

BUILDING STUDENT EMPLOYEES' SENSE OF BELONGING AND COMMUNITY WITH WEEKLY BULLETINS

The weekly bulletin is an inclusive method of sharing timely updates to student workers, celebrating student successes, and providing ongoing training opportunities throughout the school year. This poster will provide tips on how to solicit content from all areas of the library as well as introduce MyEmma as one platform for creating the bulletins.

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UNIVERSITY LIBRARIES WEEKLY BULLETIN

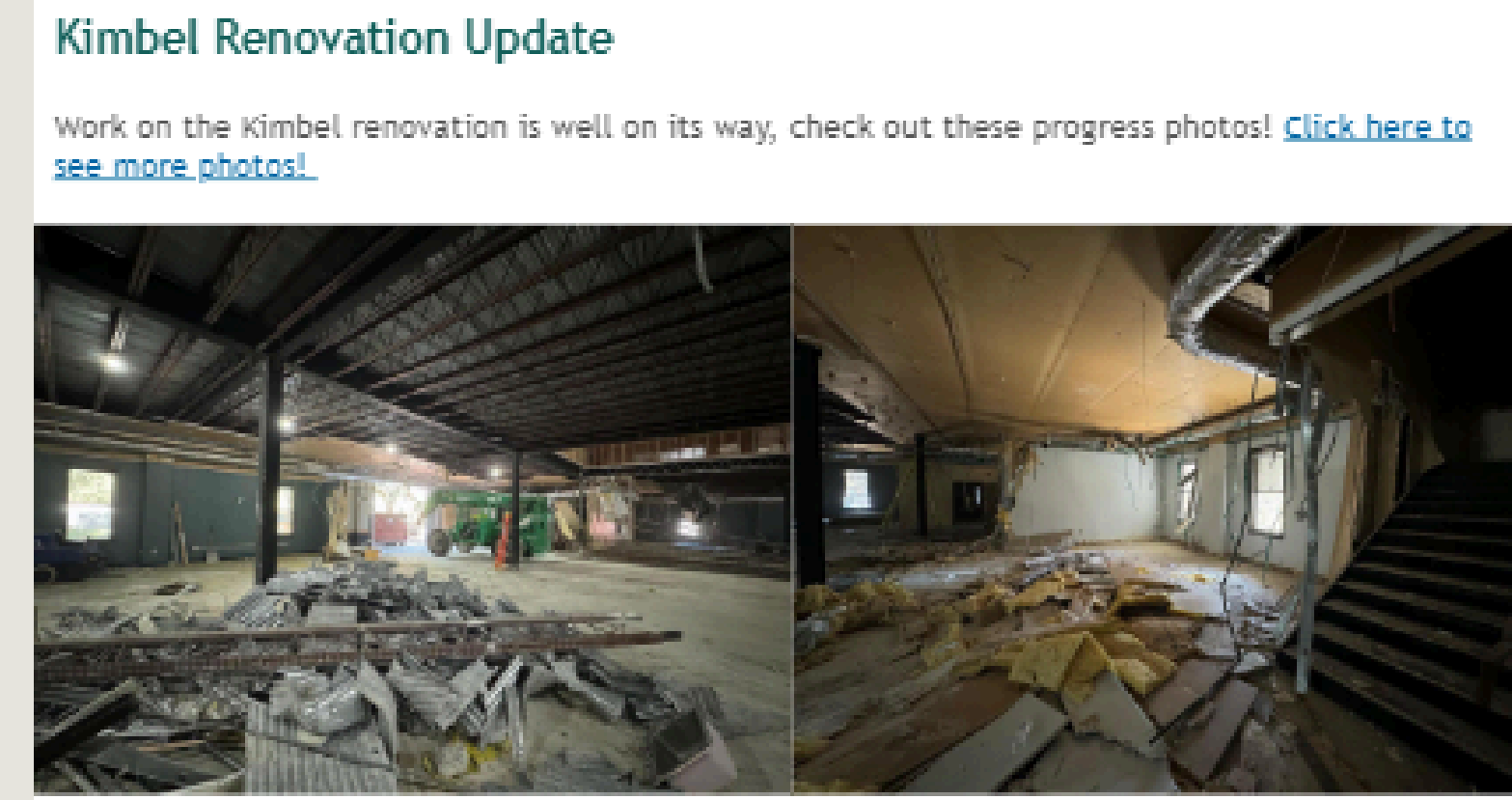
THE STUDENT ASSISTANT SECTION
If you did not complete last week's information form, please do so! Remember **Weekly Bulletin** quizzes and surveys are MANDATORY! We do check for completion!
Please complete this [Information Form](#) ASAP!

