

# Onondaga-Cortland-Madison BOCES School Library System Liaison Membership

## Position Description

Commissioner's Regulations 91.18 (f) requires that each member school district appoint a certified school library media specialist as the liaison to the school library system. The liaison shall implement procedures to be followed in the district regarding data collection for union lists, cooperative collection development, other system requirements, intra-district and inter-district loan requests, and necessary reports. The liaison shall keep other librarians and staff members informed of the school library system policies, procedures, activities and services.

## Responsibilities/Activities of the Liaison Member

1. The main function of the liaisons (individually and as a group) is to provide **two-way communication** between the member libraries and the school library system.
2. Bring the needs of the school library system users (students, faculty and administrators) to the attention of the school library system council and director.
3. **Attend five meetings per year** of the Liaisons, including one joint meeting with the SLS Council, in which the liaisons discuss how to implement the policies recommended by the council. If unable to attend, secure a replacement if possible.
4. Identify and recruit **potential council members**.
5. Develop committees and/or interest groups.  
**Example:** Elementary school librarians cluster group, automation users group, etc.
6. **Communicate information shared** at Liaison meetings with appropriate school district personnel: school library media specialists, staff, administrators and boards.  
**Example:** Share information at regular district meeting of LMS. (e.g., system programs, trainings, procedures, interlibrary loan, data collection, statistics, etc.)
7. Gather information about the district for SLS when requested.  
**Example:** Annual SLS Directory updates.
8. Identify problems within district with SLS services and assists in developing solutions.  
**Example:** Delivery, statistics, ILL procedures.
9. Arrange publicity within the district about SLS programs and encourage participation of LMS, teachers, staff and administrators.  
**Example:** Liaison might speak or show "Online Library Resources" at district faculty meeting, board meeting, or to parent groups. Contact administrators to be sure they are aware of SLS services and the obligations of SLS membership. Liaison might also attend department and/or grade level meetings periodically to provide information about SLS services.
10. Coordinate updates of Member Plan of Service for district. Assist district librarians in completing forms. Make sure signatures of principals and Superintendents are included.
11. Participate in evaluating and revising forms and procedures used by the SLS by discussing concerns with district librarians and gathering information and possible solutions.
12. Become the district resource person on SLS procedures and the resource person in regard to SLS services.
13. **Identify subject experts** from among member librarians and others and recruit them to participate in SLS projects and committees.

*(f) Membership. (1) All school districts and non-public schools located within a BOCES supervisory district which has established a school library system shall be eligible for membership in such school library system, provided that each such member shall designate a certified school librarian as the liaison to the school library system. The liaison shall implement the procedures to be followed in the district, within the general guidelines and procedures determined by the school library system, regarding data collection for union lists, cooperative collection development, other system requirements, intra-district and inter-district loan request, and necessary reports. The liaison shall keep other librarians and staff of the members informed of school library system policies, procedures, activities and services. Time to perform liaison duties shall be provided by the member. The liaison shall have access to an outside telephone line and photoduplication facilities.*