

Emerson Library/Webster University Liaison Assignments

Contact your liaison to order materials and to ask questions related to you're your department.
We are here to help you.

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Main Reference Desk: (314) 968-6950
(Reference assistance and to schedule library instruction)
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The school/college liaisons collaborate with the faculty in many ways. Contact may start even before an individual is hired. The liaisons are available to give tours of the library to prospective faculty members on campus for interviews. We answer questions about the collection and outline the services we have to offer. The library also participates in orientation sessions for new faculty at the university. The liaisons are available to speak at meetings of faculty members and provide training either to groups or to individuals.

Much of our focus concerns the acquisition of new materials for the library. At the beginning of each year, we contact the faculty and go over the policies and procedures for ordering new books, media materials, etc. During the year we keep track of everything ordered by the department, arrange for video/dvd previews, provide budget updates and notify departments of upcoming ordering deadlines. We also send over Choice cards which contain reviews of new university-level books.

Periodically the liaisons send email updates on developments in the library that may be of interest to the departments, such as the addition of new databases or other resources. We also solicit faculty input when we are considering new journals or databases for the collection.

Although all of the reference librarians provide library instruction to classes and answer reference questions, the liaisons are often requested to assist with various projects, such as planning for future classes or doing literature searches for a faculty member. We also work with the schools and colleges to provide data needed for any reports or accreditation self-study documents.