
Yale University Library Staff Communications Guide

In addition to reviewing this guide, staff members should be aware of events in the library, their communications committee liaison, departmental expert user, and relevant YUL lists.

To find your department's Communication Committee liaison, see:
<http://www.library.yale.edu/cc/members.html>

To find your department's expert user, for workstation support, see:
<http://www.library.yale.edu/~lso/workstation/expertuserlist.html>

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Library Human Resources
Yale University Library



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The Yale University Library (YUL) is a diverse and complex organization that highly values open and two-way communication. Developed from the input of Library staff, the Staff Communications Guide provides information on the communication vehicles that are used in YUL. The purpose of the guide is to provide new staff information on existing vehicles and support and facilitate the exchange of ideas and information among all members and units of the YUL community.

Meetings

- With supervisors
- With colleagues
- Departmental
- University Librarian (UL) teas and open office hours (Provides opportunity to speak informally with UL)

Presentations

- Forums
- Associate University Librarians (AUL) meetings and forums
- University Librarian's report to staff

Telecommunications

- Telephone (Telephone Access Number (TAN) needed for long distance)
- Voicemail
- Fax (TAN needed for long distance)

Electronic discussion lists

All staff should have access to e-mail via their University assigned netid. Never share your netid/password combination with anyone as they provide access to personal information including payroll/benefits information. Netids are requested from the Library Business Office.

- **E-mail:** Eudora is the recommended e-mail client. Access to e-mail using the Web is also available via "Web Mail", for more info see: <https://www.mail.yale.edu>
- **Library Lists:** Lists are widely used in the Library to send e-mail messages to a large number of staff at one time. YULIB-L is the most frequently used list as it is used to broadcast announcements to all staff. Staff are not automatically subscribed to all lists –review lists with your supervisor and contact the 'list owner' to subscribe.
- **Other Library lists:** Available for job-specific topics, for a complete list, with subscription information see: <http://www.library.yale.edu/~lso/workstation/docs/librarylists.htm>
- **List Archives:** Available for you to review previous postings. <http://www.library.yale.edu/lso/workstation/listserv.html>

Library Web Pages:

Creation of pages on the Library Web Server is governed by the policies found at:

<http://www.library.yale.edu/wsg/quicklinks/ogma.html>

- **Staff Front Door:** Provides access to resources useful to Library staff. <http://www.library.yale.edu/~fdstaff/>
- **Library Front Door:** Provides access to all Library public-use pages. <http://www.library.yale.edu/>
- **Library Calendars:** Lists Library and other events. <http://www.library.yale.edu/cgi-bin/webevent.cgi>
- **Library Human Resources:** Provides access to LHR forms, policies, and other staff resources: <http://www.library.yale.edu/lhr/>

Publications

- **Library Links:** Consists of articles and news pertaining to YUL and its staff. <http://www.library.yale.edu/lhr/librarylinks/>
- **Nota Bene:** Highlight collections, exhibits, and new initiatives. Also available in print. New issues are available for pick up throughout the library. <http://www.library.yale.edu/NotaBene/nbhome.htm>
- **Yale Bulletin & Calendar:** University weekly news and calendar of events, includes classified ads. Also available in print. New issues are available for pick up throughout the library. <http://www.yale.edu/opa/yb&c/index.html>
- **Yale Daily News:** Yale student newspaper. Also available in print. New issues are available for pick up throughout the library. <http://www.yaledailynews.com/>
- **Library Gazette:** Semi-annual publication with articles relating to special collections and Beinecke acquisitions. Available online via ORBIS, by searching the title.

Mail

- **Library Interdepartmental Mail:** Please note that not all libraries in YUL are accessible via Library mail—contact SML mailroom. <http://www.library.yale.edu/shipping/>
- **Campus mail:** See the Yale Mail Services web site for tips on using Campus Mail. <http://www.yale.edu/campusmail/>

Other

- **Meeting Maker:** Online Calendar software used by many staff. Requires login & password that can be requested from the Library Business Office. For more details: <http://mm.its.yale.edu/mmweb/>
- **Suggestion boxes:** For comments and suggestions. Staff Front Door <http://www.library.yale.edu/~fdstaff/> Communications Committee: Physical box located in the SML Spoon. <http://www.library.yale.edu/cc/>

- **Emergency Communication Tree:**
<http://www.library.yale.edu/lhr/resources/communicationtree.html>