LEVERAGING THE LIBRARY INTRANET AS A PROFESSIONAL COMMUNICATION TOOL DURING COVID-19

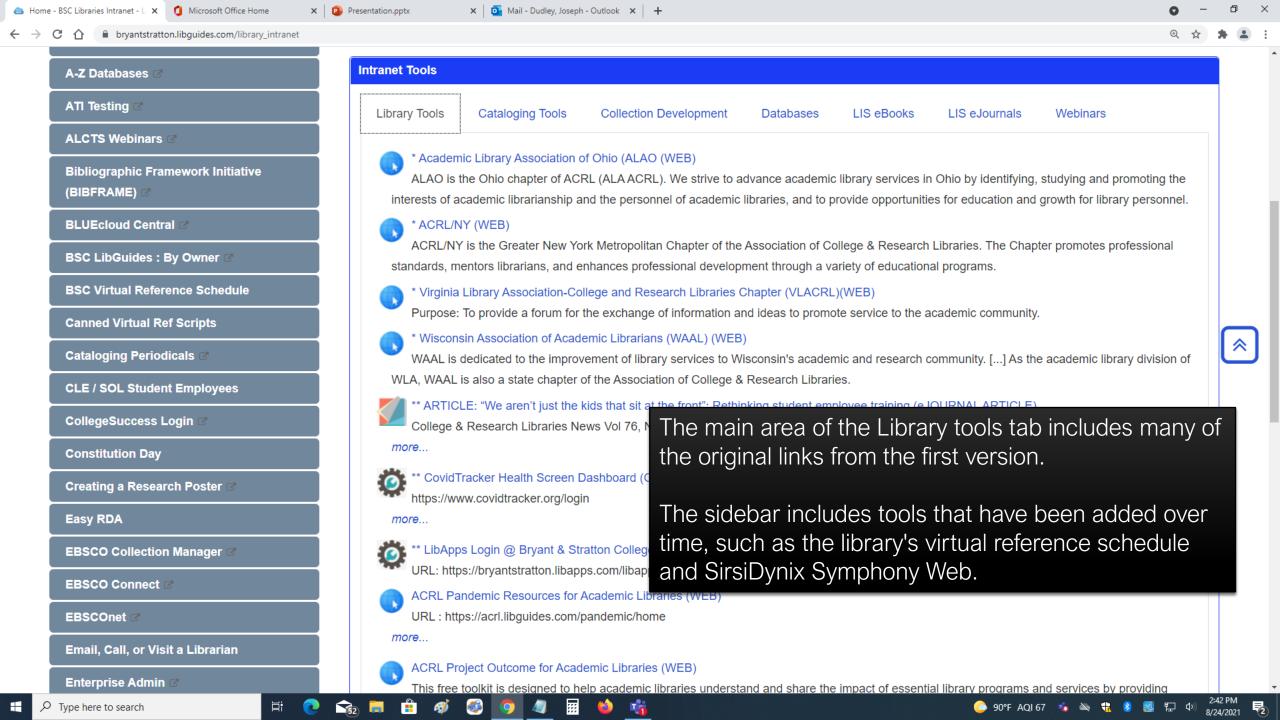
JOSEPH DUDLEY, SYSTEM LIBRARIAN BRYANT & STRATTON COLLEGE



FROM LINK LIBRARY TO COMMUNICATION TOOL

- Began in 2015 as a centralized link library designed on the LibGuides platform for librarians over four states
- Incorporated additional productivity tools as they were adopted by the College (Office 365, Microsoft Teams)
- During Covid-19 it has become a tool for organizing remote work as classes and positions shift from campus-based to virtual





