



**Andrea Craley, Manager for Technical Services & Government Documents Librarian and Depository Coordinator, Harford Community College Library**  
[acraley@Harford.edu](mailto:acraley@Harford.edu) 443-412-2042

## Proposal

- Gathered and written by Andie Craley, Depository Coordinator and Jen Hart, Library Assistant in Government Documents.
- Submitted to Library Director in May 2016.
- Was held until November 2016 when listed as agenda item for the Library Management Team (LMT). Proposal was presented and discussed, to either focus on National Library Week 2017 or Constitution Day 2017 as the date of celebration when there is more potential for campus interaction.
- Actual 50<sup>th</sup> FDLP Anniversary is June 1, 2017, when only a smaller summer semester on campus.
- LMT decided to focus on Monday September 18, 2017 for the FDLP 50<sup>th</sup> celebration with Constitution Day and do a promotional event during the April 2017 National Library Week to advertise the upcoming anniversary.
- Elements included possible tie in with HCC campus' 60<sup>th</sup> celebration and with APG Centennial in 2017, activities like a Gov Doc Scavenger Hunt in the stacks, the proposed speaker for Constitution Day, and proposed invitation list.



## Planning

- Library Director asked to hold planning until the campus administration had decided on events for the campus' 60<sup>th</sup> celebration events in order to tie in the celebrations.
- In January 2017, requested FDLP Glass Award and requested attendance by the GPO with a tentative date of September 18, 2017. GPO attendance was confirmed to attend.
- In February 2017, requested local historian David Fisher to present his "Scientist & Inventor" Benjamin Franklin program for the Constitution Day program and he accepted.
- Notified my Regional Librarian Celina McDonald at University of Maryland College Park and asked her to "hold the date" to attend.
- In March 2017, the campus administration approved the invitation list to request special dignitaries and community partners to attend the awards program, and the list to request official proclamations and/or citations.



