## Outreach Event Tool

## **Event at a Glance**

Event Title: Publishing Writer's Support Group

Event Date: February 6, March 6, April 3, May 1

Event Time: 12:00 p.m.

Event Audience: Faculty and staff

Event purpose: Engage with faculty and staff who are currently publishing or looking to publish, provide outreach and suggest resources for those faculty and staff

Student Learning Outcomes (if applicable): NA

Anticipated Benefits for the Library: Increased awareness of library resources among faculty, developing relationships with faculty and staff engaging in academic discourse.

### **Event Particulars**

Event Description: Meet in the library at 12:00 pm, room 117 the first Wednesday of each month to discuss current projects, vent about struggles, or just enjoy a moment away from the chaos with faculty/staff doing the same thing.

Event Coordinators: Stephanie Warden

Outside Entities: NA

Prizes Associated with the Event (if any): NA

Assessment Criteria (how will you tell if this event was a success?): Number of attendees

### Advertisements

□ Student Digest:
NA
⊠ Staff Digest:
Subject: Publishing Writers Support Group @jdhlibrary

Are you working in an exciting new project? Has it been a while since you've done dipped into the world of publishing? Are you just new to the whole thing and want to speak to people who have done this before? Meet in the library at 12:00 pm, room 117 the first Wednesday of each month to discuss current projects, vent about struggles, or just enjoy a moment away from the chaos with faculty/staff doing the same thing.

 $\boxtimes$  Website Slider

NA

⊠LibCal Added by NJ 02/05/2019

□YU Screens: NA

⊠Campus Calendar: NA

⊠Campus Groups (VNSC, CETL, etc.)

□Program Assistants NA

⊠Flyers: NA

□Facebook: NA

□Twitter: NA

## **Event Debrief**

# What went right?

We had some attendees with very positive things to say about the discussions. We learned a little more about what their respective departments are working on, and we learned of new general publishing opportunities to suggest for those looking for a place to start writing.

# What went wrong (and how can you address these issues in a future instance of this event)?

Turnout was fairly low. We didn't get as many people as indicated interest. We can explore different times so that more faculty will be free to come over rather than have to sacrifice lunch and a long walk to and from the library in the middle of the day.

### Was the effort worth the reward?

Yes – we made some great connections across departments. We also learned of new, local-ish publishing opportunities that faculty and staff may not be aware of. Finally, we heard a great deal of feedback about what kinds of things faculty and staff would want to see from us in the future.

### Suggestions for next time:

• Change the time to the afternoon

- Hand-deliver more postcards
- Email or call those the day before the event to remind them it is happening
- Send calendar invites to anyone that says they definitely mean to come

# Assessment Summary

02/06/2019: 1 03/06/2019: 2 04/03/2019: 1 05/01/2019: 0