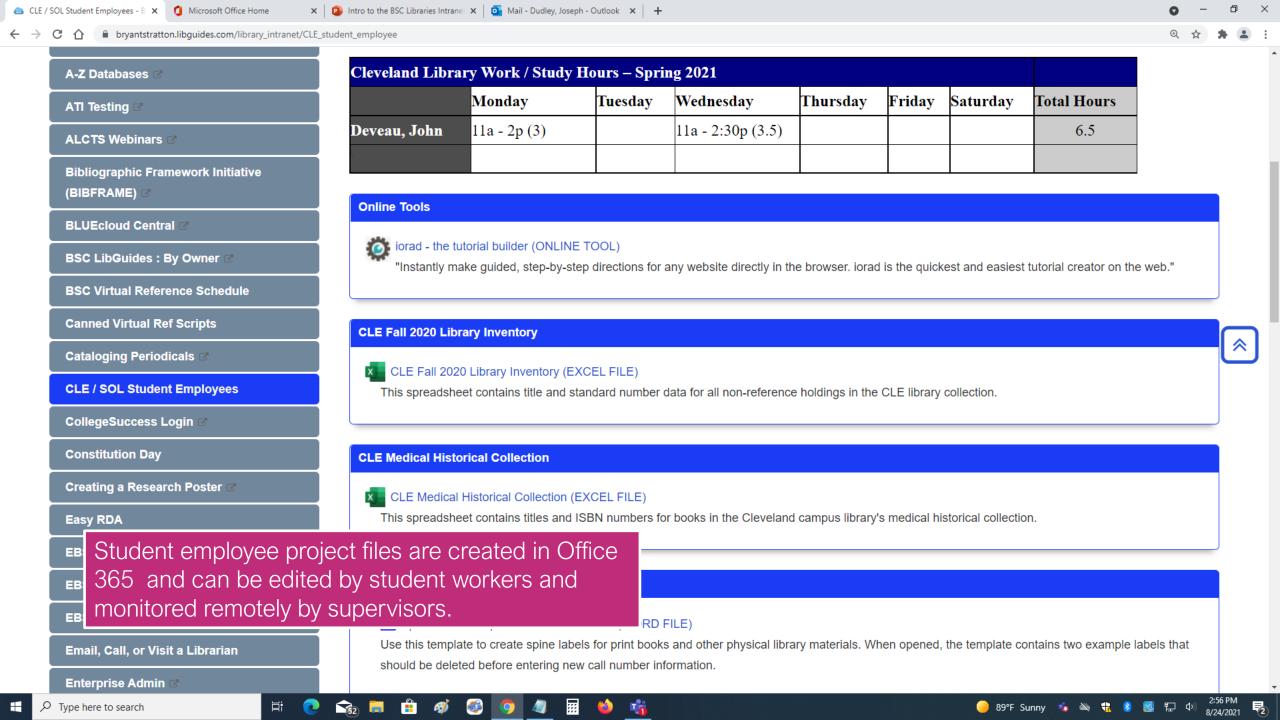
COMMUNICATION AND COLLABORATION

A link to Microsoft Teams allows instant chat and virtual team meetings.

A link to Office 365 allows document creation and sharing, and cloud storage

LibGuides pages can be generated on the fly to manage and monitor student employee projects







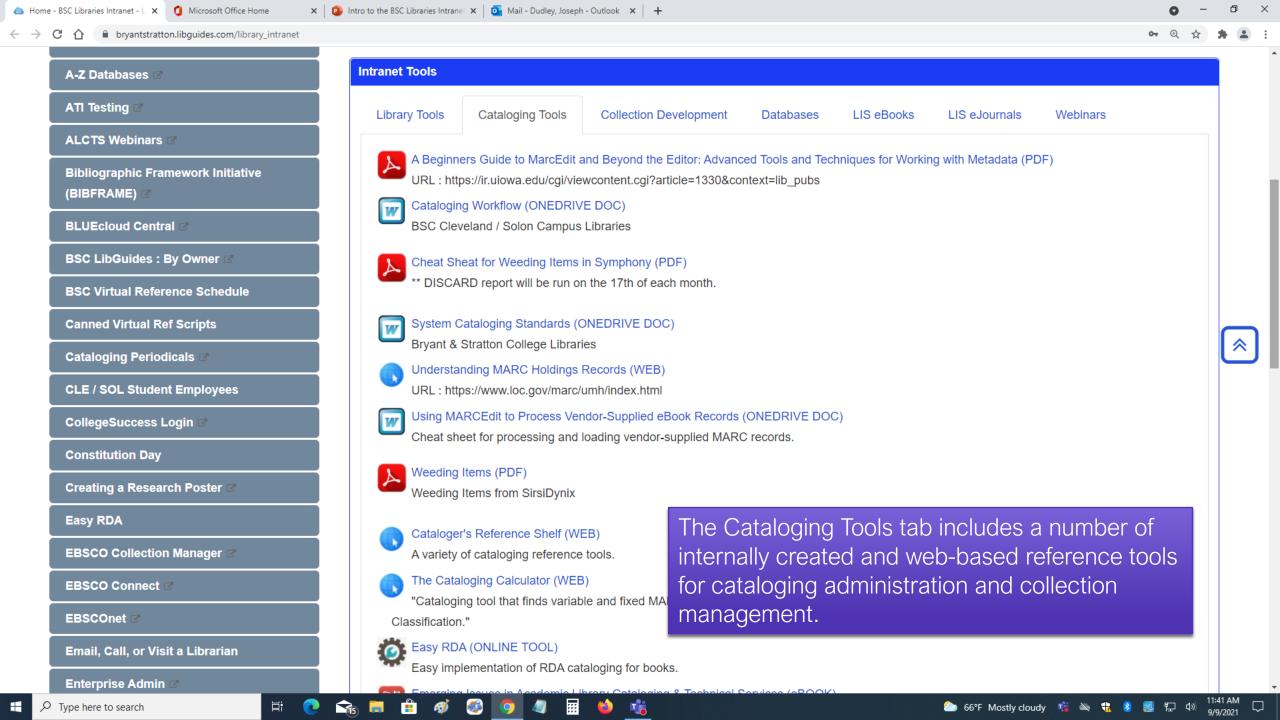
The Cataloging Tools tab includes links to several resources, including

