A Template for Thinking about Programming

1. How the Program Integrates with Broader Library Goals

A. How does this program relate to the goals of the library?

B. How does this program relate to the goals of youth services at that library?

2. Program Goals and Objectives

(remember that objectives are specific and measurable; a program *goal* might be to introduce the mayor to young adults, while an *objective* would be to have the mayor give a presentation from 4-5 pm in April discussing her perceptions of the job and her role in building community)

1. Primary Goal
2. Primary Objective

3. Target Age Group (include the developmental characteristics of that age that are pertinent to your program and any special considerations, such as an ASL interpreter for the hearing impaired)

4. Relationship of the Program to the Target Age Group (how does this particular program meet the developmental needs of the age detailed above?)

5. Staff Involvement (who takes part in the program and in what capacities?)

6. Estimated Costs (remember to include salaries to cover the time of those involved, materials, publicity, and other miscellaneous expenses)

7. Publicity Plan including sample announcement (many programs are not completely successful due to inadequate publicity; how, when, and where will you publicize your program? You may want a timeline to help you schedule publicity).

8. Program Procedures (describe what happens during the program here; include the physical set-up and a timeline for the program)

9. Evaluation Plan (how do I measure the success of this program? Look back at your goals and try to assess whether you reached them. Attendance is a poor indicator of success, unless packing people into your library is a goal.)