

Librarians are Essential: Advocating for a Seat at the Table

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Objectives

- Identify and explain the roles played by governmental and nongovernmental organizations in different types of disasters.
- Recognize library roles that are valuable in community disaster planning.



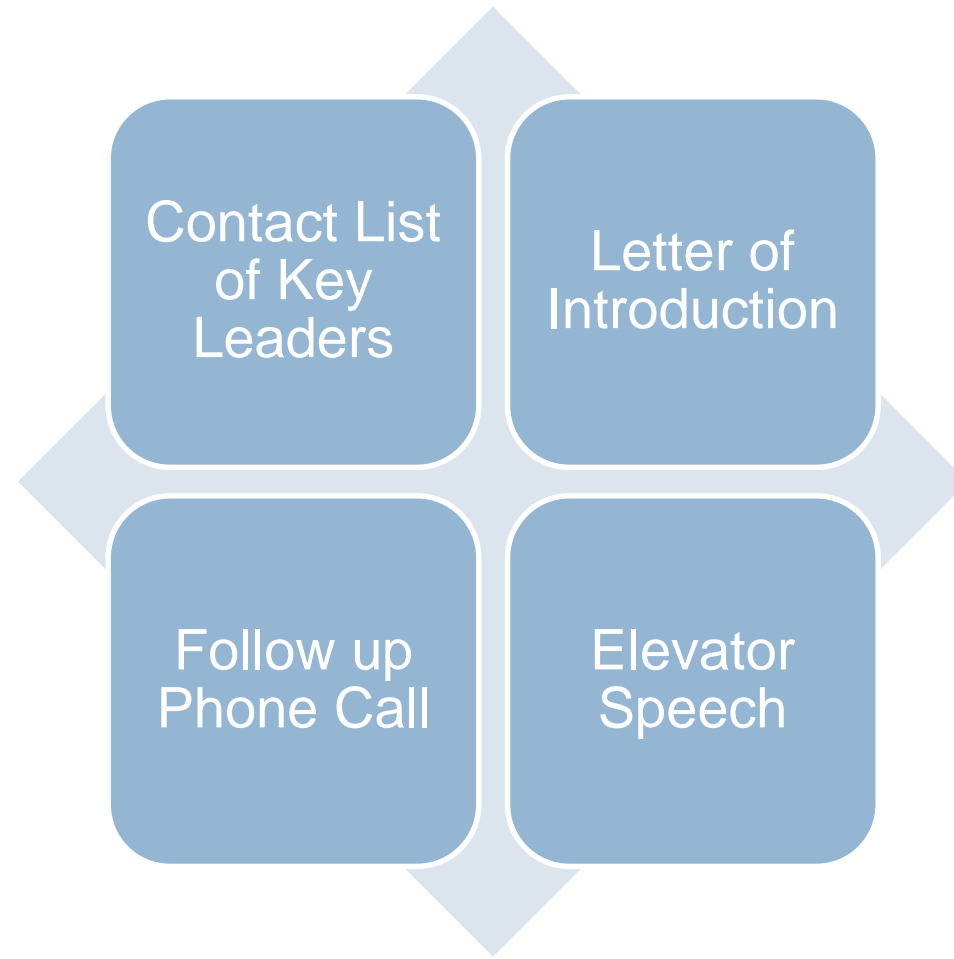
Develop relationships that will help secure a seat at the table



Librarians are at the Table!

- Bibliography: Librarians and Libraries Respond to Disasters <https://disasterinfo.nlm.nih.gov/bibliography>
- Facebook Group <https://www.facebook.com/groups/libcrisis/>
- Latin American Network for Disaster and Health Information (LANDHI) <https://sis.nlm.nih.gov/outreach/outreachcandhi.html>
 - RELACIGER web site <https://relaciger.net/>

Practical Steps



Key Leaders

https://sis.nlm.nih.gov/dis_courses/seat_at_table/resources/key_leaders.docx

Federal

- Senator
- Representative
- FEMA
- Department of Homeland Security

State

- Office of Emergency Preparedness
- Department of Homeland Security
- State Police
- Emergency Broadcasting System

County/Parish

- Leaders
- Shelters
- Sheriff
- County Commissioners

City/Town

- Mayor
- Police Department
- Fire Department
- Hospitals
- Shelters
- Facilities Management

Institution

- Board
- Dean
- Director
- Staff
- Information Technology
- Facilities Manager

Letter of Introduction

https://sis.nlm.nih.gov/dis_courses/seat_at_table/resources/intro_letter.docx

Letter of Introduction

Dear *[Insert Contact Name]*:

I am writing to ask for the opportunity to partner with you in community disaster planning. My library specializes in the research, organization, and dissemination of current news and information. The library staff has many capabilities for providing assistance in the acquisition and use of this information. I see many areas of potential cooperation and collaboration that will benefit those we both serve, especially during a disaster.

[Customize the letter to include:

- *Your understanding of the person or organization's needs in an emergency*
- *How your library can address those needs*
- *Your desire to collaborate*
- *The follow-up you plan to make*
- *Your contact information*
- *A closing statement]*

Elevator Speech

1

Identify your goal.

2

Explain what you do.

3

Communicate your value.

4

Put it all together.

5

Practice.

Sample Elevator Speech

“I help emergency responders in my town gain access to reliable, current, and verified information to support them in their decision making.”

Phone Call Follow Up

https://sis.nlm.nih.gov/dis_courses/seat_at_table/resources/follow_up_phone_call.docx

- 1 Introduce yourself and say you were told that she/he (the administrative assistant) would know how to help you.
- 2 State your specific needs and ask who would be the best contact.
- 3 Obtain complete contact information, including:
 - Title
 - Office phone
 - Cell phone (if possible)
 - Email address
- 4 Find out when might be the best time to contact the person.
- 5 Ask for the administrative assistant's mailing address.
- 6 Follow up with a thank-you card with your business card enclosed.

Now What?

- Medical Library Association Disaster Information Specialization <https://www.mlanet.org/page/disaster-information-specialization>
- NLM Training Courses <https://disasterinfo.nlm.nih.gov/training>
- A Seat at the Table: Working with the Disaster Workforce https://sis.nlm.nih.gov/dis_courses/seat_at_table/index.html