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Good afternoon everyone. Welcome to the FDLP Academy. We have got another great webinar for you today. Entitled how Houston public library engages the community with its FDLP resources . Tips and tricks. With this is our presenter, our virtual presenter Alice Sherwood, Alice is the dark government documents or knitter for is the public library. She has been working with government documents since 2013 and held a role of coordinator if the LP of Houston public library since 2018. As a ordinator she has piloted objects to engage the Houston community with government documents resources using pop up and book displays in the library as well as off-site since she is how that rolled. Houston public library has been part of the FD LP since 18 84. They switch over to online depository since and they've been doing this a 2019. Four we get started I have to walk you through, regular housekeeping reminders, if you have any questions or comments on the presentation please feel free to chat them in the chat box located in the bottom right corner of your screen. I will keep track of all the questions that come in and at the end of the presentation I will read them back to Alice and she will respond to each of them. We are also recording today's session and will email a link to the recording and the slides to everyone who registered for this webinar. Will also be sending you a certificate of participation using the email that you used to register for today's webinar. If anyone needs additional certificates because multiple people watch the Lebanon webinar with you please email [FDLP outreach@Gmail.com](mailto:FDLP_outreach@Gmail.com) and include the title of today's webinar along with the names and email addresses of those names needed certificates. If you need to zoom in on the slides shown by Allis you can click on the full-screen button on the bottom left corner of the screen. To exit exit the full-screen mode mouse over the blue bar at the top of your screen so that it expands. Then click on the blue return button to get back to the default view. Finally at the end of the session we will be sharing webinar satisfaction survey. We will let you know when the survey is available and the URL will approve in a peer and that chat box. We very much appreciate your feedback after the session is through today. Also keep in mind to reserve your comments about presentation style and value of the webinar for the survey. Use the webinar chat box or questions you would like to ask Alice to report any technical issues you encounter. Now Alice may be screen sharing, uh, part of her presentation. We will show you some websites. If she starts doing that you will not be able to see the chat box in the lower right side of the screen. In that case if you want to ask a question or just want to watch the chat traffic as Alice is presenting, one once screen sharing source mouse over the blue bar at the top and when the menu drops down click on chat to enable the chat box. So with that I will hand the virtual microphone over to Alice who will take it from here.

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Thank you so much for that introduction Joe. Can everybody hear me?

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We can hear you fine here at GPO, I think they can if somebody wants to chat that. They said they can, see your good.

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Okay. So, uh, before we get started I would like to open up a little poll, I will open up that. I am going to give it a minute or two while, uh, you guys try to answer that. And, basically the definition of open [ indiscernible ] enclosed stock is you have your government in a closed area that nobody can [ indiscernible ] other than your [ indiscernible ] members. Open stack is out in the open somewhat and people can actually get to it. While that is going on thank you very much

