

**SUBJECT: Outreach**

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**MANUAL: Health Sciences Library Policy & Procedure**

**POLICY: Outreach**

**RESPONSIBLE PERSONS: Library Staff**

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1. Library staff will establish liaisons with specific groups within the Mount Carmel Community. Groups may include but are not limited to:
  - a) College of Nursing faculty
  - b) Medical Education
  - c) Continuing Medical Education
  - d) Chaplaincy and Pastoral Education
  - e) Organizational Learning and Development
  - f) Community Health Information Center
  - g) Mount Carmel Foundation
2. Liaison activities may address:
  - a) collection management
  - b) new services and technologies
  - c) information profiling
  - d) reference consultations
  - e) information literacy integration
  - f) group presentations
  - g) library financial support
3. The Library shall provide library orientations to medical staff, resident physicians, College of Nursing faculty, students, alumni, MCHS associates and consumers.
4. Orientation to eligible customers shall also include tours of the library, with emphasis on collections and services.
5. Online orientation is available on the MCHSL website. Library instruction will be offered one-on-one or to a group, in person or virtually.
6. Instruments to assess outreach effectiveness will include surveys, feedback forms, suggestion web page, library bookmarks, and other methods.

**DEVELOPED BY: Library Staff**

**DATE: 9/03**

**REVISED BY: Library Staff**

**7/16/07**

**REVIEWED BY: Stevo Rokсандic, Director**

**7/16/07**

**APPROVAL FOR IMPLEMENTATION BY:**

*Ann Eschelle*

**DATE:**

*8/7/07*