- •Cheat sheet for weeding items in Symphony
- •Cheat sheet for processing vendor-supplied MARC records with MARCEdit
- •Emerging Issues in Academic Library Cataloging & Technical Services (eBOOK)

The Collection Development tab includes links to several resources, including

- •GOBI Library Solutions
- •ALA Collection Development Resources
- •Collection Development and Management for 21st Century Library Collections (eBOOK)







	Monday	Tuesday	Wednesday	Thursday	Friday	Confirmed
8am						
9am						
10am						
11am						
12pm						
1pm	David Lewis			Julie Zhu		JZ DL
2pm	Julie Zhu					JZ
3pm			Kady Fortier			KF
4pm				Kevin		KB
				Breen		
5pm						
6pm	Grace		Peter			GM PM
	Morrison		Marshall			
7pm						
8pm						
9pm						

When you connect to LibCha should see a link to LibStaffe The schedule and administrative links are

This link is used for:

Clocking in/out at t

- Viewing posted infor linked into the intranet.
- **Dropping** a shift you can't work
- Taking a replacement shift
- Using the Workflow Forms for specific situations (see the Message Wall on the righthand sidebar of the Dashboard for instructions)

maintained in a Word 365 document for

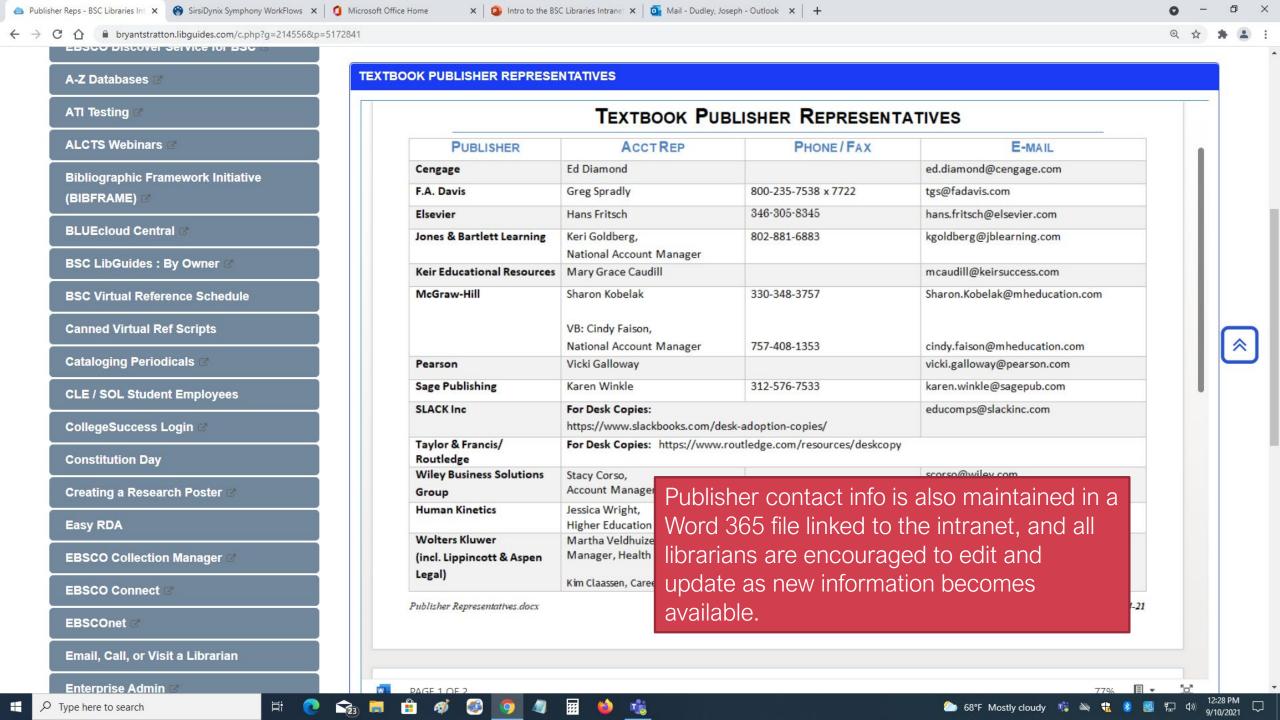
ease of updating and the live document is