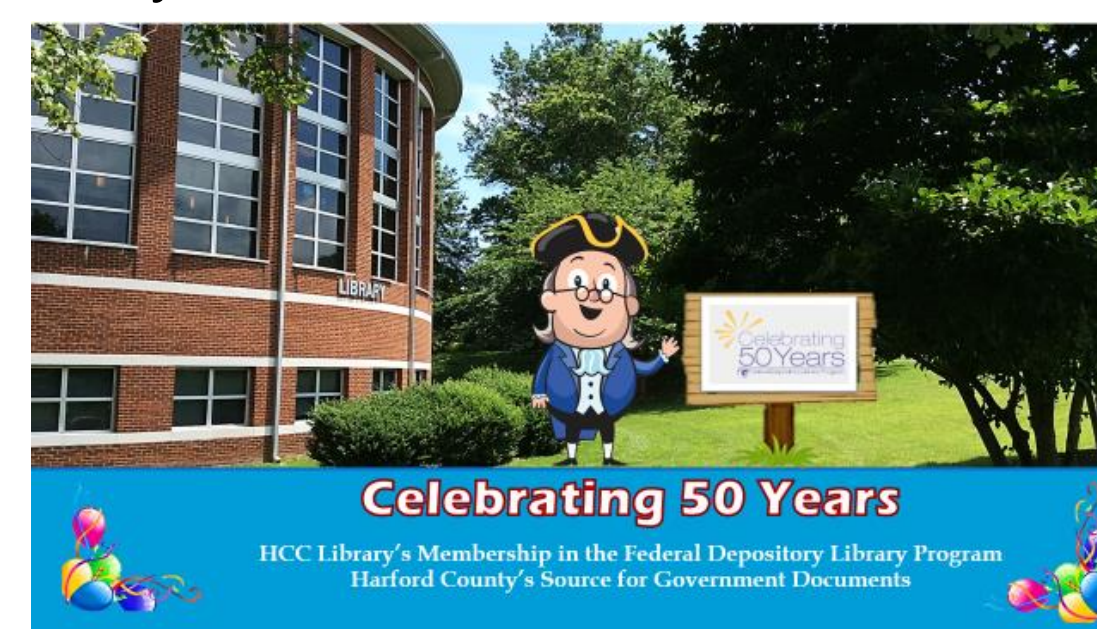
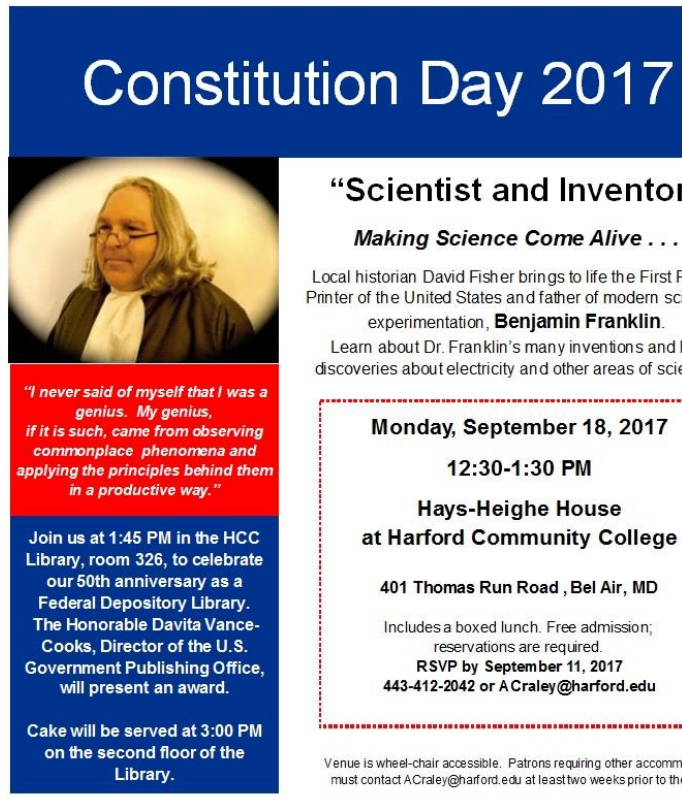
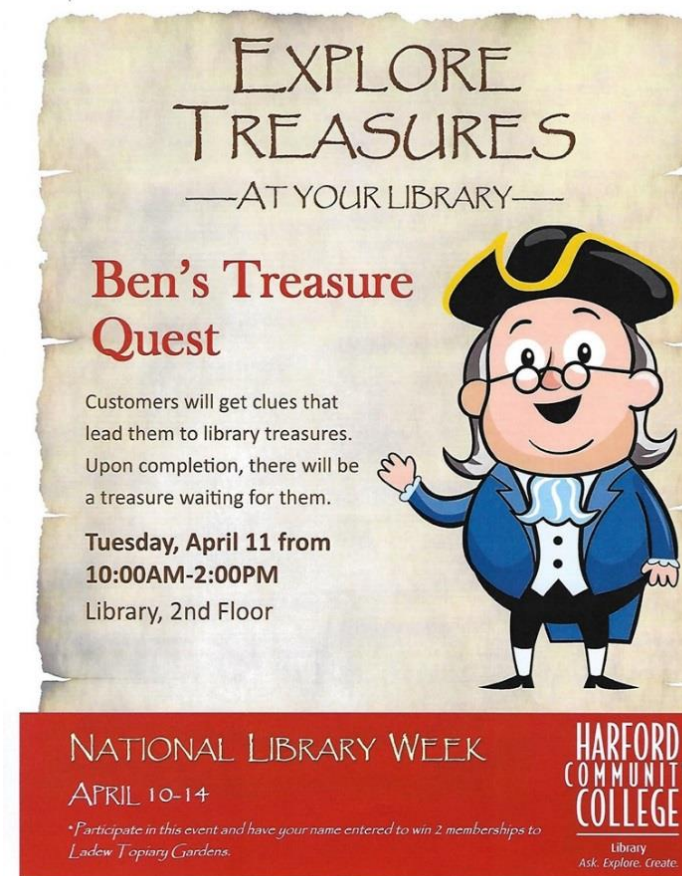
## Coordination

- In April 2017, decisions finalized to hold the FDLP 50<sup>th</sup> awards ceremony on Monday September 18 in conjunction with celebrating Constitution Day.
- Local historian David Fisher's "Scientist and Inventor" Benjamin Franklin Constitution Day program would tie into Hays-Heighe House's "APG Tech Revolution" and "HCC's 60<sup>th</sup> Anniversary" exhibits and the Library's FDLP 50<sup>th</sup> anniversary awards event.
- HCC Library 50<sup>th</sup> FDLP Anniversary & Constitution Day Celebration was listed on the campus' 60<sup>th</sup> Anniversary Celebration events:  
<http://www.harford.edu/about/60th-anniversary-celebration.aspx>
- Promoted Office of Student Activities hosting Harford County Board of Elections volunteers to assist with voting registration
- Coordinated with the campus' Paralegal Student Association with promoting distribution of Pocket Constitutions.