STUDENT SHOUT OUTS!
Shout Out to Micah for volunteering to take a shift at the circulation desk after noticing we were short-handed and needed help. Thanks Micah.

THE EVERYONE SECTION

Library Instruction
There's only four days of classes this week, but library instruction will be busy.
One section of RSM 393 and four sections of EXSS 205 will visit the library for instruction.
Librarians will visit sections of PUBH 201, SUST 499, IDS 499, VPA 103, COMM 140, PSYC 226, ANTH 391, and BIO 315L in their regular classrooms.

Where can we find a bigger table?
A common question we're hearing is "where can we find a bigger table?" or "there's not enough furniture." Remember that answers should be positive, we highlight solutions instead of dwelling on the problem. If a patron comes to you with this issue:
1. Encourage students to reserve study rooms online. Remind them we have 12 new study rooms upstairs in addition to the 8 in Bryan Information Commons. In BIC we have 2 study rooms that can accommodate up to 12 people.
2. Remind patrons that both floors of Bryan Information Commons are still open, and students may have an easier time finding space over there.



Department Contribution Section
Our librarians and staff contribute announcements from their departments. Librarians provide answers to trending reference questions, collections can announce a new data base service, marketing can put out a call for volunteers. This allows us to reduce the number of emails being sent, and combines all updates in one easily reference space.

Going On Around Campus
In this section we highlight campus wide initiatives or events to encourage our staff to be supportive campus partners.

THE STAFF SECTION

Staff Section
To avoid SAs getting lost in the weeds, regular staff content is kept at the bottom of the email.

Quick Links
The bottom of the email brings popular internal use links to staff's inbox every Monday, this includes a link to the next newsletter's Word document so they can easily add content.

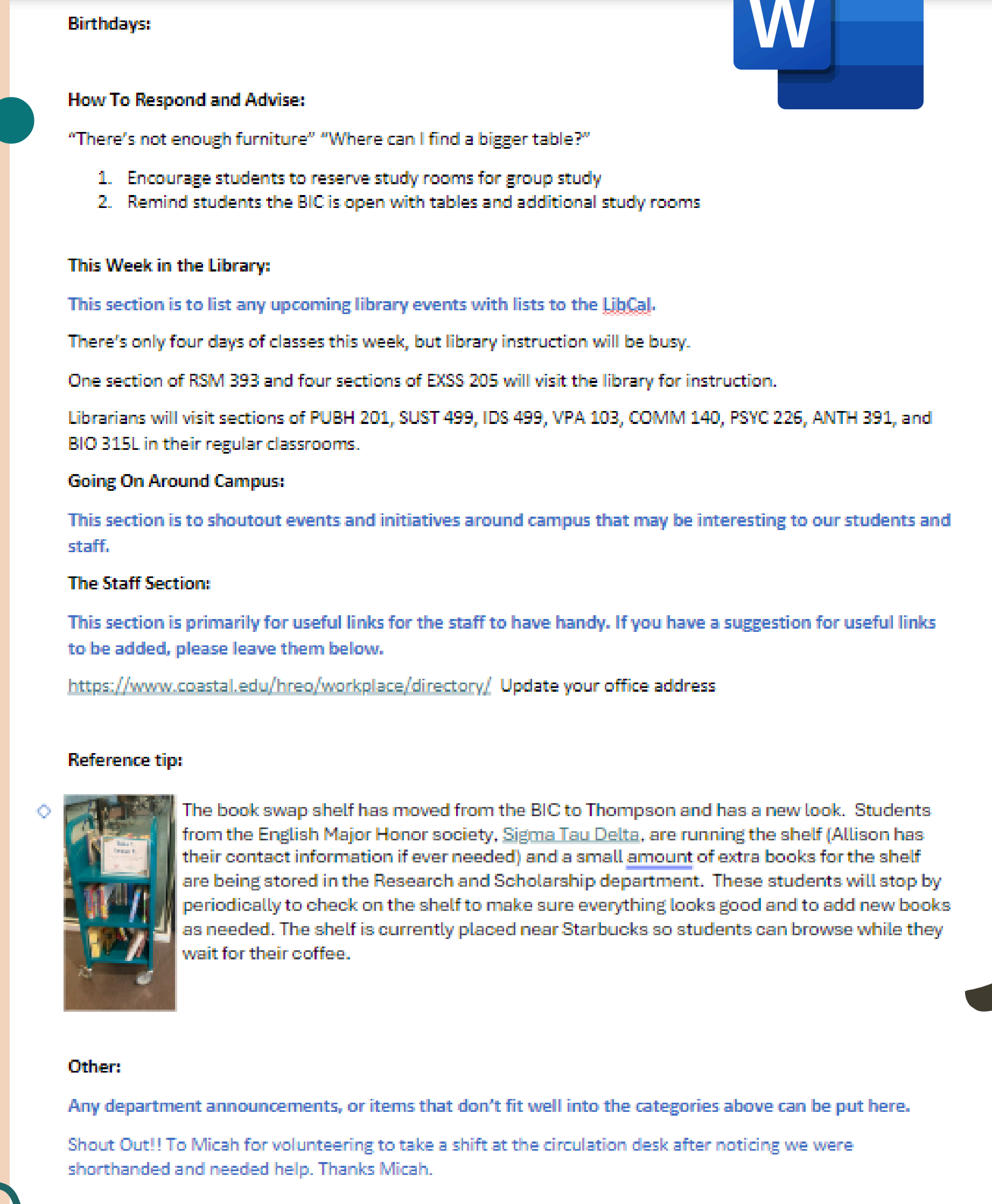
Make sure your office address is updated! You must update your office address manually in the CCU directory! [Click here to access the directory](#), and select "Click Here" by the red text above the search box to edit your information.

