

# NWEI Librarian Network

## Checklist for starting discussion courses in the library

This checklist is for people who are interested in offering a discussion course through the library system. The below items are compiled suggestions from various course coordinators and are here to help you consider the various components necessary in starting a course in a public space.

\_\_\_ Reserve or schedule the location/room ahead of time. Look into any fees or scheduling process necessary to reserve a room.

\_\_\_ Library Facility - ask a library staff person be involved to assist you with library structure and protocol. Sometimes there is a staff member that is already involved with library programs that will be willing to give support.

\_\_\_ Outreach – Post information about your course on bulletin boards, webpages, in local newspapers and in any literature provided by the library. Outreach materials can be downloaded from the NWEI website or obtained by contacting NWEI at (503) 227 2807. Include: date, time, location, list of session titles, and “Course is free. Books are \$20 plus shipping and handling and will be available at the first class.”

\_\_\_ Order course books ahead of time by calling NWEI.

\_\_\_ If an NWEI volunteer or former participant is available in your community, invite them to the first meeting to help your group get started. If not, download the Local Organizer Guide from the NWEI website or contact NWEI to receive a copy of this guide. This guide offers tips in beginning your course.

\_\_\_ Celebration: Many groups choose to have a potluck as a final celebration or meeting for the course. As there is often no food or drinks allowed in libraries, you may choose to take the celebration to a new location, such as the local organic market, a vegetarian restaurant, or bring the meal to a participant’s home. Have the participants fill out the evaluations and discuss follow up actions and interest in other NWEI programs.

*Thank you so much for your interest in NWEI programs! Enjoy your course experience and feel free to contact NWEI with any questions.*