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Planning your Legislative Outreach: Legislative Action Schedule & Know Your Legislator Worksheet

As with most things, timing is everything. To be effective, you must familiarize yourself with the various stages of the legislative process, which can be lengthy.

1. Six to Eight Months before Sessions:

- Meet in your district.
- Compile pertinent local data.
- Offer model language/concise legislation.
- Train advocates.
- Invite potential supporters to the library.
- Identify allies and collaborators.

2. When the Session or Budget Cycle Begins:

- Look for the library provisions in proposed legislation.
- Lobby to amend or delete unacceptable language and concepts.
- Visit legislative offices when you need to provide information or educate.
- Monitor library legislation and keep advocates informed.
- Know when appropriate committees are meeting and time advocate visits and media outreach, (for example, op-eds, editorial board meetings, letters to the editor) accordingly.
- The president generally submits his proposed federal budget to Congress in early February. Watch ALAWON for updates and action needed.

3. Throughout the Session:

- Indicate your preferences on legislation of concern.
- Learn from your mistakes and adjust your strategy.
- Ask for feedback.

4. After the Session Ends:

- Attend fundraisers.
- Thank the legislators who have met or communicated with you.
- Invite lawmakers to visit the library.
- Give recognition awards and gear up for re-election time.

5. Before Re-election Time:

- Identify legislators and policymakers who supported you.
- Invite candidates to the library to meet staff, users and advocates.
- Organize and publicize the library agenda.
- Encourage candidates to include libraries in their "platform."
- Cultivate strategic relationships with policymakers and constituents.

KNOW YOUR LEGISLATOR WORKSHEET

Name of official:

District:

Political party:

Political philosophy (liberal, conservative, moderate):

Date first elected:

Primary supporters (seniors, labor, business, education, etc.):

Critical areas of concern:

Position on libraries:

Library connections (family, friends, advocates):

Positions held (chairmanships, committee memberships):

Who should deliver the message? How?:

The issue:

The message is (25 words or less):

Three key points:

- 1.
- 2.
- 3.

This is important to your constituents because:

We need you to: (call for action)