

**Are You Wondering?** How To Participate **It’s a snap!**

Here are steps to guide your successful participation in WA Library Snapshot Day

Spread the word!

* Talk with your staff about Washington’s Library Snapshot Day, decided on a date between April 7 and 20, and decide how you want to show off.
* Tell your Friends of the Library and get their help.
* Use the sample [press release](http://walibrarysnapshot.wikispaces.com/file/detail/Press%20Release.doc) (doc) to distribute to your local media outlets.
* Plan events in your library for the big day. Invite special guests to attend; have a great program; or just do what you do best – make your library shine!
* Prepare the staff for the day and recruit volunteers to help.
* Find us on Facebook and be a friend – [Washington Library Snapshot Day](http://www.facebook.com/WALibrarySnapshot) Spread the word !

Let WLA know that you are participating by completing our [Form Survey](https://spreadsheets.google.com/viewform?formkey=dFhxY1NZYm5sTmNETjhiSldwTllhLVE6MQ).

Use Washington’s Snapshot Day resources

Click [here](http://walibrarysnapshot.wikispaces.com/Public+Libraries) for lots of resources to help make your day a success.

Ask for help

We are here to help. Email us at [dana@wla.org](mailto:dana@wla.org) and we’ll be glad to help.

Washington Library Snapshot Day – any date between April 7 and 20.

The big day is here – on that day document what happens with:

* Photos (Use the [Photo Release Form](http://walibrarysnapshot.wikispaces.com/file/detail/photorelease.doc) (pdf), please).
* Statistics (Download and print the [Data Collection Form](https://spreadsheets.google.com/viewform?hl=en&formkey=dDhZUjhiTEowcWp3R0pxYmZpTFdaNVE6MQ#gid=0) to use on Snapshot Day). You can also download the [Data Collection Preview](http://walibrarysnapshot2011.wikispaces.com/file/view/Survey+Questions+Preview.pdf) (pdf) that will give you the questions in list form and you can create your own collection forms for particular areas in your library.
* Customer comments (Download and print the [Patron Comment Form](http://walibrarysnapshot.wikispaces.com/file/detail/Patron%20Comment%20form.doc) (pdf) to collect comments).

All forms can also be found on the [WLA Snapshot Day Wiki Page](http://walibrarysnapshot.wikispaces.com/Public+Libraries)

Submit your data and photos:

* Submit your library’s data and comments between April 7 and April 27 through the Data Collection Survey that will become live on April 7th. You will be sent a link a week before.
* Please choose which photos you want to submit and upload them to [Flickr](http://www.flickr.com/groups/librariesalive) by following the instructions on this page. Please remember to tag up to five (5) favorites with the word “favorites”
* We’ll do the rest!

Advocate

What kind of snapshot did the data and comments give about a day in the life of your library? Use this data to show your stakeholders – your patrons, visitors, Board, commissioners, legislature, Friends – what dynamic places Washington and its libraries are. Advocate for libraries, at home and on a statewide level.

[Return to Snapshot Day Wiki](http://walibrarysnapshot.wikispaces.com/)  [Return to WLA Home Page](http://www.wla.org/)