

First Nations Public Library Week 2011

Join Us & Speak Up for First Nations Public Libraries!



Event Planning Tips

The following is a list of suggestions that may help you in the planning of your successful event. To make the list more complete for next year, send in your event planning tips to the First Nations Public Library Week Planning Committee.

Check and Double Check

Be organized - write down a checklist for the week and for each event or program – do not trust your memory for every detail such as tea bags and pencils!

Invitations

If you want someone special, such as the Chief or Elder, to attend your event, give the person a special invitation.

Donations

Ask other programs or groups to see if they have any available funding to sponsor food, prizes or an honorarium for a story teller or musician to attend.

Book Displays

Creating book displays is a great way to attract people to your library and to introduce them to the resources you have available. During First Nations Public Library Week, put together a display based on the Week's theme. You may also want to consider whether your collection lends itself to displays related to the Grade One Book Giveaway title.

Programs

Information comes in many forms, not just in books. Programs offered in libraries are meant to provide access to knowledge to all age groups and help foster a feeling of community. You may want to consider hosting at least one program for each age group: Babies and toddlers, school-aged children, teens, adults, and seniors.

Some ideas for First Nations Public Library Week programming include:

- Language Mystery Challenge
- Scavenger Hunt
- Craft sessions
- Coloring contest
- Storytime session for children
- Computer orientation workshops for Seniors
- Movie night for teens
- Health information session (collaborate with your local health group)
- Games night
- Word Search

TAG - You're it!

If you're having trouble getting the teens into your library, consider creating a "TAG", a Teen Advisory Group. You can use First Nations Public Library Week to launch the idea. Put up a few posters around your community and spread the word, asking for participation in a TAG. Once teens start to come forth, meet with them on a regular basis to discuss what they would like to see in the library. Perhaps there aren't enough graphic novels for them to read. Perhaps they would like wider access to the Internet. They may even feel good about reading to young children once a week, which would help you out with your programming goals. Take their input seriously and help them become active participants in the library.

It's Not Just About Books – Tea / Luncheon

First Nations Public Library Week is an ideal time to reach out to other programs and services to promote their awareness of the public library. A great way to bring people together is to host an 'in-service' meeting. Develop a brief agenda – highlight a theme; send out invites, and follow-up that they're coming. This is a great time to give a tour, celebrate what types of programming take place, and get new ideas. You'll be amazed how much sharing can take place in one hour. Discuss what's coming up at the library and in other departments (education, public works, fire department, policing, health and social services, economic development, etc.). Together, identify areas of mutual interest, discuss ways the library, programs, and services can work together, and initiate a plan to work together to achieve common or related goals.

Partnerships

Make a plan to partner events with other programs and services. There may be another First Nation community or non-native public library you can combine resources with for a larger event. Great ideas include book exchanges, reading challenges, guest speakers, etc.

Advertise

Develop a poster featuring a calendar of events for the week or month. Post it and mini-posters or fliers in high traffic areas such as band office, gas station, laundromats, etc.

Prepare Media Releases and Public Service Announcements. Send them to your local media (newsletters, newspapers, radio stations).