



Electronically Embedded Librarian Responsibilities

The electronically embedded librarian is a reference librarian who works within the online component of a class as a teaching assistant at the invitation of the instructor. Once a faculty member has requested the embedded service and the appropriate College secretary adds the librarian as a teaching assistant, the embedded librarian communicates to students and faculty a description of the service and that the service has been activated. The embedded librarian will not complete assignments for students, but will provide instruction in the formulation of logical strategies and identification of relevant resource material. The embedded service is particularly appropriate for classes with a research component or research assignment.

The embedded librarian helps students find, evaluate, and cite information; posts instructional and informational materials to the course site; sets up and monitors a library discussion forum; and works with the instructor in other ways to enhance the students' learning experience. Students prefer a variety of ways to contact the embedded librarian, so methods of communication outside the course software platform are encouraged. Due to the specific needs of individual classes, librarians typically develop assistance tailored for each group.

The embedded librarian:

- Has access to course syllabi, class lists, assignments, and all communication tools.
- Has authority to post materials to the course management system (Blackboard).
- Initiates "Ask Your Librarian" discussion forums in each class.
- Provides e-mail and telephone assistance to students and faculty.
- Suggests resources and search strategies for specific assignments.
- Promotes the use of specific electronic resources available through the Athens State Library, the Alabama Virtual Library, e-books, and interlibrary loan, to minimize the students' need to come to campus.
- Offers assistance with source documentation and citation formatting.
- Has the ability to create course-specific source links.
- Has the ability to prepare Tegrity (video) instruction sessions.
- May conduct live instruction sessions in support of synchronous class instruction.
- Participates in blogs and wikis, as available in support of particular classes.
- Helps resolve technical difficulties involving access of resources.
- Assists with the promotion of creative thinking, problem solving, and information literacy.