

# VIRTUAL LIBRARY OPEN HOUSE LOGISTICS PLANNING 2022

## **Checklist**

- Coordinate with marketing coordinator on developing a graphic for VOH landing page
- Reach out to 2021 collaborators.
- Review existing VOH for minor content updates (e.g., broken links, new docs to add)
- Set up meeting with Map and Geographic Information Center (MAGIC) coordinator about a MAGIC booth
- Update survey.
  - Eligibility of getting a door prize (from Aug 1 to Sep 30)
  - Make it clear they won't get a prize, but we still care what you think!
- Purchase door prizes
  - Talk to Learning and Outreach Services department head about budget, possible funding sources
  - Ideas: Bluetooth speakers, Mr. Sketch smelly markers, UNO card game
- Email Native American and Latin American collections curators to see if they would like to participate
  - Distinctive Collections booth
  - Or instead just add content or language to existing CSWR booth
  - Combine with MAGIC and/or Gov Docs?
- Address feedback from Research Data Services about changes they would like to make to their materials
  - add a cover image to the video
  - remove the specific reference to the dates for a specific term
- Go to link
  - <https://goto.unm.edu/libraryvoh21>
  - Create goto link for 22
- Canvas Commons assignment
  - Write reflection assignment with VOH component
  - Publish to Canvas Commons with guidance to instructors

## Timeline

August 1: have VOH ready to go live

Aug 1 – Sept 30: Survey with door prizes

Oct 1 - ?: Winners pick up prizes at Centennial Library and sign the release form