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The [Report an Issue Form](#) and the [Thompson Library Libguide](#) will remain linked in the Quick Links section at the bottom of each **weekly bulletin**. PLEASE make sure you are reporting all issues to the form ASAP!

Supply Order Form	Graphic Design/Marketing Request
Library and University Committees Sharepoint	Suggest Content for Next Week's Newsletter
Academic Calendar	University Calendar (All Events)
Report an Issue Form	Thompson Library Libguide

3. THE TEMPLATE



We created a communal folder of word document templates that are broken into the categories found in the main newsletter. Anyone on staff can edit this document to add content to the email. On Monday morning one person takes all the template content and slots it into MyEmma to be sent out.

4. FINAL PRODUCT FEATURES:

The first section of the email is dedicated to announcements for student assistants. Since their schedules are ever changing and very busy, we keep the vital content they need visible at a glance.

Special Shout-Outs
There is an area in each template to allow supervisors to shout out their student assistants for great work performance or achievements in other areas of campus (SGA, Athletics, Academic).

Birthday Recognition
At the beginning of each semester, we send a survey to SAs to gather important information like emergency contact info and the option to provide their birthday so they can be celebrated. It's a simple graphic and message that allows coworkers to celebrate with one another

The Everyone Section
In this section we outline all activities within the library that coming week. This is everything from instruction sessions, events, tabling initiatives. This is also a space to share important announcements about service updates and answers to frequently asked questions.

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2. THE OPPURTUNITY

We have access to MyEmma, a mass emailing service through our university. Librarians were using it to communicate with faculty about library initiatives.

We realized we could use this software to start an internal weekly newsletter.

1. THE NEED

- We want students to feel:
- connected to each other despite having multiple departments and desks
 - invested in the library's initiatives
 - appreciated and seen by the whole of the staff regardless of department or location.

6. THE RESPONSE

How do you know they're reading the newsletter? We provide regular quizzes/feedback opportunities to check student assistant engagement. MyEmma also allows us to see what users have and have not opened the email, what links were clicked, etc.

When asked "How has the Weekly Bulletin been useful to you?" our student assistants responded:

"It helped me get a heads up on the events happening that week. It was also nice to hear about my colleagues' achievements that were listed there."

"I like when it shouts out SAs that do something noteworthy and birthdays."

"I enjoy reading it. It helped me learn more about my peers."

"To know when people's birthdays are and if the library/makerspace is holding any craft nights."

5. THE TOOLS

Word
The Weekly Bulletin starts in a Word document. Staff and faculty can contribute content throughout the week for the next Bulletin.

emma
MyEmma is the email service we use. Constant Contact, Mail Chimp offer similar services.

Canva
We create graphics in Canva to make the email more visually engaging.