# Contents

Ack	enowledgments	ix
Intr	roduction	xi
1	Crisis in School Libraries Secret Language of Impending Cuts Advocacy Efforts and Toolkits	1 2 4
2	State Guidelines for School Libraries in the United States	7
3	The AttrACTive Librarian Ten "AttrACTion" Action Items for Every School Librarian Attraction Quiz Setting Realistic Objectives Challenging the Stereotype	21 21 22 25 27
	Q&A	27
4	The InterACTive Librarian Ten "InterACTion" Action Items for Every School Librarian True or Not-So-True Quiz Personality Isolation and the Effect on School Librarians Meetings in Schools Teaching-Staff Meetings Parent-Teacher Organizations School Site Council Grade Level or Departmental Meetings Committees Library Meetings Professional Associations	33 34 37 39 40 40 41 41 42 42 44 45
5	The CollaborACTive Librarian	47
	Ten "Collaboration" Action Items for Every School Librarian Collaboration Quiz	47 48

vi	Contents
TATE O. 11.1	F1

	Why Collaborate?	51
	Public Library and School Library Collaboration	51
	Getting Administrative Support on Campus	54
	Building Relationships on Campus	54
	Likely Candidates	55
	Paraprofessionals	56
	Collaborative Models	56
	The Shared Planning Process	60
	Assessment	60
	What the Students Learned	60
	What the Teacher Learned	61
	What You Learned	61
6	The ImpACTive Librarian	63
	Ten "ImpACT" Action Items for Every School Librarian	63
	Two-Part Quiz: Do You Know Your Stakeholders?	64
	School Librarians! Light that Fire!	67
	Traditional Measurements	69
	What We Aren't Measuring	70
	Action Research and the School Library	72
	Equity	74
7	The Librarian as BenefACTor	77
	Ten "BenefACTor" Action Items for Every School Librarian	77
	"No Way to Fail" Quiz	78
	From First to Worst	80
	Budget Cuts	82
	Understanding Funding	84
	Legislative Advocacy	85
	Grants	86
	Service Organizations	87
	Fund-raising	87
	Your School Library Budget	88
8	The ProACTive Librarian	91
	Ten "ProACTive" Action Items for Every School Librarian	91
	Proactive Quiz	92
	The School Librarian: Agent of Change	95
	Advocacy as a Planned Activity	97
	Ten Good Ideas for Advocacy Meetings	99
	Legislative Visits	99
	Making Yourself Memorable	101
	What Is Your Message?	101
	Elevator Pitches	102
	Letter-Writing Campaigns	103
	Sample Letter	104
	Letters to the Editor	105

Contents

	Using Technology to Spread Your Message		105
	Blogs		105
	Book-Lover Sites		105
	Listservs		106
	Microblogging Photo Shoring		106 106
	Photo Sharing		
	Podcasting/Webcasting		106
	Presentations Social Naturalla		106
	Social Networks		107
	Wikis		107
	Coalitions		107
9	The ReACTive Librarian		109
	Ten "ReACTive" Action Items for Every School Librarian		109
	Reactivity Quiz		110
	Foreshadowing		110
	Getting the Bad News		112
	Contact Your Union		113
	Activate Your Fan Base		113
	Mobilization		114
	Planning for the Short-Term Battle		115
	Speaking at Meetings		117
	Boards of Education		117
	Community/Public Forums		117
10	DeACTivation		121
	Ten "DeACTivation" Action Items for School Librarians		
	Who Have Been Given Additional Duties or Who Have		
	Been Reduced in Hours		121
	Deactivation Quiz		122
	Assessing the New Situation		123
	Library Closed		123
	Library Staff Eliminations		124
	Additional Duties		125
	Split Assignments		125
	Reduction of Hours or Days		125
	Bottom Line		126
	Meeting Your Administrator to Set Priorities and Policies		126
	Create the Stop-Doing List		127
	Consider Changes in Policy and Communicate Those Change	S	128
	Maintain a Positive Attitude		129
	Give Up Perfectionism for Your Health		130
	Provide Value by Maintaining a Student Focus		130
	Maintain and Grow Your Fan Base		131
	Use Technology to Simplify		132
	Keen Connected		129

viii		

Contents

	Make Wish Lists and Be Ready for Reinstatement	132
	Look for Alternative Opportunities	133
	Moving Up and Out	133
11	The RetroACTive Librarian	135
	Ten "ReACTivation" Action Items for School Librarians Who	
	Return to a Library That Has Been Closed	135
	Quiz: Matching—Pick the Best Answer	136
	Safety	137
	Inventory, Weeding, and Cataloging	137
	Filling the Gaps Quickly	138
	Get Patrons Back into the Library Habit	139
	Eat Cake	140
Ap	pendix A: Fund-raising	141
Ap	pendix B: Station Teaching Examples	155
Inc	lex	157

