

# Washington Library Association

## Library Ambassador Checklist

The Washington Library Association (WLA) encourages libraries of all types and sizes to select one or more *Library Ambassadors* to serve as a liaison between the library organization and WLA.

*Library Ambassadors* are members of WLA who are interested in and willing to promote WLA and the benefits of membership within the organization they work for. Serving as a *Library Ambassador* is simple – all we ask is that each ambassador do something to **promote WLA at least once a month** in the organization they work for. Here are some examples of activities ambassadors could try:

### Promote

- Identify a location in your organization (i.e. designated bulletin boards and staff rooms) to display WLA information and publications (i.e. program flyers, posters, membership brochures).
- Collaborate with Human Resources department to provide WLA information to new employees.
- Talk about WLA happenings at meetings you attend with other staff in your organization.
- Introduce staff in your organization to the WLA website.

### Communicate

- Use your organization's electronic venues to introduce yourself as a Library Ambassador and invite staff to contact you.
- Share WLA related news and information through your organization's email list servs, Intranet or internal newsletter.
- Talk about your experiences as a WLA member, including what benefits you have received.
- Publicize the variety of ways staff can get involved in WLA.

### Network

- Host local event(s) where staff in your organization can come to learn more about WLA and talk to other members.
- Invite WLA Board members or other WLA representatives to visit your organization (i.e. attend staff meetings or other events).
- Keep a roster of staff in your organization who are currently WLA members .