**SUBJECT LIBRARIAN RESPONSIBILITIES**

**COMMUNICATE**
Initiate and maintain regular contact with assigned department Liaison.

Invite faculty to library events and training.

Ensure that department faculty are aware of current services and resources.

Inform department faculty about new library services and resources.

**EDUCATE**
Inform assigned departments of upcoming Academic Program Review *(the cycle can be found under Accreditation and Program Review)* and instigate conversation about reviewing library resources.

Edit and maintain assigned departmental LibGuides.
Promote these guides to assigned departments.

Demonstrate library resources that would be useful to departments.

**ENGAGE**
Aid Faculty in reviewing library resources for their department.

Review available syllabi for library materials. Provide updated suggestions as necessary.

**DEPARTMENTAL LIAISON GUIDELINES**
Departmental Liaisons are assigned by department heads and are the primary contact between the department and the library. Department liaison commitments include:

- Communicate departmental needs for program and assignment support.
- Coordinate department recommendations for new books, journal, databases, etc. and submit to the Subject Librarian by the deadline of March 1st.
- Engage in regular communication with Subject Librarian and disseminate communication about new resources and services to departmental colleagues.
- Actively participate in collection development and program review.
- Encourage departmental interaction with the Subject Librarian and the library.
**Subject Librarians**

**James Capeci**  
Library Director  
Capeci-j@emssu.edu  
EXT. 9806  
**Subjects:**  
- Art  
- Communications  
- Engineering Technology  
- Radiologic Technology

**Kayla Reed**  
Access Services Librarian  
Reed-k@emssu.edu  
EXT. 9687  
**Subjects:**  
- English & Philosophy  
- Social Work  
- Student Success Center  
- Theater

**Nancy Crabtree**  
Instruction & Reference Librarian  
Crabtree-n@emssu.edu  
EXT. 9729  
**Subjects:**  
- Criminal Justice  
- Kinesiology  
- Psychology  
- Teacher Education

**Hong Li**  
Technical Services Librarian  
Li-H@emssu.edu  
EXT. 3107  
**Subjects:**  
- Modern Languages  
- Music  
- International English Program

**Amber Carr**  
Assistant Library Director  
Carr-a@emssu.edu  
EXT. 9355  
**Subjects:**  
- Accounting/Finance/Economics  
- Marketing & Management  
- International Business

**Lucy Wang**  
Emerging Technologies & Systems Librarian  
Wang-l@emssu.edu  
EXT. 3184  
**Subjects:**  
- Chemical & Physical Sciences  
- Math  
- Computer Information Science

**Robert Black**  
Serials & Electronic Resources Librarian  
Black-r@emssu.edu  
EXT. 9310  
**Subjects:**  
- Biology & Environmental Health  
- Dental Hygiene  
- Emergency Medical Service  
- Respiratory Therapy

**Whitney Hamm**  
University Archivist & Special Collections Librarian  
Hamm-w@emssu.edu  
EXT. 9552  
**Subjects:**  
- Anthropology  
- Geography  
- History  
- Political Science  
- Sociology