

Library Spotlight Template

Our new **Library Spotlight** initiative brings ALN member libraries to life—virtually! These 90-minute sessions offer a dynamic way to explore the personality, practices, and innovations of our library community.

What to Expect from Host Institutions: Hosts will showcase their libraries and services through engaging formats such as:

- A **virtual or 360-degree tour** of their library space.
- A **slideshow of physical items** that reflect their unique collections or services.
- **Presentations on 2–3 current projects or initiatives**, chosen by the host, covering any aspect of library work.

Real Stories, Real Learning: We encourage hosts to share not only their successes but also their challenges and failures—because some of the most valuable lessons come from what didn't go as planned.

Funding Insights: Presenters are asked to briefly explain how their projects were funded—whether through internal resources or external grants—so attendees can better understand what's possible in their own institutions.

A Virtual Visit Experience: Our goal is for attendees to walk away with a vivid sense of how the spotlighted library operates—just as they would if they had visited in person.

Who Can Join? Library Spotlights are open to **all staff, at all levels**, working in ALN member libraries. Everyone is welcome!

Example Template for the session

1. Kick-off & Welcome (5–10 mins)

Introduce the session, outline what's coming up, and introduce the presenters. Set the tone and get attendees interested about what they'll discover.

2. Explore the Space: Virtual or 360° Library Tour (10–15 mins)

Take attendees on a visual journey through your library. Whether it's a simple walkthrough or a more immersive experience, give them a sense of your service.

3. Showcase the Physical: Slideshow of Key Items (10 mins)

Share images of special collections, installations, or project-related materials.

4. Dive into Innovation: Project Presentations (10–15 mins each)

Present 2–3 current initiatives. Focus on:

- What the project aimed to achieve

- Key outcomes and lessons learned
- Any acronyms or jargon—make it accessible!
- How the project was funded (internal/external)

5. Engage & Interact: Q&A Session (15–20 mins)

Invite questions via chat or verbally. Encourage discussion.

6. Wrap-Up & Feedback (<5 mins)

Share the feedback form link in the chat and let attendees know it'll also be emailed. Encourage them to share their thoughts—it helps shape future sessions.

After the session

ALN Development Managers will take the lead in sharing all session outputs—this includes slides, resource links, virtual tours, and any other materials presented.

They'll also distribute the feedback form and follow up with a reminder one week later. The form will remain open for two weeks to give attendees plenty of time to respond.

Once feedback is collected, Development Managers will compile and share a summary with both the session hosts and the ALN Staff Development Planning Group. This feedback will directly inform and shape future planning.

This new initiative is intended to offer an opportunity to get a 'virtual' feel for the personality and working practices of our library members. It is intended that each spotlight session would last for around 90 minutes.

Host institutions will highlight their libraries/services via, for example:

- a virtual or 360-degree tour of their library
- a virtual slideshow of physical items
- presentations on 2 or 3 projects or initiatives being undertaken.

The projects and initiatives highlighted are at the discretion of the host and can be on any aspect of the library service.

Libraries are very much encouraged to share failures as well as successes, as there are huge lessons to be learnt from failed projects.

It would be helpful if the presenters could outline how their projects were funded (ie if they benefitted from external funding or if they were internally funded etc) so that attendees get a sense of what is possible in their own institutions.

It is hoped that attendees will experience how the library in the spotlight operates, in the same way they would have had they visited the library in person.

Library Spotlights are open to all staff, at all levels, who work in ALN member libraries.

Example Template for the session

- **Introduction from speaker(s) (roughly 5-10 mins)**
 - Explain what the session is about, who will be presenting and what they plan to showcase.
- **A virtual or 360-degree tour of their library (roughly 10-15 mins)**
 - This can be basic or high tech, depending on what is available!
- **A virtual slideshow of physical items (roughly 10 mins)**
 - These could relate to for example special collections, a project or installation in the library.
- **Presentations on 2 or 3 projects or initiatives being undertaken (roughly 10-15 mins each)**
 - Summarise key points of projects, outcomes and learning from each one, explain acronyms/initialisms/phrases etc.
- **Questions from attendees (roughly 15-20 mins)**
 - Open the floor to attendees to ask questions. These can be delivered via Chat and/or verbally.
- **Feedback form (<5 mins)**
 - Link to online form to be shared in Chat (will also be sent out by email afterwards).

After the session

- ALN Development Managers will be responsible for sharing any outputs from the event, including slides, links to resources, virtual tours etc.
- The Development Managers will also share the feedback form and will send a reminder after a week (form to be open for 2 weeks). The consolidated feedback will be shared with the hosts of each session and with the ALN Staff Development Planning Group to be used in any future planning.