

SAMPLE LETTER TO COMMUNITY GROUPS

(Print on Library Letterhead)

(NOTE: In mailings to the media and community groups, include announcements, flyers and brochures of library programs related to the exhibition. Letters to the media should also include press kits, offer assistance in developing stories, and include the name of a library spokesperson to contact for interviews.)

(DATE)

Dear Library Friend: **(PERSONALIZE GREETING WHENEVER POSSIBLE)**

The **(NAME OF LIBRARY)** is pleased to announce the opening of a new exhibition, "Frankenstein: Penetrating the Secrets of Nature" on **(DATE)**. The library is one of 80 libraries in the United States selected to host the traveling exhibition. The National Library of Medicine, Bethesda, Md., and the American Library Association Public Programs Office organized the exhibition.

"Frankenstein" is made possible through generous grants from the National Endowment for the Humanities and the National Library of Medicine. It is based on a major exhibition of original materials mounted by the National Library of Medicine in 1997-1998.

This exciting new exhibition examines the monster and the scientist whose story has become one of the most enduring myths of the Western world since Mary Shelley published her book, *Frankenstein*, in 1818. Victor Frankenstein, who wished to reveal the "secrets of nature" through his research, instead abandons his monstrous creation and suffers the consequences. The exhibition also illustrates how *Frankenstein* has become a symbol for public fears about groundbreaking new scientific techniques which often challenge our understanding of what is "natural." The story of Frankenstein is frequently mentioned in the media when issues such as cloning, organ transplants, or genetically modified foods are discussed.

We would like to invite you to a special preview of the exhibition on **(DAY, DATE)** at **(TIME)** at the library **(OR PARTICULAR LOCATION IN LIBRARY)**. **(NAME)** will be the guest speaker. A news release included with this correspondence provides additional details. Please contact me at **(TELEPHONE, E-MAIL)** if you have questions.

We hope you can join us as we introduce this informative exhibition to our community.

Sincerely,

(NAME)
(JOB TITLE)