



A ROUND TABLE OF THE AMERICAN LIBRARY ASSOCIATION

## **Become a Sister Library → Checklist**

Before initiating a sister library relationship, consider the following questions. Depending on your situation, there may be other steps you must take.

Who is on board?

- Educate your staff and administration about the Sister Library idea. Who is most interested and available to help?
- If you are a public librarian, involve your board in discussions about what you want to achieve.

How could your library benefit?

- Analyze your library's needs.
- Check the Resources page for additional information.

What can you offer a Sister Library?

- Identify your library's resources.
- Determine the level of commitment that you and your institution can make and who will be responsible for overseeing the project.
- Determine your budget for this program.
- Get approval and financial backing from your institution (i.e., board, administration, advisory group).
- How can your community help?
- First involve the library community (staff, trustees, friends and volunteers).
- If you are part of a larger institution, see who else is interested. Who is doing similar activities?
- Reach out to the public. Organize a local committee.
- Find out if you have someone on your staff or in your community who is fluent in the language of the other country and is willing to act as your liaison.
- How might your participation change over time?
- Be flexible. The other library may have somewhat different objectives and expectations. Both libraries need to be involved in shaping the relationship.
- If management or staffing change, how might your participation be affected?

- Check in with your Sister Library frequently.

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