

LILI Customization Workshop Working Group

Charge:

In consultation with the Instruction Coordinators Planning Group and the campus Workshop Planning Group, the Customization Workshop Working Group is focused on developing and maintaining the script and related instructional materials for the workshop(s) on customizing or personalizing library resources such as MetaLib, RefWorks, RSS Feeds and Alerts Services. The group is charged with:

- Developing and maintaining the script and handouts used in the workshop
- Repackaging components of the script and handouts for use by liaison librarians
- Developing marketing strategies for the workshop, including special promotional materials such as fliers for use at faculty and graduate student orientations
- Scheduling the workshops each semester, in consultation with Instruction Coordinators in libraries where the workshops will be taught

Guidelines for Makeup of Group: An instruction coordinator; interested staff from the LILI community who have a demonstrated interest and/or aptitude in the personalization features of library resources.

Reporting on Group Activities and Sharing Resources:

- At the end of the fall and spring semesters, the group will send the Instruction Coordinators Planning Group a brief summary highlighting its activities for the previous semester and listing any new initiatives it's considering for the upcoming one.
- The chair of the group will be a member of the Workshop Planning Group and will report on the working group's activities at the end-of-the-semester planning meeting of the Workshop Planning Group.
- If the group develops new resources or workshops during the course of the semester, it should send out a timely announcement to that effect on InfoLit.
- Resources developed for the classroom session should be sent to the campus LILI Office to be posted on the campus LILI staff Web site and in the LILI Clearinghouse.