**Library Programming COI**

**6/4/25 11 AM**

**Orientation and Creating Welcoming Library Spaces**

**Recording:** [**https://us02web.zoom.us/rec/share/xb\_uQBSqswyHNssLGZ0UO8kwJplD1kFvC0J1w8rnzou8ZwtfVsGG9DSD9NPxHw.VwZzHaLwm23qZ5Y9**](https://us02web.zoom.us/rec/share/xb_uQBSqswyHNssLGZ0UO8kwJplD1kFvC0J1w8rnzou8ZwtfVsGG9DSD9NPxHw.VwZzHaLwm23qZ5Y9)

**Passcode**: 3$AHe6XR

**Attendees:** Raina Sciotti Lenfest, Sydney Villegas, Natalie Hutchinson, David Moore, Leigh Rudikoff, Jason Coleman, Erin Ziomek, Jessica Connelly, Susan Leonardi, Rukmal Ryder, Shu Qian, Tara Fitzpatrick, Tyahra Angus

**Minutes:**

Introduction question: What book displays does your library have planned for July?

* We have lots of summer programs that run for a week or two. Many of our displays are therefore specific to those programs. Beyond that we always do a display for relevant cultural heritage months.
* Fiction/Summer Reading – Summer Food – Independence Day
* MCBA book display
* Light summer reading, including fiction, non-fiction, and graphic novels. Include beach reads, travel memoirs, and books set in vacation destinations

Orientation Talk from Natalie (MCPHS)

* As instruction and outreach librarian, Natalie arranges library orientation across all 3 campuses
* Food/treats included– individual bags of popcorn with phrase “pop into the library”
* Providing swag from vendors– [Sticker Mule](https://www.stickermule.com/?utm_source=google&utm_medium=cpc&src=GOOG&cid=59532487&gad_source=1&gad_campaignid=59532487&gbraid=0AAAAADydqOlPUAyVtt0GqGHoKDvoxy8j7&gclid=CjwKCAjw3f_BBhAPEiwAaA3K5If9CqyXds6EaD0crDxLBA4q87UQIKA9BhEeXIlPF3INh6P7NsdgRRoCK1sQAvD_BwE)
* Giving out postcards with QR codes to library Linktree
	+ MCPHS Linktree:<https://linktr.ee/mcphslibraries>
* Goal is to be friendly and informative

Creating Welcoming Library Spaces Talk from Leigh (MBCC)

* Started a library lounge area– book swaps, jigsaw puzzles, board games
	+ Used donated games/books to save money
* Plants around library space– giving away plant clippings to students
* Campus fish– fish naming contest
	+ Fish supplies were donated
* Monthly library newsletter
* Library staff sitting at desk

Orientation Breakout Group Notes

* Jessica Connelly (Mass Maritime): Orientation is a three week extended training program, ID process brings students into the library, using this time as a quick overview to ID desk and library, library outreach table in the cafeteria as a way to welcome students to the library
* David Moore (Berklee & Boston Conservatory): During summer matriculation/programming: rolling orientation, small population of students required to do orientation, creating a self led library scavenger hunt through QR codes to find library resources
	+ In fall, librarians lead groups of students through the library, bringing students from both schools into the library space
* Jason Coleman (New England Conservatory): Library departments set up separate tables within the vendor hall for students to walk around, students entered into a raffle, borrower registration forms to register for a library card/ account in person, bringing out forms to help students apply to work in the library, try to highlight collections– bringing out unique items like portable turntables

Share out Notes:

* Libraries tend to not do orientation in the actual library space– branching out to other areas of campus
* Rukmal Ryder: We have a library welcome table with swags, candy and a raffle
* Susan Leonardi: We bought a small one inch button maker for smaller orientations sessions. Students can make their own or we make it for them. <https://www.americanbuttonmachines.com/?srsltid=AfmBOoq42LM1YGrGslwQYMiySMw82MXBpdfCXhK5rmE4eYa4E83xpqBD>
* Welcoming Spaces Share out: library whiteboards and magnetic poetry, food during midterms– coffee and tea, donuts, library raffles from community donations, seed paper bookmarks
	+ ACRL Creating Welcoming Spaces in Academic Libraries: <https://acrl.libguides.com/c.php?g=1383394&p=10230753>
* How do different libraries reach out and let communities know about events/services? Is social media preferred or internal emails?
	+ David: Berklee has Instagram account and newsletters, digital signage, information on library website
	+ Tara: Instagram and Facebook, student and faculty newsletters, librarians email department heads to amplify events, reslife and first year groups
	+ Leigh: library and main college Instagram, announcements at town hall, monthly newsletter, hanging flyers
	+ Natalie: putting library events on campus calendar, Instagram, Threads, Bluesky, Office of Community Engagement

Topics for future meetings: Makerspaces (July), Marketing for Programming/Events (August)