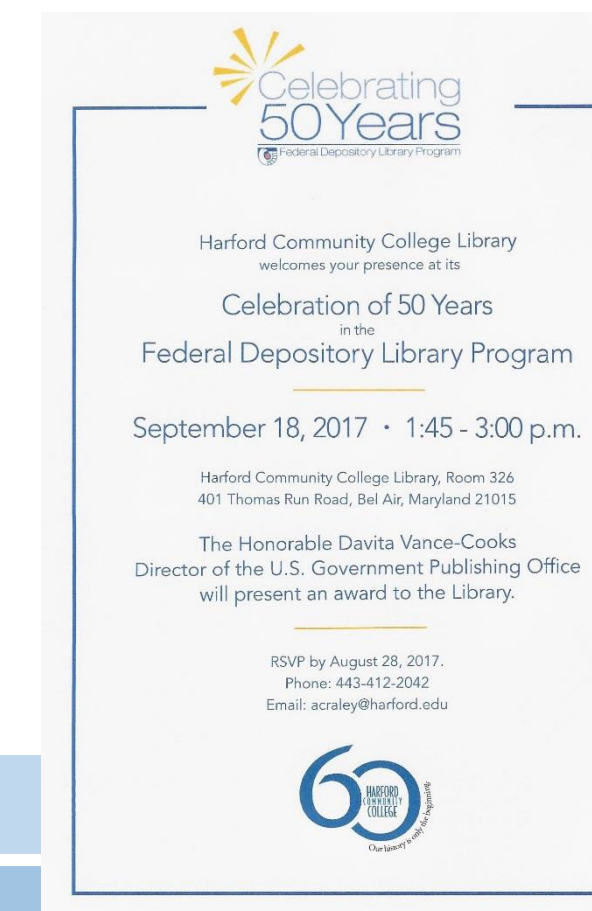
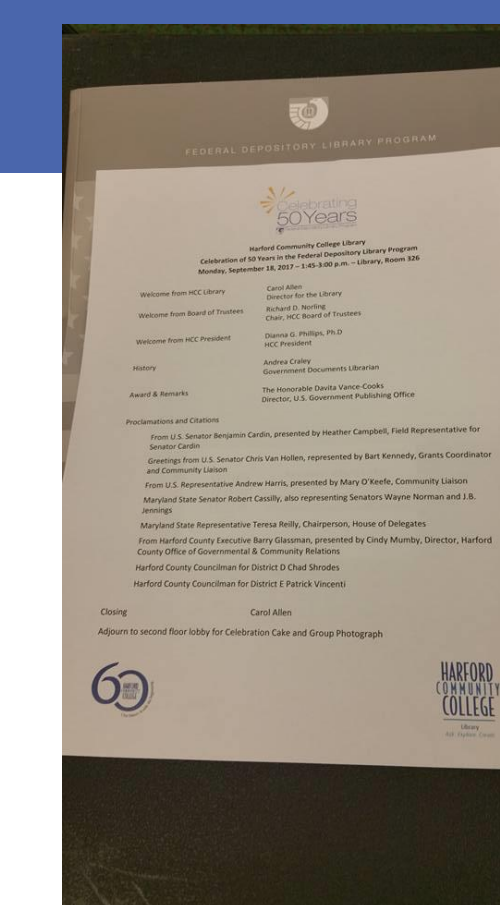
## Promotions

- On Tuesday April 11, 2017 during National Library Week, "Ben's Treasure Quest" NLW activity was held from 10 AM to 2 PM. Jennifer Hart created this scavenger hunt activity with 3 displays easy to find, as a promotional event of our 50<sup>th</sup> FDLP anniversary and to promote this library treasure. Secured from GPO to use the Ben's Guide
- Events submitted to Harford LIVE and press releases through campus Marketing department
- Constitution Day flyers distributed through campus channels, HCC Board of Trustees, the Hays-Heighe House event mailing list, to Harford County Public School, Harford County Public Library, Historical Society of Harford County, Maryland Historical Society
- Events listed in weekly employee online newsletter "News & Whoos" starting in September 2017.
- Events and article in the online Spring and Fall 2017 HCC Library Quarterly Newsletters
- Created Library Digital Signs, HCC Library Webpage and Facebook Events and Posts, & a special "Celebrating 50 Years" PowerPoint
- Promotional table at campus OwlFest September 7, 2017
- Promotional table at HCC Library Expo September 12-13, 2017
- Library Display case reserved from September through November 2017
- Constitution Day 2017 LibGuide: [http://harford.libguides.com/government\\_information](http://harford.libguides.com/government_information)
- Government Documents at HCC Library LibGuide: <http://harford.libguides.com/govdocs>
- Will have promotional table during a second HCC Library Expo during the campus' Harford Fest on October 28, 2017 as part of the campus' 60<sup>th</sup> anniversary celebrations.



## Preparations

- 50<sup>th</sup> FDLP logo received from GPO
- Flyers, Invitations, and Agenda designed and produced
- Work orders sent across campus departments for rooms & setup reservations, boxed lunch, cake, tables, setup of flag banners, campus photographers.
- Secured 8 Proclamations, Citations, or Certificates from Harford County and Maryland State Government
- Displays and Decorations!
- Prepared GPO folders of promotional FDLP and HCC Library information for all guests of the Awards ceremony and 3 Constitution Day programs – approximately 120 guests!



## Celebration!

- 3 Performances of the Benjamin Franklin "Scientist & Inventor" Constitution Day Program due to community interest!
- Monday September 18, 2017 at 12:30 PM and 3:30 PM
- Monday September 25, 2017 at 1:40 PM



- The Honorable Davita Vance-Cooks, Director of the U.S. Government Publishing Office, presents HCC Library with its 50<sup>th</sup> FDLP award at 1:45 PM on Monday September 18, 2017.

