

Exercise # 8 Beta Project

Instructions: Envision your library through a gamer's eyes. Is it up to par with a gamer's interests and needs? What changes would you like to make at your library to better serve gamers? Brainstorm one beta project related to gaming using this worksheet as a guideline. You may not have all the details you need today but it will be a start.

What captured your attention the most today?

- Facts about gaming
- Readers advisory
- Making a gamer-friendly library
- Gaming collections
- Gaming programs

Project Title: _____

Brief Project Description:

Purpose of Project:

Project Supports:

- Developmental needs or Assets?
- Library mission?
- Other benchmarks?

Who do you have to convince?

How will you do it?

Budget**Estimated Cost:**

- Speaker's cost (fee, travel, meals, other)
- Supplies and equipment (materials purchases, rentals, other)
- Staff time (programmer hours x wage, PR department hours x wage)
- Public relations (fliers, poster, bookmarks, press releases, mail outs, postage)
- Other costs (display books, refreshments, follow-up mailings, miscellaneous)

Funding Source:

- Budget line- general revenue
- Grant funds
- Friends of the Library
- Corporate sponsorship
- Outside donations
- Other

Program Approved:

- Preliminary planning should be approved at this point before proceeding any further.
- Approved by supervisor
- Approved by director
- Off desk planning time approved

Equipment Needed: (make arrangements to rent, if necessary)

- Consoles
- Computers
- Television sets
- Projectors
- Extension cords
- Speakers

Speaker Confirmation:

- Contract sent
- Contract returned and executed
- Follow-up call(s)

Is it a program? If so:

Day: _____ Date: ____/____/____ Start Time: ____:____ End Time: ____:____

- Date checked on library calendar
- Date checked on school calendar
- Date checked on community calendar

Location For Program:

- Library meeting room
- Computer lab
- Other _____

Target Audience:

- Children
- YA
- Adult
- All

Expected Attendance:

- Children
- YA
- Adult
- All

Room Set-up: (preliminary plan)**Publicity and Promotion:**

- All library staff informed
- Program information posted to library website
- Fliers distributed to schools, community groups, businesses and other libraries
- Media releases to local newspapers, school newspapers, radio, TV, library newsletter, blog, etc.
- Visits to community venues (schools, nursing homes, etc) planned and approved
- Book displays set up
- Email or direct mailings to audience, school and community liaisons

Program Details:

- Room set-up
- Equipment and supplies
- Refreshments
- Speaker's introduction
- Speaker's check
- Evaluation form and pencils
- Fliers for next program
- Room clean up
- Other