Joe for the introduction. I am going to zoom right in to slide number two, I am going to share with you, this is the pole I conducted at the last FDLP conference. This is actually a whole entire year that we use in public library has been sharing with other members of the community in the library and also at some parts out of the library. I'm going to use the cursor over here, I hope everybody can see. So this one over here which is the pop up one is a nearby site. We did coordinate that with some of our other special collection library to celebrate Apollo 11's anniversary. All these other ones on the display cases, some are actually book displays. And, those who are actually watching you are like okay, so, I do not have that kind of, I do not have that kind of I don't know how to actually get started. If that is one of your concerns that you have come to the right webinar. To answer the question that I had earlier you do not, nobody needs a space. The display cases that I showed earlier featuring Smithsonian over the years that one is a very, very small display probably not much bigger than your other table. A glass display case like that. The other part of your book order that I got, all of these ones are part of a 2.6 [ indiscernible ] those are the ones that in the dorm rooms and those the ones and hotels. Now as a further display case the larger one that you saw with the [ indiscernible ] over here. That one is actually the washer dryer. So not a whole lot of space considering the size of the library. No I do see that the polls are coming in so some of you, those of you who do not, I cannot determine that. I do see that there is probably a small portion of you out there that actually answered the pole. Having your library connection as part of open stack. Some of you are still closed sack. Those are actually, which [ indiscernible ] has become in the last, in the last 12 months or so. While we still actively, we still have a lot of old materials that the city owns which is the reason I want to bring you to this particular, how you can engage with the community. To say some of the materials you have in your collection. So, uh, apparently I don't have to provide you guys some background. In 2018 the [ indiscernible ] came up to me and said they do wanted to learn are large 136-year-old depository collection into some other space which they did not actually mention for what. So, I was been tasked to [ indiscernible ] and the goal they wanted was to put every single one of the documents moved. So, I was like okay. You cannot remove something that people do not know about. So why don't I try to propose to share some of the collections I had with the public. So maybe that will get some people interested enough to [ indiscernible ] some of it. The goal is when you're actually engaging these materials with the traffic public. Find a high-traffic area, if you are at the library I would suggest doing things like in the lobby. Or maybe a reference desk area or maybe at the entrance before you go into the library. Know the target audience. Most of the people and the general public, gentle children and teens they do enjoy eye-catching material. So find something that is, something that they can actually flip through with colorful pictures, do not display things in a technical matter that is not recommended. Display things such as some of the old pamphlets and some of the other colorful pamphlets that you guys may have. If you guys have something like pictures of World War II, some pictorial records, people enjoy looking at that. So the pictures I have here on the slider some the things that we have display. These are just a few of the things that we had out. Focusing on [ indiscernible ] related to [ indiscernible ] aerospace. The bottom one over here is what we had from prejudice. Each of these items people are allowed to look at them in the library and we usually keep this on for a month or two at a time. Which brings me up to the next point. When you think about doing things like this which I personally have experienced this at my library when I first started doing this and I propose this idea. The idea is we have no space. We do not have this kind of space. We need to get approval for space and stuff like that. Here's what I would suggest you guys would say to [ indiscernible ] when they come up to you say

something like that. You say what we do not need a lot of space we just need a chauffeur to or someplace in a public area. We do not need a whole lot of space we would not take too much of your space. If you show them that you are sincere about it eventually they are probably like okay, then, you do not have the staff. You are too busy doing your reference work and teaching, you do not have staff. You can set some realistic goals by informing them that you need one or two staff members, make sure that those of the students that you can probably [ indiscernible ] a task dutifully and also with responsibility. They can carry out tasks. I am very fortunate that I do have wonderful staff members that I have that do help me with a lot of these projects. Including the lady standing over here next to me, the one holding the fake moon. When you're actually trying to display a lot of your materials and engaging with the public [ indiscernible ] and stuff like that try to find somebody who can actually help you. A lot of times this will empower your task and other people. Of course the material will always tell you government documents, nobody will be interested in that. Here is what you say. What why don't we try this for a few months. Emphasize this is free material paid by taxpayers. The strive for two or three months. Okay, usually in those cases the [ indiscernible ] will actually allow you to do that. Which is actually something I will share with you guys. That is what we ended up doing. Other ways we can actually do this is to showcase things and integrate them with other non-government documents from the period. Things such as, you are doing something related to, want to show something with, with the census coming up, with other topics coming up. You can try to incorporate that with some historical pictures and mix it up with some other collections. If you do not have that many things that you want to show to the public yet. Tried to engage them with something that is interactive. So over here I have, we have some of the earth books, people love looking at these. Developing NASA. Something like that and integrate these along with your other materials to the public and when people do look at them and you asked questions about them you can say this is actually a government document and engage them to tell them about more materials. And, and then some other things I would have to bring you guys attention, you might say well, uh, I do not have any inspiration ideas that can actually bring to the public. There plenty of these ideas that you can find on government info. Let me see how I can do that. I will share my desktop. And, uh, so, in case you have not seen the governmental website this is what it looks like and the favorite part I really enjoy is the fact that it actually has a lot of these feature articles a month. If you want to use like one or 23 months. Sometimes you will see some other topics related to the current events. Try to find something on their, if you're not sure what you want to use, some other ideas. We will go to the Lib guides. Course right now everybody is thinking about the coronavirus. These are things of the Lib guides you can actually use and use as a topic to share with the public, if you can find something related to the viruses and other health related documents you will want to share that. Other topics that will be available, they will all be listed here. We have an awful lot of resources. If you actually one of those universities, actually have been working on some Lib guides, share them with others. So actually people will find out what you like as well. So now I am going to try to go back to my regular presentation. I did bring up some other ideas you know with Presidents' Day and the White House gardens which is what we did back in, for Presidents' Day for last year. On display. Also last year we did have a special display on President Bush, he has passed away. Then we did something related to Halloween and death. I was quite surprised we do have some government documents about things like regarding death and other things that the public might find interest. I will highlight this just a minute so you guys can see. And by the way the skull was actually made by one of my staff members, that was not part of the government document election. I had to bring that up.

