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Academic Liaison Librarian appointment guidelines

Academic Liaison Librarians are here to help you use library and information resources effectively and confidently.

What we can do

Offer help, training and advice to students and staff undertaking research, independent studies, essays or other projects. This may include:

- A basic introduction to library and information resources
- How to find appropriate databases and resources for your subject
- An explanation of the principles of literature searching
- Advice on referencing software
- Support with understanding and applying University of Worcester referencing styles in assignments (excluding proof-reading of assignments or advice on rewriting of essays)

What we can't do

- Conduct your literature search(es) for you
- Offer qualitative assessment of references found through a literature search
- Write or proof-read your work
- Offer feedback on your work or the mark you receive
- Give you advice on essay-writing or other study skills. Please see the [University of Worcester study skills pages](#) for advice on these areas, and the [University of Worcester support pages](#) for information about other support available including the writer-in-residence and Language Centre
- Provide ongoing individual support

You should

- Pre-book your appointment with your Academic Librarian, by email or telephone.
These can be held at a mutually convenient location anywhere on campus or in the Hive
- Arrive on time for a pre-arranged session
- Notify your Academic Liaison Librarian as soon as possible if you cannot attend a booked session. It is important that you do this so that the session can be offered to someone else
- Prepare for your session as directed by your Academic Liaison Librarian
- Not expect to have ongoing 1-1 support and tuition from your Academic Liaison Librarian