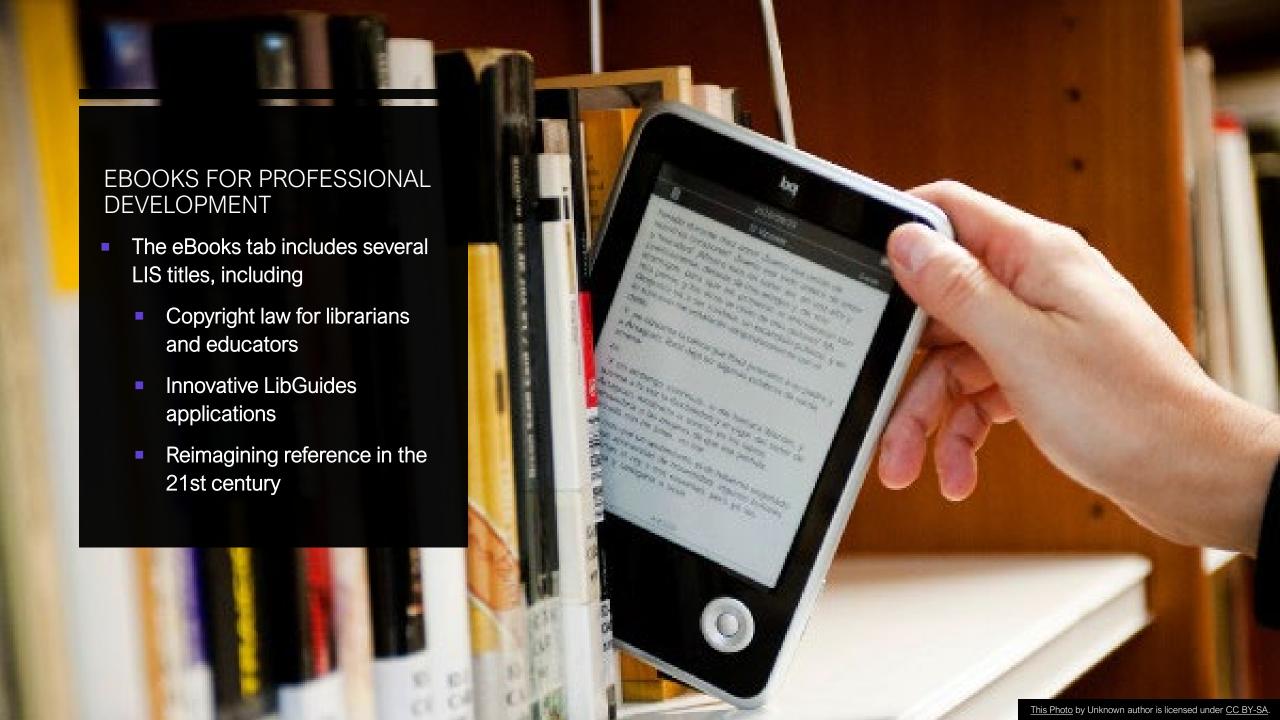
If you need to access LibStaffer outside of chat, you can do so directly by going to https://247cooperative.libstaffer.com.

