Librarian Liaisons

Cathy Carl 431-8635
Math & Computer Science
Physical Sciences

Bonnie Gallagher 431-8631
Business Technologies

Tina Kiernan 431-8637
English & Humanities
History, Government & Economics

Jaclyn Savolainen 431-8642
Allied Health & Biological Sciences
Nursing

Tom Trinchera 431-8649
Behavioral Sciences
Performing, Visual Arts & Communication

For additional information about other library services, logon to:
http://my.sunyduchess.edu

Regular Semester Hours

Mon – Thurs 8am – 9pm
Friday 8am – 5pm
Saturday 11am – 3pm
Sunday 1pm—6pm

Exceptions to regular semester hours are found by going to the Student tab, and then clicking on View Library Hours in the Ritz Library module.

We are here to help!
The Library Liaison Program

The Library Liaison Program is designed to foster relationships between Library Staff Members and Faculty representing their departments. By working together to purchase materials for the Library and by increasing communication between the Library and the department, the needs of the department can be better supported.

Each department at DCC selects a representative that is assigned to work with a Librarian. It is recommended that the Faculty representative and Librarian meet annually in person and then maintain a steady dialogue over each semester by phone, email or face to face about the needs of the department.

The Librarian Liaison

- Supplies the faculty liaison with Choice cards, catalogs and online links to various potential purchases faculty liaisons can make on their department’s behalf.
- Coordinates selection of material to be added to the collection, in conjunction with the faculty liaison.
- Coordinates the deselection (“weeding”) of materials no longer useful to the collection, when needed.
- Consults with the faculty liaison prior to acquiring items that exceed the department’s current allocation.
- Keeps the faculty liaison informed of the commitments and expenditures of the departmental allocation over the course of the year.
- Works with members of the department to create appropriate Ritz Research Guides to support individual courses, if requested.
- Meets with the faculty liaison or members of the department to provide information about new Research Guides, library services, collections, and programs.
- Serves as an advocate within the library by resolving service concerns raised by the department.

The Faculty Liaison

- Reviews CHOICE cards, catalogs and online links supplied by the librarian liaison for potential purchases.
- Coordinates recommendations for additions to the library collection, and encourages departmental members to recommend purchases of materials. Both multi-media and books may be recommended for purchase.
- Forwards requests for purchase to the liaison librarian and advises the librarian about priorities for purchase.
- Works with the liaison librarian to ensure that the allocated funds are spent.
- Recommends to faculty members to contact their librarian liaison when an individual Ritz Research course guide needs to be designed.
- Keeps the department informed of new Research Guides, programs, services, and collections in the library.
- Relays departmental concerns, needs or suggestions for improvements in service to the librarian liaison.
- May review holdings in relevant subject areas and makes recommendations for withdrawal in consultation with department members and library liaisons.