And course we do have some other seasonal events, anniversaries, specific presidents, depending on which state you're from. Those are actually all very good resources and good ideas that you guys can actually use to using your pop up displays, depending on the space that you have. So now it brings up thinking what can be turned into a community outreach. A lot of these community outreaches they do take several months to plan. I would say you can look around in the area, your events and check on the calendars so, last year when the 50th anniversary was going on for Apollo 11 I was being reached out to one of our special collection librarians and asked me if we were interested in doing something like that. So we actually opened up, this is actually a very small, very small, uh, display house probably around the size of an office. So we put up on display some of the things are from the archives, some of things are from the government documents collection so we can actually engage with the public. Tell them about what we have. We actually considered a very successful event, we had a for all that with 300 people in attendance. So you never know what can impact when you actually engage with the public how much [ indiscernible ] you can Ashley bring. Of course when this happens it will get attention. Like I mentioned earlier when I first thought of this project I was under the impression that well, let me just see how this is going to go. I would [ indiscernible ] so I started doing that. I had a lot of items, we have a very large collection. Close to 800,000 items that we actually have in the Houston public libraries. While I was actually busy reading I tried to promote the election, the existing collection I have. It actually brought some impact that the other librarians wanted to get rid of some stuff, decided okay we do find it of interest, we want them in our collection. This collection is not going to completely go into the recycling bin and waste. So you never know what impact that you are going to bring when you actually are doing your community outreach. With your library and also with the community. Which brings me up to slide number nine. We have so many events on a daily basis as a public library. We do also have services passport services so we have citizenship corners and we also have some other [ indiscernible ] related things and when you actually share something like that you tell people that, oh, we are part of FDLP and you as a community member your pay the taxes, we are actually sharing with you and you get to check out what else we have. Other than that we also have things like voting rights, homeland security related things like becoming a citizen. These are all excellent ideas to be shared with the public. Along with the other things like you could actually share including war related materials. Know what [ indiscernible ] you are in and your library. If you actually have more historic robust collection try to know that before [ indiscernible ] takes away from you. This is something that I feel deeply in my heart when I started actually promoting this collection. I didn't realize that this actually brought the [ indiscernible ] patient that they are actually interested in keeping some of the stuff now along with some other reading materials that we actually have in the collection. You never know. So I do want to bring you guys attention to this thing. This is not a poster. This actually is a picture of an actual display that might, some of my coworkers actually helped me make. Saying yes to the census. This actual birdhouse, every house counts. We have this in our lobby right now. It will be going on throughout the entire time when we are actually conducting census to promote the census at the public library. Telling people that yes every house, you need to count every single person in your household. In the one, and in case you guys are wandering the picture over here on the bottom of the slide is the actual event. That we actually promoted last July. And of course while you are actually sharing all the information with the public about the physical material you have some people might be interested in looking individually for the materials. A lot of these all you need is a computer screen. Which I will show you and the other PowerPoint in a minute. I do want to bring you guys

