

Make and Distribute Handouts

Important information about the library, its services, and needs can be distributed in writing for people to read later or pass on to others. If you have desktop publishing skills, or know someone who does, work to build written materials that can be passed along to others. These can include the library's hours and services, a wish list of things the library needs, information about upcoming events, or any other pertinent library information. These ideas should be posted on your library's bulletin board for all to see. ALA provides a wealth of materials to help you get started through @ your library, the Campaign for America's Libraries. Visit www.ala.org/@yourlibrary and click on PR Tools & Resources.