

PSLA Legislator @Your Library Campaign #3 – Contacting the Legislator

After completing #2 – Event Planner Research, the EP should call the legislators to set up the visitation as follows:

1. Call the legislator's local district office Phone #: _____
ask to speak to whoever schedules visitations to schools.
2. Once connected, introduce yourself, PSLA's involvement, and your role, for example:

"I am a retired school librarian and member of the Pennsylvania School Librarians Assn. I am volunteering to help working school librarians schedule visits to school libraries. This is part of PSLA's Legislator@Your Library campaign to show legislators the critical role that school libraries play in helping students learn, particularly in reading and technology skills.

My role is that of an event planner and I am working with _____, the librarian at the _____ School in the _____ School District. In addition to helping to schedule the event, I will be arranging press releases, photos to be taken, and assist with local arrangements.

_____, the school librarian, has rec'd permission from her/his district to arrange for Rep/Senator _____ to visit the school library. She/he is tentatively planning for the Rep/Senator to participate in or observe

_____ She/he was hoping to schedule this activity sometime during

_____ (weeks/month, etc). The visit would take about an hour to an hour and a half (or specify _____). Do you think the Rep./Senator could fit this into his/her schedule?

OK, my name again is _____ and my phone number is _____.
I will email you some background information about PSLA's Legislator@Your Library program, if that is OK with you? What email can I send it to?
_____. And, what is your phone number in case I need it? _____

I will also have _____ (librarian) fax or email the Rep/Senator an official invitation. What fax number should I use? _____

Thank you for your time. When do you think you will be able to get back to me with an answer about a date? Would you prefer that I call you back in a few days? Thanks again. I'll be in touch."

4. Compose a follow-up email that confirms your contact info, the school librarian and school's contact info, and date preference (see Scheduler Template). Attach the handout-PSLA Legislator@Your Library **Program** to whatever email address was given to you by the scheduler and copy the email to the librarian.
5. Make sure the librarian faxes or emails an official invitation. (Fax is preferred so that both the librarian and her/his principal can sign the letter and official school letterhead can be used. Or, the librarian might be able to make a pdf of the original letter to email.)
6. Wait the number of days instructed by the scheduler or call back after 4-5 days to find out if a date can be set.
7. Call the librarian and confirm the date and time with the school.

YOUR NOTES: