- By connecting you with other librarians and library staff with expertise relevant to your department's needs

Ad Hoc Faculty DLFR Committee

- At least once a year, UVic Libraries will host a meeting for all DLFRs to meet each other and review the library's operational/strategic plans, themed or current issues, and other initiatives.

The Libraries will provide departmental chairs / deans with a brief annual summary of DLFR activities.