

# The Connected Library: a handbook for engaging users

## Foreword

- Chapter 1:** Engaging, enabling and educating users
- The changing role of the library
  - Celebrating the differences between girls and boys
  - How do you make things happen?
  - Image-yours and the library's
  - Tips and tactics
- Chapter 2:** Planning for the connected library
- Why everyone needs a strategic plan
  - What is strategic planning?
  - Undertaking a SWOT analysis
  - Knowing your stakeholders
  - Developing a mission statement
  - Developing goals and objectives
  - Tips and tactics
- Chapter 3:** Significant connections - building influence
- Surveying influential teacher librarians
  - Self reflection exercise - who influences you?
  - How influential are you?
  - Questions to ask yourself in readiness for building influence
  - Tips and tactics
- Chapter 4:** Marketing and promoting the library
- Questions to encourage reflection on what you are doing
  - Steps towards marketing the library
  - Promoting the library – getting started
  - The importance of your message
  - What to promote and how to promote it?
  - Promoting staff, reading, resources, services, procedures and much more
  - Tips and tactics
- Chapter 5:** Reading programs and promotion

- Reflection on existing programs
- Developing a connected collection
- Promoting reading to staff through holiday reading displays, online forums, literary quizzes, book clubs, staff reviews
- Promoting reading to parents, through literature circles, excursions, reviews, newsletters, special events, book fairs, tours
- Promoting reading to students through reading challenges, sustained silent reading programs, reading for pleasure classes, literature circles, electives, literature clubs, festivals, debates, quizzes, visiting booksellers, displays
- Tips and tactics

**Chapter 6:**

Developing a school library home page

- What is the purpose of a home page?
- What sort of home page?
- What does a best practice library home page look like?
- Getting started
- Planning for your home page
- Content possibilities
- Design guidelines
- Managing and promoting the site
- Tips and tactics

**Chapter 7:**

Evaluate, prioritise and keep records!

- Using surveys to evaluate
- Other evaluation strategies – feedback from staff and students, self-evaluation
- Prioritising in five easy steps
- Keeping records – why, what and where?
- How to evaluate using benchmarking
- Tips, tactics and statistics

**Chapter 8:**

Imagine - a day in the life of a connected library

**Sources cited**

**Additional reading**

**Appendices of support material**

1. Request for consideration of library materials
2. Position description - teacher librarian
3. Generic position description – librarian