Embedded Business Librarianship Worksheet

Your Library: _____________________________

OVERVIEW

Use this worksheet to tailor the goals 5 Steps to Embedded Business Librarianship to your library and community’s unique needs

Create your networking list

What organizations and/or businesses do you already have connections with?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What are some new organizations and groups that you can connect with? Consider career centers, community colleges, merchant groups, local government, and committees.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Reaching out to your contacts

Which existing relationship do you already have that you can reach out to first? What new group do you want to reach out to?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Describe the logistics: how will you reach out to them? How many connections do you want to make per month? Will you partner with any colleagues?
_____________________________________________________________________________________
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The Initial Presentation

How will you make your presentation memorable? What quotes, images, facts, databases, or other resources will you share to make a lasting impression?

What questions will you ask them to get to know their organization better? What do you hope to learn from your meeting?

Create a Call to Action

What type of follow-up opportunity will you offer to stay connected? How will you invite them to this event?

Describe the logistics: where will it be held? When? Who will help you? How much will it cost?

Network, network, network!

List five upcoming opportunities for networking. Are there committees that you can join?

How will you develop a sustainable networking plan for your library? Will you collaborate with a colleague?