Passing the Torch without Burning Down the House:

Working Through Transitions within the Depository Library Community

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Preparing for Staff Change

- Avoid "brain drain" by preparing now!
  - Provide advanced notice for staff change
  - Create a plan to capture knowledge
    - How-To Knowledge
    - Tacit Knowledge
    - Tap the wisdom of both paraprofessionals and librarians

- Create/Review/Revise the job description.
  - Include primary roles, responsibilities, goals and objectives
  - Prioritize by levels of responsibility
  - Language is important!
    - Use terms such as Demonstrates, Provides, Investigates, Selects, Responsible for, Serves as, Plans, Fulfills, Manages

- Share important documents through online shared space
  - Unique files
  - Job description
  - Identify LibGuide responsibilities, etc.

- Make a list of projects
  - Projects completed, in progress, in the queue, and on a wish list
  - Provide a list of local resources
  - Note calendar of activities and events

- Establish an orientation plan
  - Prior to on-boarding
    - Stay in touch with Q &A prompts
    - Share checklist of training activities
  - New employee's first day/first week
    - Schedule of events, participants, and locations
    - Create expectation for continuous professional development

Share, share, share information for future successes of new staff and the organization!

Welcome to the team!

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Implement the Orientation Plan

- Meet core group of co-workers
  - Informal conversations with people
  - Who is responsible for what?
  - Discussion of patron population
- Explore appropriate Libguides or web pages
- Share internal manuals

Reaching Beyond the Library Walls

- Contact the Regional
  - How is their staff assigned?
  - What are their rules/guidelines?
  - Visit
- GPO Outreach and Support
  - Share FDLP passwords
  - Update Depository Directory
  - Investigate training opportunities

Getting to Know Your Neighboring Libraries

- Other depositories in the area
- Statewide consortiums
- Library association subdivisions/roundtables

- Do any of these offer mentoring programs?

FDLP ACADEMY
Engage and Empower through Education

- Recorded webinars and training videos
  - Includes recordings of the FDLP Coordinator Certification
- Self-service documents education on your schedule
- Outreach Librarians @ GPO

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GPO Outreach Staff

- Available for assistance with transition, access & other questions
- [Outreach Contact Form](#)
- [AskGPO](#)

Level-Up: Using outside resources to increase the awareness of your value

- Know and use your fellow area coordinators
- Meet with your Regional on a regular basis, and keep your supervisor involved
- Develop your network of affiliated organizations, librarians

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Find your counterparts in the community

Who will affirm your value?

- Patrons
- Educators
- Community Organizations

Who will step in when there are gaps in staffing?

- Program partners
- Affiliated government agencies
- Participation in annual, national programs

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Our Professional Organizations: A view from our colleagues

American Library Association -
no specific mention

Special Libraries Association -
no specific mention

American Association of Law Libraries

An information-literate legal professional:
Distinguishes between federal,state, and local systems of government; and understands the processes and the interrelationships among them on all levels.

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Methods of working-- not collections

ALA.org - basic knowledge to be possessed by all persons graduating from an ALA-accredited [MLS]. [They] will need to possess specialized knowledge beyond that specified here.

SLA.org - … sharing best practices and experiences and continue to learn about information products, services, …

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Discussion?

- Thank you!