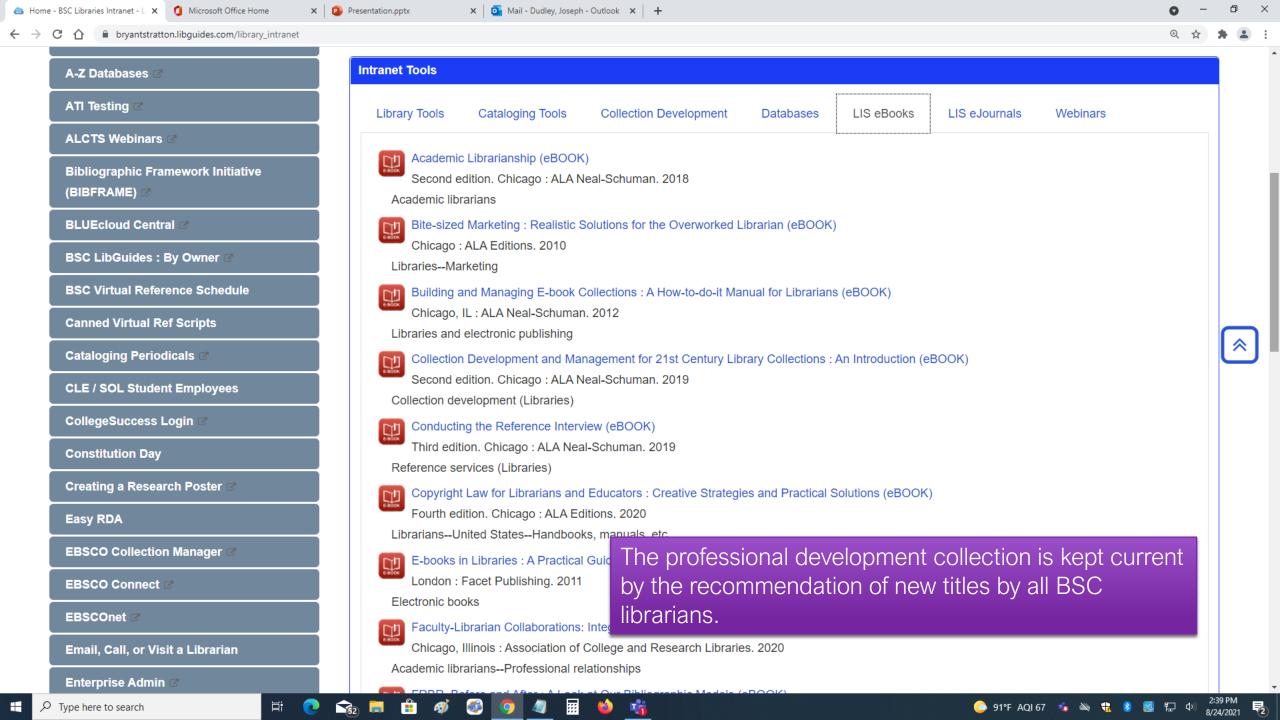
Please let us know if there's anything else we can help with.