# Index

Libraries), 4, 45 AASL Hotlinks, 45 action research, 72-74 administrators: getting support from, 54; setting priorities and policies with, 126–127; as stakeholders, 65; survey about, 67 adult spelling bee contests, 151 advertising, 98 advocacy. See also proactive librarians collaboration with others on, 94; efforts, 4-5; groups, 118; legislative, 85; meetings, 99; as planned activity, 97–99; resources for, 4–5; toolkits, 4–5; when in crisis, 115 aesthetics, library media center, 24 agents of change, librarians as, 95-97 air-band shows, 152 ALA (American Library Association), 45, 85, 133 Alabama state guidelines, 8 Alaska state guidelines, 8 American Association of School Libraries (AASL), 4, 45 American Library Association (ALA), 45, 85, 133 Arizona state guidelines, 8 Arkansas state guidelines, 8-9

AASL (American Association of School

assessment, of collaborative activities, 60–62 associations, professional, 45–46 a–thon events, 147–148 attendance, meeting, 40 attitude, librarian, 129–130 attractive librarians, 21–32; action items, 21; definitions, 21–22; overview, 21; quiz, 22–25; setting realistic objectives, 25–27; stereotypes, challenging, 27–32 auctions, fundraising through, 142 award status, school, 75

### D

bake sales, 143 baseline data, 73 beauty pageants, 147 behaviors, stereotypical librarian, 29 benefactors, librarians as, 77-89; action items, 77; budget, library, 88-89; budget cuts, 82-83; definitions, 78; demise of library programs, 80–82; funding: grants, 86-87; legislative advocacy, 85; overview, 84-85; fundraising, 87-88; overview, 77; quiz, 78-80; service organizations, 87 BER (Bureau of Educational Research), 45 birthday book clubs, 149 blogs, 105

boards, state, 7 boards of education, 117 book blitzes, 147 book clubs, 149 book fairs, 77, 139, 143 book sales, 143-144 book-club magazines, 77 book-lover sites, 105-106 books; entertainment, 144; repairing, 131; shelving, 23, 122, 131 bowling night events, 148 breakfast events, 147 budgets. See also benefactors, librarians as: deactivation: reactive librarians cuts in, 2-4, 77, 82-83; equity, 75; general discussion, 88-89; public and school libraries, 53 Bureau of Educational Research (BER), 45 burnout, 130 Buzzeo, Toni, 56

## C

cake walks, 152 calendar sales, 144 California School Library Association, 4 California state guidelines, 9 capital campaigns, 77 car washes, 148-149 carnivals, 145-146 cataloging, 131, 137-138 chance, games of. See games of chance change boxes, 149 circulating materials, 127 circulation statistics, 69 class services, 149 classified employees, 113 classroom crowding, 55 cleaning, 122 closed libraries, 123-124 clothing, librarian, 25, 29 coalitions, 107-108 collaboration, 47-62; action items, 47-48; administrative support, getting, 54; on advocacy, 94; assessment of, 60-62; definitions, 48; models of, 56-60; overview, 47; public and school library, 51-54; quiz, 48-51; relationships, building on campus,

54-56; role of, 51; shared planning process, 60; with teachers, 128 collection, library: budgets, 88; statistics, 69 colleges, student readiness for, 72 collegiality, 57 Colorado Library Consortium, 4 Colorado state guidelines, 9 committees, 42-44 communicating issues, 94 community college librarians, 44 community forums, 117-119 computers: in library media center, 23; student usage of, 71 Computer-Using Educators (CUE), 46 concerts, 152-153 Connecticut state guidelines, 9 Constitution, U.S., 7 contacts, librarian, 91 contests, 151-152; adult spelling bees, 151; cook-offs, 151; kiss the pig, 151; mini-golf tournaments, 151; rubber-duck races, 151; school "idol", 151-152; tournaments, 152; treasure hunts, 152 contributions. See donations cook-off contests, 151 cooperation model, 58 coordination and partnerships model, 58 - 59costume parties, 146 county, level of knowledge regarding, 92 creation stations, 155 credentialed librarians, 75 crisis, school library, 1-5; advocacy efforts and toolkits, 4-5; impending cuts, 2-4; overview, 1-2 criticism: constructive, 27; reaction to, CUE (Computer-Using Educators), 46

