

## STS Liaisons Committee FAQ

### Charge of the ACRL-STS Liaison Committee:

To promote and coordinate the work of the STS Liaisons to different professional groups with which STS has established formal and informal relationships and to provide information sharing within the Section that may lead to collaboration and exchange.

#### 1. How are STS liaisons selected?

Liaisons will be chosen by the two committee co-chairs and a third member who is not currently acting as an STS liaison.

#### 2. What are the qualifications to be a STS Liaison?

A STS Liaison needs to:

- Be a member of ACRL, Science and Technology Section, and a member of the organization you are liaising with.
- Attend the conferences/meetings of the organization
- Report back the activities of the organization to the STS community.

#### 3. Do the members of the STS Liaisons Committee need to be a liaison to a STS organization?

Not necessarily, though many committee members have served as a STS Liaison.

#### 4. How many committee meetings are there each year?

There are two required committee meetings, one in January/February and one in June. We may also have additional meetings depending on the needs. Meetings can be in-person at ALA conferences or virtual.

#### 5. What is the ACRL Liaisons Assembly Committee?

The ACRL Liaisons Assembly Committee includes all members of ALA who are currently serving in liaison positions at all levels of the association. The Liaisons Assembly Committee website:

<http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees/acr-lcias>

#### 6. How do we get STS Liaisons listed in the ACRL Liaisons Assembly Committee?

The STS Liaisons Committee sends the names of STS liaisons to ACRL Liaisons Coordinating Committee (<http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees/acr-lcc>) each year so that our STS liaisons will be included in the Liaisons Assembly Committee.

#### 7. Do STS Liaisons receive any trainings?

ACRL Liaisons Training and Development Committee

(<http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees/acr-lctrain>) manages support services for liaisons, provides training and resource materials for liaisons including suggestions for communicating the results of liaison work to ACRL membership.

**8. Who is eligible for applying for Liaisons Grant?**

Only liaisons to non-library organizations whose positions are on record with the ACRL Liaison Coordinating Committee may apply for funding.

**9. What is the deadline for applying for Liaisons Grant?**

The deadline is August 1 for the upcoming ACRL fiscal year (September 1 to August 31). The STS Liaisons Committee usually sends a reminder to the Liaisons about the grant application in June or July.

More details about the grant application can be found:

<http://www.ala.org/acrl/issues/councilofliaisons/fundingguidelines>

**10. How and when should STS Liaisons submit their reports to the committee?**

How: Please email your reports to the current committee Co-Chairs. They will forward them to the committee website manager, currently Kelee Pacion to upload the reports. When: Please submit an annual report if possible. \*Report dates vary as we ask each liaison to submit a report on their organization's annual meeting – within 2 weeks of the meeting end date. Contact your current STS Liaisons Committee Co-Chairs with questions: <http://www.ala.org/acrl/sts/acr-stslia>

**11. What are other ways that STS Liaisons can get information out to STS about their organization?**

Look for opportunities for communication and collaboration between organizations  
Periodically (as things come up, or 2-3 times per year) share info related to your organization, including your annual report on the STS list, and/or in the STS Signal Newsletter. Examples of things to share include:

- a. Calls for papers or conferences from your organization
- b. Key updates from your organization
- c. A short report before ALA Midwinter to keep us up-to-date with significant developments in the organization.
- d. Annual report - this will be published on the STS Liaisons webpage

(Optional, but highly encouraged): Participate in the Annual Online Liaisons Forum: the STS Liaisons Committee has created an annual online forum in late spring which gives liaisons the chance to present on the organizations they work with to the STS community.

**12. How are the ACRL Liaisons to AAAS and IFLA selected?**

These positions are appointed by the ACRL Board. STS is sometimes (IFLA) and always (AAAS) directly involved in the recruitment and review process. STS Liaison Committee Chairs should contact Megan Griffith, [mgriffin@ala.org](mailto:mgriffin@ala.org) and Allison Payne, [apayne@ala.org](mailto:apayne@ala.org), ACRL Program Officers well in advance (6 months or earlier) of the next appointment date about involvement needed from STS. As an example of the AAAS process in 2016/2017: This usually involves sending a call via the STS list, soliciting applications, reviewing them with a group of the 2 STS Liaisons Committee Co-Chairs and 1 member, and sending all applications received along with a recommendation letter recommending a top candidate to Allison Payne and the ACRL Board (see letter template in committee ALA Connect),

with a formal board motion request that the Board vote on the recommended candidate and forward an appointment notice if approved. For IFLA, as noted above, contact ACRL Program Officers at least 6 months prior to the next date of appointment needed to ask if the same method should be followed for an STS IFLA liaison or if some other process should be done.