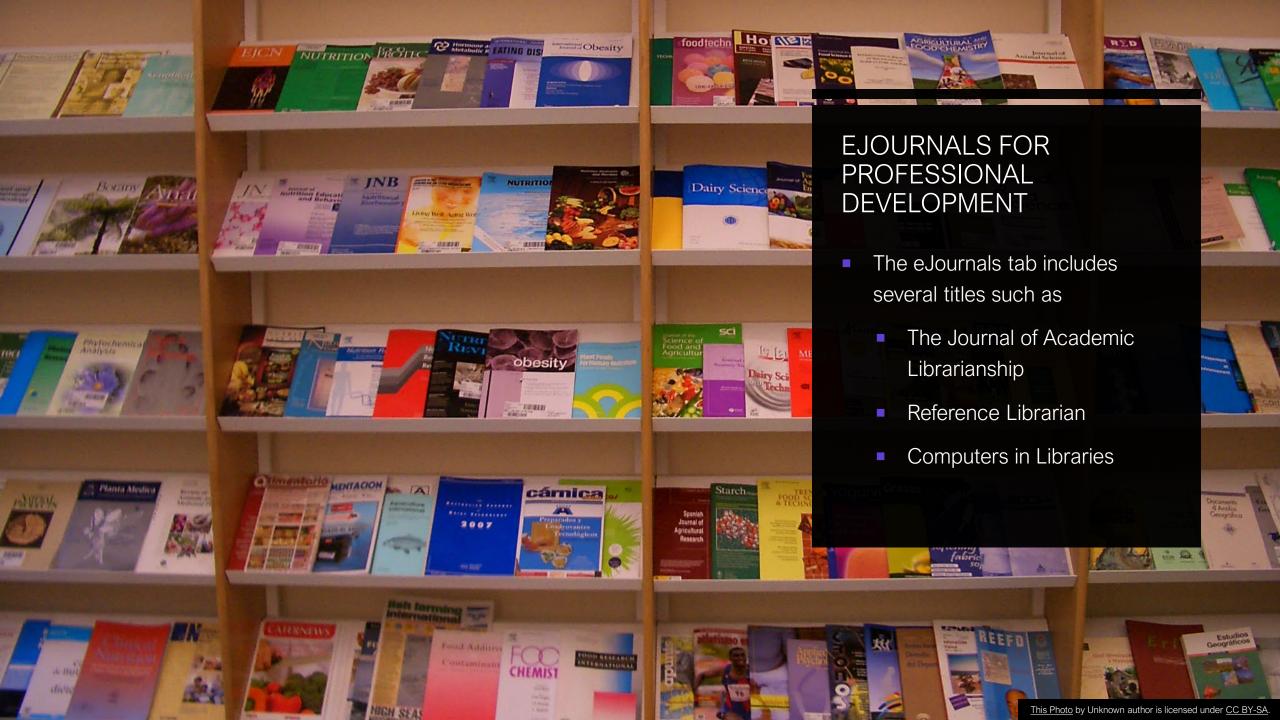


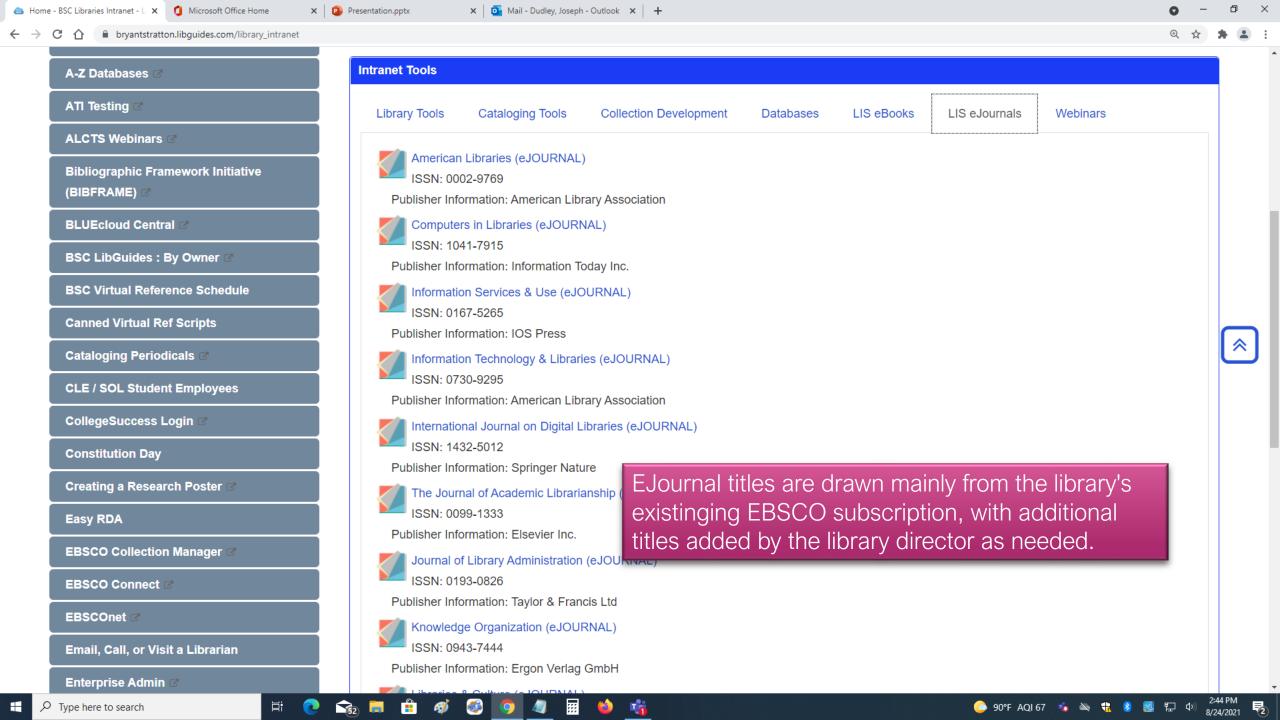












WEBINARS

- The Webinars tab includes links to several RAILS webinar recordings, including
 - Collection Development: The basics and beyond
 - Practical RDA for Copy Catalogers
 - Refresh your Reference Interview Skills

