

## **EMBEDDED LIBRARIAN SERVICE**

### **What is an embedded librarian?**

An embedded librarian is an academic librarian who acts as a liaison to specific online or hybrid classes. Instructors would include the librarian in their GeorgiaVIEW classroom with privileges to communicate with students about the class. IT would set up an Embedded Librarian role in GeorgiaVIEW with limited permissions. Librarians would NOT have access to student grades nor be involved with grading in anyway. They would be able to follow and join discussions and view the class roster. They can “visit” within the classroom for a few weeks or the entire semester.

### **Why use an Embedded Librarian?**

Librarians spend considerable time assisting students who are confused about one thing or another. Students often need assistance locating materials (now primarily electronic) on a specific topic or understanding what they are supposed to do for a specific assignment. Students may be unsure what to do with the information they retrieve and the steps to build a research paper and create proper citations.

Incorporating librarians into the online classroom, will allow them access to the same information that students receive from their instructors, providing the librarian with a better foundation to support students throughout the semester, and can facilitate direct communication with students on a platform with which they are already familiar.

An embedded librarian can act as a liaison of sorts, to help students navigate research and other assignments without feeling intimidated or embarrassed by approaching their instructors. Including embedded librarians in GeorgiaVIEW will bring librarians to the student, increase collaboration with instructors, and provide opportunities for improving assessment.

### **How does this work?**

**An instructor desiring embedded services in their online or hybrid class would simply complete the Embedded Librarian Request Form located under the Request Forms link available on the library web page.** Once the form is received, a librarian is assigned to the class and IT adds the librarian to GeorgiaVIEW.

After the librarian is inserted, the instructor and named librarian are notified. Once embedded, the librarian reaches out at the beginning of the semester with an introduction informing students how he/she can assist with their research assignments. The librarian monitors the classroom chat line to identify issues or concerns relating to research that students may encounter inviting them to contact him/her for assistance or to schedule a consultation.