# D

dance marathons, 147 dances, fundraising, 146 days, reduction of, 125-126 deactivation, 121-133; action items, 121; alternative opportunities, looking for, 133; changes in policy, 128–129;

curriculum, integrated, 59-60

definitions, 122; fan base, maintaining and growing, 131-132; keeping connected, 132; moving up and out, 133; new situations, assessing: additional duties, 125; bottom line, 126; library closed, 123-124; overview, 123; reduction of hours or days, 125-126; split assignments, 125; staff eliminations, 124; overview, 121; perfectionism, giving up, 130; positive attitude, 129-130; priorities and policies, setting with administrators, 126-127; quiz, 122-123; reinstatement, being ready for, 132-133; simplifying through technology, 132; stop-doing list, creating, 127-128; student focus, 130-131; wish lists, 132-133 Delaware state guidelines, 9 demonstrating, 113 departmental meetings, 42 dessert events, 146 development, professional, 88 dinner events, 146 districts, level of knowledge regarding, 92 donations, 149-150; asking for, 150; birthday book club, 149; change boxes, 149; letter-writing campaigns, 150; overview, 78; pink flamingos, 150; quilt squares, 150; recognition of, 150; recycling, 150; Web sites, 150 dress, librarian, 25, 29

E

education code, state, 7
electronic age, 96
elementary schools, 44, 81, 139
elevator pitches, 102–103
e-mail: activating fan base through,
113–114; simplifying through
technology, 132
employees, classified, 113
entertainment book sales, 144
equipment budget, 88
equity, and library impact, 74–75
events, fundraising, 145–148; carnivals/
fairs, 145–146; costume parties, 146;
dances, 146; decade nights, 148;
desserts, 146; dinners, 146; happy

hour, 146; jail booths, 146; karaoke nights, 146–147; make-believe beauty pageants, 147; off-campus, 148; outdoor film festivals, 147; pancake breakfasts, 147; sponsorship events, 147–148; theme days, 148 expert groups, 155

F

Facebook pages, 105

faculty meetings, 33 fairs, 145–146

fan base: activating, 113-114; maintaining and growing, 131-132 fashion shows, 153 fast-food nights, 149 federal funds, 84 feedback, 27 female librarians, 28 Ferrance, Eileen, 73 film festivals, 147 firing, of librarian. See reactive librarians Florida state guidelines, 10 ... for a day auctions, 142 foreshadowing reductions, 110-112 forums, community/public, 117-119 Friends of Santa Cruz School Libraries, 4 funding. See also benefactors, librarians as; deactivation; reactive librarians grants, 86-87; legislative advocacy, 85; overview, 84-85 fundraising: contests, 151-152;

donations, 149-150; events held at

school, 145-148; games of chance,

152–153; off-campus events, 148; overview, 87–88, 141; sales, 142–145;

services, 148-149

furniture, 24, 88

G

games of chance, 152–153; air-band show or lip-synching contest, 152; cake walk, 152; concert, 152–153; fashion show, 153; magic show or talent show, 153; raffles, 152; singing telegrams, 153 garden sales, 144 genre studies, 155
Georgia state guidelines, 10
gift-wrap tables, 149
government funding, 84
grade level meetings, 42
grading work, 49
grants, 77, 86–87
grooming, librarian, 25, 29
guess the number sales, 144
guidelines. See state guidelines

# H

happy hour events, 146
Hawaii state guidelines, 10
Hayakawa, S. I., 27
high schools, 44, 139–140
holiday deliveries, 144
Holland, J. L., 38
The Hollywood Librarian: A Look at
Librarians through Film, 28
homework assignments, 52
hours, reduction of, 125–126

IASL (International Association of

School Librarianship), 45

# I

Idaho state guidelines, 10 Illinois state guidelines, 10 impact, librarian, 63-75; action items, 63-64; action research, 72-74; definitions, 64; equity, 74-75; lighting sparks, 67-69; overview, 63; quiz, 64-67; traditional measurements, 69–72 Indiana state guidelines, 11 Infopeople staff, 45 information-literacy skills, 70 initiative, librarian, 93 integrated curriculum model, 59 integrated instruction model, 59 interactive librarians, 33-46; action items, 33; definitions, 34; isolation, effect of, 39; library meetings, 44-45; meetings in schools: committees, 42-44; grade level or departmental, 42; overview, 40; parent-teacher organizations, 41; school site council, 41-42; teaching-staff, 40-41; overview, 33; personality types, 37-39;

professional associations, 45-46; quiz, 34 - 37International Association of School Librarianship (IASL), 45 International Society for Technology in Education (ISTE), 46 Internet, 3, 83 intervention teachers, 125 introverted, intuitive, thinking, and judging (INTJ) personality type, 38 introverted, sensing, thinking, and judging (ISTJ) personality type, 38 inventory, 135, 137-138 Iowa state guidelines, 11 isolation, effect of, 39 ISTE (International Society for Technology in Education), 46 ISTJ (introverted, sensing, thinking, and judging) personality type, 38

