Best Practices for Units Hosting Exchange Librarians
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Neely Tang

These best practices were born of the experience of Management Library hosting Ling Yan from Tsinghua University. Please feel free to contact the Management Library for more details.

- Apply for a [sponsored](#) NetID from CIT. Then talk to Michelle Hubbel to get library resource access.
- Work with Library Administration (Michelle Eastman) to schedule the first few days. They will include a lunch with native speakers of their language, so they know who they can reach out to when they need help.
- Keep one day a week open for freetime/processing.
- Is a translator needed? You might want to prepare for the possibility, but wait until the librarian arrives to make that decision. Will the translator be needed for the entire duration? Only during certain meetings? At the beginning of the exchange? Does it need to be a professional? Would a student do?
- Put a call out to your colleagues to see if anyone wants to host during the weekend or evening so that your guest can see more of the area and experience more of American life.
- To schedule, ask for scheduling ability in Outlook to book meetings/appointments in their calendar. This way, they can change them and see what is going on directly.
- It is helpful to consider escorts getting from one place to another.
- Purchase a bus pass for the duration of their stay to provide them with independence and mobility.
- Maplewood – Contact them the day before to ensure that someone will be on duty. If your guest arrives on Saturday and the community center office is open, make sure the person there checks to see if someone left the key for them.
- It is nice to provide some breakfast items for them if they are arriving late at night. If your guest is arriving in the morning, taking them to lunch is nice after getting them settled.
- Take them grocery shopping early so they can feed themselves.
- When you get them settled, be sure to help them with their internet access. It is hardwired in Maplewood (no wifi). It is easier to set this up if they have a NetID. You should also find out what the phone number is in their apartment at Maplewood and provide them with that information.
- Consider hosting a welcome party if your department enjoys those. We hosted a social gathering during the weekend (pot-luck lunch) and then had an official welcome later that week for all of HLM in the office.
- Consider finding and downloading for yourself and your team an app that helps with translating words.
- Be flexible in scheduling the first week and a half, keeping in mind the jetlag from wherever they came.

- In addition to scheduling meetings to fulfill your project aims, you'll also want to find out what other types of topics interest them. Also keep in mind meetings appropriate to that person's administrative level (everything from LEG meetings to PSEC to local team meetings).
- When scheduling the exchange librarian's meetings, be sure to also give them time daily to work on their regular office work.
- Work with Desktop Services in advance to get their computer set-up, including Outlook. Be sure they also have a phone and explain how to use it.
- When scheduling the exchange librarian's presentation, assist them with content development and get a sense for who the right audience would be. Does it make sense to use a current venue for discussion (like R&O) or would a separate session be better? It might also help to get a sense of how nervous the individual is in speaking English during the session. Is a translator needed?