# ProgrammingLibrarian.org

Thank you for your interest in submitting your library program to ProgrammingLibrarian.org!

Please use the webform to tell us about you, your library and your program. To safeguard against losing your work, we encourage you to type your answers in another program and then copy and paste them into the website form. You may also upload documents, images and videos.

Please note that if your submission is chosen for publication, it will be publicly available on our website. If you have any questions, please contact us.

**PART 1: ABOUT YOUR LIBRARY**

**Your name:**

**Email address:**

**Job title/affiliation:**

**Library name:**

**Library location (city, state):**

**Library type:**

* Public
* Academic / community college
* School (K-12)
* Special
* Other:\_\_\_\_\_\_\_\_\_\_

**Library description:** Please provide a brief (100-word max) description of your library and the community it serves. You may wish to include your service population size, relevant demographic information, staffing information, and/or a dominant issue facing your community/library that is relevant to your program submission. (*Example: River Creek Public Library serves two rural towns in southeastern Wyoming. We are staffed by one full-time librarian. Our community elementary school recently eliminated its librarian position.)*

**PART 2: ABOUT YOUR PROGRAM**

**Program title:**

**Date program was/will be held (for program series, list multiple dates or a date range):**

**Program summary:** Please provide a brief (100-word maximum) description of your library program. This should be a very short “snapshot” of the program so readers can get the gist quickly; you may go into greater detail in the Detailed Description section below. (*Example: River Creek Readers is a parent-child reading contest held annually in partnership with area elementary schools.)*

**Program type:** Which category below best describes your program? Check all that apply.

* Author event
* Book / reading event
* Exhibition
* Performance
* Film screening
* Community building / civic engagement
* Job-seeking / career help
* Makerspace
* Program series
* Skills building

**Program topic:** Which category below best describes your program? Check all that apply.

* STEM
* Literature / literacy
* History / politics / civics
* Arts and culture
* Business / finance
* Crafting / hands-on
* Commemorative months and celebrations
* Diversity and inclusion
* Food and drink
* Foreign language
* Gaming / just for fun
* Special needs
* Sports / fitness / health

**Target audience:** What age group did your program target? Check all that apply.

* Adult
* Young adult
* Children / family
* Older adult
* All
* Other

**Program budget:** How much did this particular program cost your library? Please check only one; you may elaborate in the Detailed Description section below.

* Free
* $1 – 50
* $51 – 100
* $101 – 250
* $251 – 500
* $501 – 1,000
* $1,001 - $2,500
* $2,501 - $5,000
* $5,000 +

**Grant funding:** Was this program affiliated with an ALA or non-ALA grant or program?

* Yes
* No

If yes, please specify:

**Collaborations:** Was this program the result of a partnership with another organization?

* Yes
* No

If yes, please specify (e.g., local high school, university, arts organization):

**PART 3: DETAILED DESCRIPTION**

Please limit your responses to 200 words per question. You may include relevant materials in the Attachments section below.

**Advance planning:** What were your goals or learning outcomes for this program? How far in advance did you start planning? Who was involved? What steps did you take? Did you come across any unexpected challenges?

**Marketing:** How/when did you promote the event to your targeted audience? How successful were you?

**Budget:** If there was a cost associated with the program, how did you spend the money? What suggestions would you make for cost-cutting, if needed?

**Day-of-event activity:** What set-up was needed the day of the event? How many staff members were needed and when? Did you face any unexpected challenges?

**Program execution:** Describe how the program played out. How many people attended? What feedback, if any, did you receive? Did you achieve your goals?

**Program evaluation:** If your program contained an evaluation component, please describe it here.

**Advice:** What advice would you offer peers interested in holding a similar program?

**PART 4: ATTACHMENTS**

**Important note:** By submitting information and documents, you grant ALA permission to post them and permit their use by visitors to this website. Do not post any documents unless you have permission from the copyright holder to permit such use.

**Attachments:** Please upload any planning documents, promotional materials, reading lists, scripts or other materials that may be useful to others wishing to create a similar program. (Please be sure to remove any personal or confidential information, as these documents will be publicly available.)

**Images:** Please upload any photos from the event.

**Important note:** By uploading any photos from the event, you represent and warrant that you have obtained written permission from all individuals who are identifiable in each and every photo.  If you have not obtained written permission from the individuals who are identifiable in the photo, do not upload the photo.

**Video:** If you have video footage of, or related to, this event, please provide a URL (e.g., YouTube, Vimeo):