

Maryland Deaf Culture Digital Library
Montgomery County Public Libraries
Germantown Library
19840 Century Blvd
Germantown, MD 20874



November 13, 2019

Dear Library Administrator,

As you know, the Maryland Deaf Culture Digital Library (DCDL), housed at Germantown Library and funded by the Maryland State Library, is a centralized repository of electronic resources on deaf cultures and deaf resources. This service is available to assist library staff in all 24 Counties in the state of Maryland in answering inquiries from the public.

It came to our attention that the staff person who represented your library system as a library liaison to the Maryland Deaf Culture Digital Library has left his/her position. Since we do want to remain in contact with your library system, we invite you to appoint a replacement.

To better help you appoint an appropriate staff person, here's a review of how the staff person would contribute to this role.

Role and responsibilities

A. A Library liaison serves as the system wide point of contact who will:

1. Share information from the Maryland Deaf Culture Digital Library with library system. The types of information that Maryland DCDL will share with library systems is not limited to the following:
 - E-News for library staff
 - suggestions of speakers, authors, and presenters for children's and adult programs
 - updates on digital collections (MD DCDL website, e-books, reference resources, etc.)
 - reviews of materials for the collection
 - tips for serving and reaching the deaf and hard of hearing community
 - technology updates, and
 - information on staff training programs.

2. Post and share your library system's Deaf cultural programs and programs accessible to the Deaf and hard of hearing community on Maryland DCDL Facebook page and/or through Maryland DCDL E-News.

Communications will take place primarily via email. We may schedule a regional meeting once a year, at a venue that will be determined.

The name and email address of the appointed library liaison representing your system or region can be sent to my attention at MarylandDCDL@montgomerycountymd.gov.

We look forward to having your support in the new Maryland DCDL service and working with the Maryland DCDL library liaison to assist your library system in providing the best in deaf culture programs, services and resources for library users who live in any of the 23 Counties and Baltimore City in the state of Maryland.

Best wishes,
Susan F. Cohen,
Coordinator,
Maryland Deaf Culture Digital Library

Librarian II,
Head of Adult Services and Deaf and Hard of Hearing Services
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cc. Irene Padilla, State Librarian, Maryland State Library
Anita Vassallo, Director, Montgomery County Public Libraries
James Donaldson, Assistant Director, Collection and Technology,
Montgomery County Public Libraries