



Checklist for Participating Libraries

By October 1, 2013

- Select one day during the month of November 2013 for your library's Snapshot Day.
- Check out the Ohio Snapshot Day Toolkit at <http://library.ohio.gov/snapshotday/toolkit> for instructions, forms, templates, promotional ideas, and more.
- If you are a multi-location library system, review "[Participate in Ohio Library Snapshot Day as a multi-location library system in 10 steps](#)".
- If you do not already have one, create a Flickr account at <http://www.flickr.com.com>.
- Download [instructions](#) & practice using Flickr! Can you title, describe, [tag](#) and group photos?
- Join the Ohio Library Snapshot Day 2013 ([ohiolibs-snapshotday2013](#)) Flickr group (Do NOT use ohiosnapshotday2010, ohiolibs-snapshotday2011, or ohiolibs-snapshotday2012).
- Brainstorm [ideas](#) and decide on a list of what pictures you want to take.
- Review [survey](#) and decide how you are going to collect stories from your patrons. You can use the patron feedback cards, collect video stories, set up a station where patrons can write what they did or learned at the library on a chalkboard and take a picture of it, or any other ideas you have on how to capture your patrons' stories.
- Determine additional patron usage data that you would like to feature in reports.
- Revisit Ohio Snapshot Day website at <http://library.ohio.gov/snapshotday> for updates.
- Plan and schedule programs or events for the date to support this project (author visit, storytime, etc).
- [Promote](#) Snapshot Day to your patrons and community (ideas include website, newsletters, press release, your library's social media platforms, signs, and emails).
- Plan getting photo [release forms](#) signed, taking [photographs](#), shooting video, collecting stories, uploading photos, etc.

Week of October 28, 2013

- Remind your patrons of Snapshot Day with signs around the library and announcements.

On Your Snapshot Day – November, 2013

- Collect stories from your patrons.
- Record usage data that you would like to feature in reports.
- Take photos of activity and events in your library (make sure you have [permissions](#)) and [upload](#) to your Flickr account.

By January 15, 2014

- Post photos with caption to the Ohio Library Snapshot Day 2013 Flickr group at <http://www.flickr.com/groups/ohiolibs-snapshotday2013/> (don't forget to [tag](#) them).
- Report your favorite stories collected at your library in the [survey](#).
- [Use](#) your pictures and stories after Snapshot Day is over so you get more from your efforts.