attention to all these resources. Which I will have to share the screen again. Let me try and do that. Okay. There we go. Okay. So this is the public health image library. Right now we have coded online so that is a picture we will see. There are a lot of different pictures you can look at. And, you can click on them and you can actually, actually download them. And incorporate that into your PowerPoint or in your display of some sort. If you do not want to get all fancy with developing this into a slideshow you can just make up a few and printed out, all you really need is Microsoft Word and [ indiscernible ] you can actually incorporate that and make it into a fancy flyer. To share that with the public. But, most of the things I really enjoyed which I will show you at the other PowerPoint in a minute. A lot of the things we do also here is, a lot of beautiful, beautiful pictures. Are from, you see that. You see a lot of these beautiful nature pictures you can Ashley promote that if your school and you you are in the University setting and you have an agricultural setting you can actually promote. Promote some of the USDA resources. So the we usually enjoy at the Houston public because we are are very big on space is a lot of these NASA image galleries. We have a lot of, we use a lot of that on our displays, we probably do that usually around June or July and we do it some other months. As we are able. So those are some of the pictures and some of the places you can click on these once we get off the webinar, you can check out some of these image galleries and use them as you please and incorporate that into your display. To engage with the public. So, uh, this other PowerPoint that I actually have over here I will go back to slide number one. We introduced by telling people what is the FDLP. Then basically we introduce people to what it is. We tell people what the FDL people -- FDLP is. You can actually incorporate different agencies with pictures into your slideshows, if you have room for. Otherwise you can just rented out and at some captions to it and share with the public. You never know what will happen if we actually start doing all this. And of course we try to, with this particular slide that we actually have over here this is a 135 anniversary display inside the glass case. So we have display, we currently in every slide goes on maybe for like a second or two for people do not get bored by just airing on it. We also incorporated some videos that we downloaded from the department of defense and also other departments, governmental agencies. So, uh, I, kind of wanted to, uh, bring you guys and see you guys if you have any idea or questions or if you guys are already doing something similar or thinking about doing this, what are some of your thoughts on doing something like that. You can put it in the chat box. Anybody there? Okay. Can you elaborate that a little more? Will.

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Hi Alice are you seeing something in the chat box?

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Yes.

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Okay I do not see it it must've been, but --

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[ indiscernible ]

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I can see it now Allison.

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So I see the, uh, I see somebody was commenting on I'm thinking of an FDLP visit.

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Did you have more things you wanted to show Alice or you are you into your question period now?

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I'm trying to turn this into a discussion time to see if people have any, any comments or any way that they wanted to, uh, thinking about doing that.

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Okay. That sounds real good. I had a little side question, uh, you have some great physical items you have display. Now that you are going electronic I do know that you have the images. I guess that is the way of the future that you want to go that way taking images from websites, I take it for future displays. Is that your goal?

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So right, so right now, uh, what we have been trying to do is, the good thing I have actually found out, uh, since we started doing this is in the beginning they wanted to get rid of everything. So since we have been starting to do this they decided okay we will let you keep some things. They let you keep like, now they are talking about like 200 items. Maybe by then we do all this reading maybe they will let us keep 500 items. I know they will definitely let's keep most of the NASA stuff since we started doing this, uh, engaging with the public. We use a lot of NASA materials to engage with the public. To keep interest as well as some other Department of Defense items. When we go electronic we will probably still be able to share some of the ones that we are allowed to keep and the best part is something I want to also bring up to everyone is now you realize this is actually pretty nice stuff. Some of the stuff are in [ indiscernible ] condition, they are going to be moved to open stack and people will be able to check them out. The point of it is two years ago when I was being into this and started working on all the reading project. People were like okay we have to give her everything. But when you actually started sharing things what your collection is with the public it actually catches their [ indiscernible ]. They won't probably let you keep everything. But, you do bring some impact to the public and also to the library that you are actually in.

