Guidelines for UT Libraries Professional Development Mailing List

Goals

The LIBTRAIN mailing list will serve as an opt-in distribution system for UT Libraries employees to publicize and share professional development resources and opportunities. Using this list will allow faculty and staff to communicate about professional development with a community of interest, ensuring that resources and opportunities can be shared widely without over-use of the All Staff mailing list. Postings to the list will be archived to serve as a directory of resources for future training and development needs. The list will be moderated to ensure that messages remain topical and appropriate to the area of professional development.

Topics

Posts to the lists may be:

- Opportunities – advertisements or notices for upcoming webinars, seminars, or conferences
- Resources – Reviews of tutorials, webinar recordings, books, etc. on appropriate topics
- Requests – Requests for resource recommendations, intra-library cross-training, etc.

Posting Elements

Each email to the list should be tagged in the subject line with one of the three topic types in the above list, and with the ACE competency the resource seeks to address. This subject-line tagging will make the use of the mailing list archives much more efficient.

Subject Line Examples

- For a message requesting recommendations for resources on the changes in higher education: "REQUEST: Higher Education Landscape"
- For a message advertising to an ASERL webinar on shared collection development: "OPPORTUNITY: Collection Development and Stewardship"

Within the body of the message, the post should address the particular subject of the resource suggested or needed and its availability (access points, registration method, and/or cost). If the resource is a webinar or in-person seminar, the poster should indicate whether they plan to attend so that conference calling or travel logistics may be shared. If a webinar or seminar will be recorded or published for asynchronous viewing, that should be indicated as well. Please keep in mind that some paid webinars require that a group rate be paid if the webinar will be viewed by multiple people from the organization. Discussion on this mailing list can aid in coordination of funding for these group registrations.