

## 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.