SAMPLE LETTER TO MEDIA/COMMUNITY GROUPS

[NOTE: In mailings to the media and community groups, include announcements, flyers and brochures of literary programs related to the exhibitions. Letters to the media should also include press kids, offer assistance in developing stories and include a library contact.]

**[DATE]**

Dear friend of the library, **[PERSONALIZE GREETING WHENEVER POSSIBLE]**

The **[LIBRARY NAME]** is pleased to announce the opening of a new exhibition, “Dust, Drought, and Dreams Gone Dry.” Opening on **[START DATE]**, the exhibition and related programs will teach library visitors about the Dust Bowl, one of the worst man-made ecological disasters in American history.

The exhibition recalls a tragic time in our history and explores its environmental and cultural consequences. Visitors will explore several thought-provoking questions: What caused fertile farms to turn to dust? How did people survive? What lessons can we learn? Audiences will learn through history, geography and the fascinating oral histories of Dust Bowl survivors like Marvin Carnagey, who wrote of one of the largest dust storms, “I thought it was the end of the world, and we were all going to Hell. A black cloud rolled up in the northern sky.”

We are proud that **[LIBRARY NAME]** was chosen as one of 25 sites nationwide to host “Dust, Drought, and Dreams Gone Dry.” The exhibition was organized by the American Library Association Public Programs Office, the Oklahoma State University Library, and the Mount Holyoke College Library, with support from the National Endowment for the Humanities.

We would like to invite you to a special preview of the exhibit at **[TIME]** on **[DAY, DATE]** at the library **[OR PARTICULAR LOCATION IN LIBRARY]**. **[NAME]** will be the guest speaker. You will find additional information enclosed. Please contact me at **[PHONE/EMAIL]** if you have questions.

We hope you can join us as we introduce this exciting educational program to our community.

Sincerely,

**[NAME]**

**[TITLE]**