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That is an interesting strategy. I have not heard that before. But,, I know a lot of libraries are under pressure from their administrations to scale back or maybe go all electronic. So if you start displaying some of the nice things we offer maybe they will have second thoughts about that. That is very interesting. Let me read, if you do not mean Alice I will just read some of the things here. Will mentions he is thinking about an FDLP exhibit, Tabatha noted we use slideshows an image displays a here and some online. That is very nice. Will says we have space to showcase some pictures and old records as a way of making our community aware of our FDLP resources. Tabatha comes back and says my favorite thing now is including information in a blog that I can share on the library page and push through personal Facebook. I love some of those ideas for topics, I can write about them. Tabatha if you want to put a link in the chat here about what you are doing that might be interesting to the group here. Then will asks you if you have a suggestion for will for what he might do, uh, will what kind of library are you from? Small, large, academic, public? Then, uh, Sarah says we do displays for the anniversaries like Apollo 11 so that's, uh, we just completed a a display on physical materials for women's suffrage and we celebrate March is women's history month. We do not have any electronic displays.

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The electronic display is, uh, it depends on the site of your library. Uh, it Houston public we have these, we have these TDs by our elevators. They will show like upcoming, uh, upcoming events in the library and, uh, such as [ indiscernible ] and events and so forth. So that becomes a little learning board if we do these decide to put things on Twitter or something. We want to be

sure that they get [ indiscernible ] over there. That is what I meant by some of the electronic displays. That is how some of the things that people do get to see. The other way that you can do it is if you, uh, have a, if you have a book display kind of like the shelf that I have over here. So imagine this at your library and on the top of the shelf you have a little space. You can put a tablet, uh, or maybe a PC or something to make sure it is [ indiscernible ] so nobody can take it away. You can actually project some of the pictures that you have, uh, maybe, uh, maybe you can do it on a loop or something like a gallery that you put on the hard drive of the tablet or the computer. Have a recurring playback. The quickest way I, I mean, the quickest way I found of doing is using PowerPoint. PowerPoint is one of the least, uh, it doesn't take a lot, it does not take a lot of effort having to download an additional software to try to turn things into movies and into things. So, that is what we have been using, we use a a lot of PowerPoint and we just keep playing them. Now if you are more technical savvy and wanted to upload that to YouTube after you turn that into a, uh, W MV or MP4 you can actually play that directly from there. Uh, it's, the coolest thing I actually find about doing something electronic and people looking at it as they travel through library that they will be like oh, so what is that? The that brings you a good conversation topic about talking about the government document collection you have in the library. Does that answer Emily?

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That's a good explanation. Yeah, I, Emily, I don't know if you are asking, if she has a mostly online, if you are referring to online, is, if people are just logging in, let's say to a website does that, maybe slideshows or something is that are you referring to that at all?

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Yeah, I mean the slideshows they do take a little effort and you would have to go to, let me go back to the slide that I had earlier, on slide 11. You would have to take some effort, downloading some of the things on here and we kind of had to play with it and, uh, put it into a PowerPoint or something. If you do have the capacity of, uh, streaming some of the videos that is out there like, a, like from NASA for example then you could do that. I find that a lot of times depending on the budget of your institution some of them might not want to do that. They will be like we can't have people using the [ indiscernible ] running these [ indiscernible ]. It's eating up a bandwidth for example. And, so in our case we do the work out, we take a little bit more effort we do all the work and we say that and we put it onto a little plastic. We play it from the [ indiscernible ]. That way we do not have to eat up the extra bandwidth.

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Very good suggestion, very interesting. I had asked earlier, will was looking for advice and he asks what type of library, he said large public so that is right in line with what you have Alice.

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Mhmmm.

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Then Tabatha I had asked about the blog she runs and she just put the LinkedIn, the link in in the chat box that looks very interesting. Let's see if we got any more questions.

