

Gateway Project Guidelines

Introduction:

As a participant of *Your Library: Gateway to the Community*, you have agreed to assist the Mid-Hudson Library System in serving the needs of new residents with special programming and resources. The Gateway project will facilitate community integration by identifying the common needs of new residents, regardless of ethnicity, to offer shared programming. The project has a resource website located at www.midhudson.org/gateway.

Target Library Will:

- Attend all project related meetings.
- Assist in identifying new residents in your community (both Spanish and English) so project surveys can be distributed to these individuals.
- Network with organizations/businesses who serve new residents. (Both English and Spanish)
- Provide input into the development of project materials:
 - Brochure promoting library use to new residents (English & Spanish)
 - New resident resource kit
 - New resident workshops/programs
- Offer *at least 2* workshops to new residents at your library by July 31, 2004. (MHLS will provide translation services for selected library programs.)
- Display and distribute new resident resource kits in your library.
- Arrange for your library staff to be trained in new resident customer service/cultural sensitivity.
- Collect quantitative and qualitative data for project. (** See reporting page**)
- Use and submit press release detailing your library's involvement in the Gateway program by July 31, 2004. Send two copies of printed article to the Project Coordinator, Kirstin Litwin. (**See Sample Press Release**)

Mid-Hudson Library System Will:

- Create and distribute surveys to new residents in target communities.
- Compile survey results and share them with target libraries. (Determine if there is a difference in needs identified by ethnic/non-ethnic minority newcomers.)
- Develop workshops for target libraries based on needs and desires identified by new residents in surveys.
- Network with organizations/businesses who serve new residents. (Both English and Spanish)
- Create brochure promoting library use to new residents (in English and Spanish). Distribute to appropriate organizations.
- Develop new resident workshops/programs for target libraries.
- Support new resident workshops/programs in target libraries with ideas, materials, and attendance (as appropriate).
- Create new resident resource kit for member libraries.
- Arrange customer service/cultural awareness training for target library staff.
- Collect, compile, and evaluate project data from target libraries.
- Develop project resource website (www.midhudson.org/gateway).
- Make project resources available on website for other member libraries to use.