

LIBRARIES CHANGE LIVES!

Connecting Workplace Literacy Learners with Local Libraries



SUGGESTIONS FOR LIBRARIANS VISITING COMPANIES TO PROMOTE LIBRARY FACILITIES

Plan for half an hour to present your ideas, and plenty of time to sign people up with library cards

Beforehand (so you can pitch to right level and take appropriate materials):

- * Arrange for small groups so there is time for everyone to apply for cards
- * Find out your audience's:
 - Nationalities
 - Level of English
 - Computer knowledge
- * Internet and iPad/laptop: check you will have access or arrange your own
- * Resources: posters or photos of sections in the library (e.g. DVDs or magazines), upcoming events etc.
 - Library cards to leave with audience
 - Giveaways (books, magazines, DVDs etc.)
 - Skills Highway poster '*Get the most from your library*'
- * Access to company: check who will meet you, arrange access
- * Ask your contact person to arrange for the audience to bring their ID and proof of address. Explain exactly what you need (i.e. "Your payslip, driving licence or passport, and a bank statement or a bill with your name and address on it," etc.)

On the day

- * Introduce yourself – name, where you're from, how long you've worked at the library etc.

- * Find out everyone's names
- * Be patient, show enthusiasm
- * Speak clearly, use plain English, avoid jargon, vary your tone
- * Interact with the audience as much as possible, ask about the ages of their children, if they have a computer at home, when they last visited a library
- * Outline some resources relevant to the audience (using a mixture of posters/photos/online):
- * Upcoming events and classes
- * What they can borrow (books, magazines, audiobooks, DVDs etc.)
- * Apps and research (for computer- confident audiences)
- * **Lynda.com** – ask for ideas from the audience and show a couple of courses. Let them know which cities' libraries have this facility and where to find it on the website
- * Give the audience a couple of tips to get the best from the librarians - refer to the Skills Highway poster '*Get the most from your library*'
 1. Tell the librarian what you are interested in
 2. Tell the librarian if English is hard for you
 3. Tell the librarian if computers are hard for you
- * Organise library memberships for those who are keen.

Follow up

- * Follow up, or ask someone in the company to follow up those who didn't have ID with them.