

University Library's New Faculty Lecture Series

August 13, 2009

Purpose and Features

The University Library provides new faculty members with a forum in which to share results of their current research with students, faculty, staff, and the public through a formal lecture. These lectures support the University Library's goal of participating actively in academic programs, and of contributing to a stimulating intellectual environment on campus. Above all, it gives library liaisons an opportunity to work closely with faculty, fostering cordial relationships and building a foundation of trust.

Traditionally the lectures, previously called the Morrison Library Inaugural Lecture Series, were publicized across campus, often with postcards or posters. The programs were held in the Morrison Library and open to the public with a reception and light refreshments to follow. Attendees were provided with a printed brochure of the speech, and one copy was added to the library archives. The Library Administration has reaffirmed a commitment to this series, with some modifications in recognition of campus budget cuts, limited faculty hires, and library staff losses.

General features:

- A maximum of two lectures will be sponsored each year
- Lectures are intended to highlight a range of academic programs
- Publicity will include a limited number of printed materials and use of appropriate library, campus, and disciplinary online communication channels
- Events can be held in the late afternoons in Morrison Library based on availability
- Coffee and tea can be provided at receptions; other food and wine may be approved if external funding is provided for that element of the event
- Contributed lectures will be added to the eScholarship Repository. Accompanying brochures will, in general, no longer be printed since the online repository provides wider access and as well as an archive for the content. Printed copies of the lecture can be made if external funding is provided to outsource the design and printing; the library liaison will be responsible for all related arrangements.

Process and Procedures for Library Liaisons

Initial Arrangements:

- ❑ In initial conversations with new faculty, discuss this series and invite him/her to give a lecture in a future semester. Discuss the purpose and features of this program.
- ❑ Confirm a proposed lecture title, brief description, and possible dates. Request a copy of their resume or curriculum vitae.

- ❑ Contact your AUL and the AUL for Collections for approval of the lecture, providing them with the information gathered from the faculty member.
- ❑ After approval is acquired, confirm availability and schedule Morrison Library. Include with your request an additional 30-45 minutes in advance of the lecture to set up the room, and an additional 30-45 minutes after to clean up the room.
- ❑ Invite the University Librarian or an Associate University Librarian to provide brief welcoming remarks at the event.
- ❑ Confirm approval of the event with the faculty member and their department chair. Invite department chair to provide an introduction to the faculty member at the event.
- ❑ Confirm whether external funds are available for refreshments at the reception. Up to \$150 is provided for coffee and tea for attendees; arrangements need to be made with Stradavarius Catering and Library Business Office. For 35 attendees, food and wine would be approximately \$800, and arrangements will need to be made with caterers, Library Business Office, and UCPD if serving alcohol. Place an order for refreshments approximately one month in advance of event.
- ❑ Send a formal confirmation letter to the faculty member about the event including date, time, location, and program schedule. Send a copy of the letter to their department chair, your unit/department head, your AUL, the AUL for Collections, and the University Librarian.

Publicity:

- ❑ Meet with Mary Scott of the Graphics Office about the promotional flyer or similar printed publicity, such as a large postcard, for the lecture. A standard design template is used for all faculty lectures in the series; minor changes can be made if needed to better reflect the content of the lecture. A maximum of \$250 is allocated for printed publicity. Allow a minimum of 4 weeks for design and printing.
- ❑ Prepare a short summary to post the Library's news section of the web site, and to submit to the campus events web site, and to include on the department's web site. This summary can also be shared with CU News in advance of or after the event.
- ❑ Prepare an email message for allusers@ inviting library staff to the lecture. Send a reminder message one month before the lecture, and again one week prior.
- ❑ Create the mailing list for printed publicity. Ideas: individual faculty and graduate students in the faculty member's academic department; mailing lists from associated department, Center and/or Institute; distribution to the Office of Student Development for the residence halls (OSD, 2610 Channing Way #2272, 2-3108); and public service points in appropriate libraries (i.e. reference desks, bulletin boards, University Librarian's Office)

Lecture and Reception:

- ❑ Arrange with 2-3 other people from the library or academic department to help set up and clean up the room before and after the lecture. Consider asking graduate students or undergraduate students from the department.
- ❑ Arrive at the room approximately 30-45 minutes in advance of the lecture to arrange the seating, tablecloths, and podium with PA system. Have caterers deliver refreshments to the rear entrance of Morrison; if there is food, do not remove the lids until after the lecture.
- ❑ Restore Morrison Library as you initially found it, cleaning up all food/drinks/cups and placing all tables and chairs in their original positions.

Publication:

- ❑ You may offer to edit the lecture document, or encourage a faculty member or the department chair to fill that role if the faculty member desires.
- ❑ Work with the faculty member to post a version of his/her lecture to the eScholarship Repository. In addition to helping them go through the process of uploading this document, use the opportunity to explain the role of the repository and its utility for posting and sharing their other publications.

Contacts:

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| Flyers | - Graphics Office, Mary Scott, mscott@library |
| Morrison Library | - Reservation request form:
www.lib.berkeley.edu/doemoff/morrison/request_form.html |
| Coffee / Tea | - Stradavarius Catering, Jaime Diaz, 666-0805
- Entertainment pre-approval form:
http://www.lib.berkeley.edu/Staff/LBS/ent-pre-approval.doc |
| Food Catering | - Rick & Ann's Catering (deliver to Morrison), 649-0869
www.rickandanns.com
- Entertainment pre-approval form:
http://www.lib.berkeley.edu/Staff/LBS/ent-pre-approval.doc |
| Sample Issue | - "In the Jungle of Amsterdam" (as PDF):
http://oskicat.berkeley.edu/record=b13584598~S1
- For other examples, contact Carlos Delgado, cdelgado@library |