**Academic Librarian Profile Checklist**

Update or create your online profile to present a full picture of your skills, knowledge, professional activities and identity.

**Business card elements**

* Name
* Phone
* Email
* Building/office number
* Professional title
* Faculty rank

**Biography**

* Education
* Employment history

**Academic activities**

* Link to curriculum vitae (CV)
* Scholarship/publications
* Research interests
* Areas of expertise
* Professional, scholarly, and university service activities
* Grants and fellowships
* Honors and awards
* Teaching (include for-credit courses and information literacy and other presentations)
* Subject specialties
* Links to other profiles
* Homepage/website

**4 more steps you can take**

1. Ensure your photo is high quality.
2. Ask a respected colleague to review your profile and provide input.
3. Enquire whether your profile can be included on departmental websites and in the Communications Office bank of experts as appropriate.
4. Update your profile as you gain experience and your interests focus or change.

Sources:

Diao, J. (2020). “[Are we represented as who we are? An assessment of library faculty online profiles within the City University of New York](https://www.sciencedirect.com/science/article/pii/S0099133319305002).” *Journal of Academic Librarianship*.

[You’re an amazing librarian! Does your profile say so?](https://libraryconnect.elsevier.com/articles/you-re-amazing-librarian-does-your-profile-say-so) *Library Connect Newsletter*, March 2020.