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Emily says I work at a state library and we [ indiscernible ] you should get on in person. So sent you work at the state library, uh, some of the things you can possibly do is you can do, if you have TVs in your office areas that you can probably try to do that. If there are no TVs you can, uh, put them on, maybe on this date library's landing page. I always tell my, I always tell my staff that we want to engage with the public but we do not want to exhaust yourselves. Probably

try to maybe like every so often. Nobody wants to look at a static image for months. So if you change it up like maybe once a week, you know, it may take your staff maybe an hour but probably it will not eat up all the time that if they had to do it every day.

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Okay.

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Does that help Emily?

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That sounds like a good suggestion there Alice. Anymore questions for Alice? This is been a very good discussion. It was very interesting webinar in a very good discussion. Alice says yes or Emily says yes I'm sorry.

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That's okay.

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I hope you're all doing well as best you can with the coronavirus we are glad you could make it to the webinar today. Cory just put the satisfaction survey into the chat box so please give that a look. He's also going to, there is a good article by my former colleague Scott Pauly on the FDLP Academy, what we do webinars and other things, conferences etc. So you can give that a look when you get a chance. Uh, I'm sad to say will said they just had their first case of coronavirus up in Maine. So. I'm sorry to hear about that. Everything is scrambling, we just found out you know today the Library of Congress is closing to the public. Starting today Intel April 1 I believe. So we are changing day-to-day GPO. Anyway I am sure you are all facing the same thing if you are from academics you are probably going to online only I'm guessing right now or fairly soon. So.

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I am going to bring up since Joe mentioned April 1. Since census day is on April 1 and due to this coronavirus if you can engage with the public, if you, make something related to census to engage with your, with the students and some other, uh, engage with the students and inform them about census and other materials and stuff like that. There is a lot of things that actually are out there that now especially all these beautiful galleries that are out there about different governmental agencies. They are all free. Just put them up and people look at them and, you just never know.

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Any other questions for Alice? Really, really good presentation and good discussion. I am going to go into my wrap-up comments. But, we still have plenty of time for Alice if you have some. Keep those coming in. First I would like to thank Alice for a great webinar. A lot of good information, a lot of good discussion. Sometimes I tell people, sometimes we do not get much question or discussion. That we had some good discussion here and I really appreciated. And, uh, I would also like to thank my colleague Corey Holden as tech-support keeping everything running smoothly. Thank you. Do not forget her upcoming webinars, we have two more webinar scheduled for March. The next one is Wednesday, March 25, 2020 entitled pandemic resources for librarians to aid researchers and the public in the coronavirus. We've got a lot of people signed up for that. So give that a look. We also have our 20 20 depository virtual meeting. That is Wednesday, April 22 through April 24th running daily from 1:00 to 4:30 PM Eastern time. You will see notice of all of her upcoming webinars as they are announced if you sign up for our news and events email alert [FDLP.gov](mailto:FDLP.gov). From the FDLP Academy webpage which is linked in

the index section at the bottom of the FDLP.gov homepage there is a calendar of upcoming webinars and other events, access past webinars from our webinar and archive and a web form to volunteer to present an FDLP Academy webinar. I'm sure there's people in this audience you could do a good webinar on any FDLP related topic. It could be FDLP management, it could be information that you use from agency websites. Any topic that is related to the FDLP in any way. Government information. So give that some thought. Let's see if there are any other questions. Any last chance for questions for Alice, this is been a lot of great information, good discussion, really appreciated? Thank you from well.

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Okay yeah it was, thank you for letting me share this with everyone out there.

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Yes. Very, very good. Last questions for Alice here? I think you may have covered everything Alice, terrific webinar I really appreciate you coming in. I think I will close things out., Thank you Alice one last time. Thank you audience. Please come back to the FDLP Academy and I hope you survive coronavirus well. I know is a trying time for everyone. So, uh, and, uh, have a great rest of the day. Come back on the 25th for another great webinar and other webinars in the future. Have a good day, thank you.

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[ Event Concluded ]