

Library Service Student Liaison: Terms of Reference

Role title: Library Service Student Liaison

What is the Library Service?

SOAS Library provides resources to support teaching and research. It also offers a space for you to work uninterrupted.

The library holds a vast collection of printed books and journals. We work with academic colleagues to ensure the books and journals you need for your studies are available for you. In addition to this SOAS library holds a much wider collection of materials relating to the study of Asia, Africa and the Middle East. Our Special Collections and Archives are open to students and others and archives, manuscripts, photographs, maps, audio-visual material, rare books and SOAS PhD theses relating to Africa, Asia, the Middle East, and beyond.

The Library provides electronic books, journals and other resources which complement the Library's print collection. The subject or regional librarian for your school or department can provide training and guidance on starting your research and on the use of research resources.

As the Student Liaison for the Library, you will get a richer and deeper insight into the world of knowledge and information management and all the resources that we have to offer. Being a librarian or archivist may or may not be in your mind as a career, but what you will learn from liaising with students, department and the library will stand you in good stead for the workplace in whatever career you chose.

Scope and Purpose of the Role:

Being your Department's *Library Service Student Liaison* will primarily involve supporting, but may not be limited to, the following areas of work:

1. Provide feedback and constructive suggestions on design and enhancement of library services and spaces, including on how well they support your studies and research and how readily you can find out about the services and resources available.

Frequency and Scheduling of Meetings:

The *Library Service Student Liaison Group* meets once every two months during term time and once over the summer vacation period (for PGR /continuing students) and for the 2021-22 academic year has confirmed the following meeting schedule:

- Wednesday 3rd November (2-3pm UK time) - include consultation on timings of subsequent meetings
- Tuesday 18 January (11am-12pm UK time)
- Thursday 3 March (11am-12pm UK time)
- Wednesday 4th May (2pm-3pm UK time)
- Tuesday 2nd August (11am-12pm UK time)

A record of this meeting schedule can also be found in the *SOAS Student Rep Google Calendar*, available [here](#).

Meetings will be held online via MS Teams and will be recorded for those unable to attend. Meeting recordings will be stored on the Student Rep BLE site available [here](#). If MS Teams proves problematic for users, Google Meet may be used.

Invites, meeting links and agendas will be shared two weeks in advance of the meeting taking place and will be sent to your SOAS email address.

Composition and Membership of the *Library Service Student Liaison Group*:

The *Library Service Student Liaison Group* is chaired by Oliver Urquhart Irvine and Karen Crouch and has the following membership for the 2021-22 academic year:

- 1x Library Service Student Liaison per academic department, centre and school
- Representatives from teams who serve students within the physical library (security, Campus Services, IT) will be invited, particularly where relevant agenda items have been raised by students or other library users.
- Ad hoc attendance from representatives of specific patron groups and relevant other SOAS Staff or other members of the SOAS community. For example, if the library reviewed its provision for disabled students, it would be appropriate to seek additional participants who use these services and to invite SAAW.
- Library staff with expertise on specific agenda items.

Attending Meetings:

When attending a *Library Service Student Liaison Group* meeting, we kindly ask that you:

1. Take a partnership approach: we want to work with you.
2. Consult with the students you represent and propose agenda items on their behalf for meetings or on a more urgent basis.
3. Communicate information gathered in the meetings or otherwise to your colleagues. This can be both feedback on issues raised by students but also help promote or disseminate information that will help them.
4. Be mindful that library services and resources need to support the entire school community in a balanced way.

Key topics of discussion, feedback and actions that emerge from these meetings will be stored with the *Library Service Student Liaison Meeting Log*, which will be shared with all Liaisons at the start of Term 1 of the academic year.

Correspondence:

The primary and first point of contact within the Library Service for Student Liaisons is the *Access, Discovery and Reader Services Manager* Karen Crouch (kc37@soas.ac.uk)

We will primarily contact you via SOAS Email in the first instance. We will then consult you about the best mode of communication.

If you have any questions regarding this role, please contact Karen Crouch kc37@soas.ac.uk