What is ALA Connect?

ALA Connect is a place for ALA and United for Libraries members to engage with others in private/member communities of interest. United for Libraries members have an exclusive opportunity to network with each other and connect with their colleagues across the country — fellow Friends groups, Boards of Trustees, Foundations, and library staff that work with these groups. ALA Connect is also where:

- Non-members can engage with others in open/public communities of interest.
- United for Libraries statewide group members can access online training, member benefits, and resources
- Trustees and library directors can access Trustee Academy and/or Short Takes for Trustees (if provided by state library).

Privacy, Communication, and Email Settings

- The new site lets you control your privacy, communication frequency, email preferences, and current ALA password.
- You can adjust your communication frequency to real time, daily digest or no email on a group-by-group basis by going to My Profile > My Account > Community Notifications. By default, committee notifications are set to real time and all other communities are set to daily digest.
- Fill out your profile to highlight your bio, interests, education, work history, publications, professional groups and associations, honors and awards, and more. You can set the privacy level on each section of your profile to either public, members only, just your contacts, or only you, putting your privacy in your hands. Only you will see your contact information (unless you change that setting).

A downloadable PDF of this insert, including active links, is available at www.ala.org/united/ala_connect_guide. Please share with your group members.
How to Access ALA Connect

If you’re a statewide group member looking for access and training, please see page 4.

Personal Members: If you are a personal member of United for Libraries, use your ALA member login to access United in ALA Connect at https://connect.ala.org/united.

United for Libraries Group Members: If you are a member of a board with group membership in United for Libraries, create a login and then request to join the United for Libraries Member Community in ALA Connect. Upon group membership verification, you will be added to the United Member Community and you can then join additional communities. Visit https://connect.ala.org/united/group-members for more information.

United for Libraries Governance Communities

Board: A private community supports the work of the United for Libraries board. All public board documents will be posted in ALA Connect. To access, click on “Public United Documents” under “Find” in the navigation menu.

Committees: Each United for Libraries committee has a private community for online work and collaboration. To access, click on “My United Committees” under “Communities” in the navigation menu.

Task Forces: Each United for Libraries task force has a private community for online work and collaboration.

Important Notes

All United electronic discussion groups will be migrated to ALA Connect effective Nov. 1, 2018. All current Trustee, Friends, Foundation, and state Friends discussion group subscribers will receive an email in mid-October with more information and instructions for creating an ALA Connect login and joining the new United for Libraries Member Interest Communities.

To access, click on “My United Committees” under “Communities” in the navigation menu.

United for Libraries Communities

All United for Libraries communities include discussions and a community-specific library where members can share documents, files, and more. Each community follows the same general guidelines:

- You must be an ALA member, United for Libraries personal or group member, or Statewide Group Member to participate.
- You may join as many communities as you wish.
- All participants are to be treated with courtesy.
- Spam is not allowed; Commercial solicitation is prohibited.

United for Libraries Member Community

All United for Libraries personal, group, and Statewide Group members are automatically part of this community. For discussions specific to roles please join one or more of the Member Interest Communities.

Member Interest Communities

United for Libraries offers communities within ALA Connect for Boards of Trustees, Friends groups, library Foundations, and state Friends groups. Discussion topics and files posted in the library should be related to the role and areas of interest for that specific community.

- **Trustees:** Trustees and library staff from all types of libraries with governing or advisory boards are welcome to join. Discussion topics can be whatever interests you — effective meetings, board recruitment, library policies — the possibilities are endless.
- **Friends Groups:** Friends Group paid staff, volunteers, and board members, as well as library staff working with Friends groups are welcome to join. Within this community, members have the additional option of joining one or more sub-communities: Public Library Friends Groups, Academic Library Friends Groups, and School Friends Groups.
• **Foundations:** Library Foundation staff and board members, as well as library staff working with Foundations are welcome to join. Trustees, Friends, and others interested in Foundations may also join this community. Discussion topics can be whatever interests you — fundraising, event planning, capital campaigns, planned giving, effective meetings, board recruitment, etc.

• **State Friends Groups:** Those who work with, are members of, and/or serve as board members of state Friends groups are welcome to join. Discussion topics can be whatever is of interest to statewide Friends groups. Discussion topics more applicable to individual library Friends groups should be posted in the applicable Friends group communities.

**Open Communities**

United for Libraries hosts open communities that do not require United personal, group, or statewide group membership. These topic communities include discussions and a community-specific library for sharing documents, files, and more. Each community follows the same general guidelines:

- Discussions are focused on the community topic.
- All participants are to be treated with courtesy.
- Spam is not allowed.
- Commercial solicitation is prohibited.

The **Literary Landmarks** community focuses on identifying potential locations in your community, applying for Literary Landmark status, hosting a dedication event, and ongoing promotion related to Literary Landmark.

The **Books for Babies** community focuses on United’s national literacy program that acquaints parents of newborns with the important role they play in the development of their children.

The **Book Club Central** community provides a community discussion forum in conjunction with the Book Club Central website, which designed in consultation with expert librarians, provides the public with the very best in reading and is a place for engaging content and information for book clubs and readers everywhere. A sub-community focuses specifically on book club picks selected by Book Club Central Honorary Chair Sarah Jessica Parker.

The **E’s of Libraries** community brings together those who use The E’s of Libraries — education, employment, entrepreneurship, empowerment, and engagement — as an advocacy framework in their library and community. Learn more about The E’s of Libraries, share success stories, download resources, and more.

**Learn More**

**United Connect FAQ:** Access a list of frequently asked questions on the United Connect site at [connect.ala.org/united/faq](http://connect.ala.org/united/faq) or by clicking the “United Connect FAQ” link in the top menu bar from any page within United Connect.

**ALA Connect Training:** Sign up for a remote training session or access how-to resources on the ALA Support site at [www.al.org/support/alaconnect](http://www.al.org/support/alaconnect). This training is general to ALA Connect and provides a good overview.
United for Libraries Statewide Group Membership

If you have an ALA website login, you may already be a member of your state-specific community. Visit https://connect.ala.org/united/states for more information and to access your statewide group member benefits.

Statewide group membership provides all library staff, Trustees, Friends groups, and Foundations with the benefits and resources of United for Libraries group membership. Each state has a private state-specific community with opportunities to start and participate in discussions, post and access shared files, discover continuing education (in-person and online), and more.

Statewide Group Members access all training, publications, and member resources through ALA Connect at https://connect.ala.org/united/states/welcome.

Including:

- Short Takes for Trustees
- Trustee Academy
- Friends & Foundations Zone
- Trustee Zone
- Additional Webinars/Training
- Other Benefits & Resources

United for Libraries Statewide Trustee Training

If your state library provides free access to Trustee training through United for Libraries, you will need to create a website login. Upon verification of eligibility, you will automatically be added to your state’s training community. Visit https://connect.ala.org/united/trustee-training for more information.

Free access to Trustee Academy and/or Short Takes for Trustees is provided by some state libraries. To see if your state offers access, visit https://connect.ala.org/united/trustee-training.

Trustee Academy

- Series of in-depth recorded webinars available 24/7.
- Taught by professionals in the field.
- Designed to help boards become exceptionally proficient.
- Trustees learn how to work effectively with their library director and for their library.

Short Takes for Trustees

- Series of 10 short videos (8-10 minutes each) available 24/7.
- Can be shown in board meetings or watched from any computer.
- Designed to stimulate discussion about the important role Trustees play in the governance of libraries.

Updated Short Takes for Trustees courses are coming in 2019, along with additional webinars. To suggest a topic or presenter, email united@ala.org.