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?

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

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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?

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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?

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

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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?

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

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Network, network, network!

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

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

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