J jail booth events, 146

# K

Kansas state guidelines, 11 karaoke night events, 146–147 Kentucky state guidelines, 11 kiss the pig contests, 151 Knowledge Quest, 45

### L

Laura Bush Foundation for America's Libraries, 87 learning leaders, 69 LEAs (local education agencies), 86 legislative advocacy, 85, 99-102 letter-writing campaigns: advocacy through, 118; getting donations through, 150; letters to editor, 105; overview, 103-104; sample letter, 104 library cards, 52 library committees, 43 LibrarySparks, 67-68 lifelong learners, 72 lighting, library, 23, 25 lip-synching contests, 152 LISjobs.com Web site, 133 Listservs, 91, 106

literacy teachers, 107 live auctions, 142 LMC Source Web site, 4 local education agencies (LEAs), 86 local funds, 84 local government, level of knowledge regarding, 92 local representatives, 91 location of collaboration, 57 lollipop sales, 144 Louisiana state guidelines, 11 luck of the auction, 142

# M

magic shows, 153 Maine state guidelines, 12 make-believe beauty pageants, 147 male librarians, 28 Maryland state guidelines, 12 Massachusetts state guidelines, 12 master teachers, 55 measurements of library impact, 69-72 media centers, 22–24 meetings: with administrators, 126-127; advocacy, 99; committee, 42-44; departmental, 42; grade level, 42; library, 44-45; parent-teacher organizations, 41; school, 40-44; school site council, 41-42; speaking at: boards of education, 117; community/public forums, 117–119; overview, 117; teaching-staff, 40-41 memorable communications, 101 merchandise sales, 144-145 message, advocacy. See advocacy; proactive librarians Michigan state guidelines, 12 microblogging, 106 middle schools, 139-140 mini-golf tournaments, 151 Minnesota Educational Media Organization, 4-5 Minnesota state guidelines, 12 Mississippi state guidelines, 13 Missouri state guidelines, 13 mobilization, 114-115 Montana state guidelines, 13 Movie Licensing USA, 147

movie nights, 147 Myers & Briggs Foundation Web site, 38 Myers-Briggs Type Indicator, 38

N national board certification, 55 national government, level of knowledge regarding, 93 NCLB (No Child Left Behind), 1, 111, 115 Nebraska state guidelines, 13 Nevada state guidelines, 13-14 New England School Library Association, 45 New Hampshire state guidelines, 14 New Jersey Association of School Libraries, 39 New Jersey state guidelines, 14 New Mexico state guidelines, 14 new situations. See deactivation; reactive librarians new teachers, 55 New York state guidelines, 14 No Child Left Behind (NCLB), 1, 111, 115 nonprofit organizations, 108 North Carolina School Library Media Association, 5 North Carolina state guidelines, 14-15 North Dakota state guidelines, 15 number guessing sales, 144

# O

obituaries, 80 off-campus events, 148 Ohio state guidelines, 15 Oklahoma state guidelines, 15 online auctions, 142 online union catalogs, 138 opening closed libraries. See reactivation Oregon state guidelines, 15 ostrich syndrome, 111 outdoor film festivals, 147 overdue lists, 127

pancake breakfast events, 147 paraprofessionals, 56, 75, 81, 83 parent, teacher, and student (P-T-S) organizations, 107

parents: as stakeholders, 64; surveys for, 66; as volunteers, 113 parent-teacher organizations, 41 parking lot swap meet sales, 145 partial funding, 78 parties, fundraising: carnivals, 145-146; costume, 146; dances, 146; decade nights, 148 partner readings, 155 Partnership for a Nation of Learners Community Collaboration Grants, 87 partnerships, 58-59 Pennsylvania School Librarians Association, 5 Pennsylvania state guidelines, 16 People's Initiative to Limit Property Taxation, 82 perfectionism, 130 Personal Learning Networks: Professional Development for the Isolated School Librarian, 39 personal references, 132 personality types, 37-39 pests, 137 philanthropic activities, 77 phone trees, 113 photo sharing, 106 picketing, 113 pink flamingo donations, 150 pink slips, 109. See also deactivation planning: shared, 60; for short-term battles, 115-117 podcasting, 106 policies: changes in, 128-129; loosening, 63; setting with administrators, 126-127 position, changes in librarian. See deactivation; reactive librarians positive attitude, librarian, 129-130 PowerPoint presentations, 4, 99, 106 presentations, spreading message through, 106 private funds, 84 private schools, 84 proactive librarians, 91-108; action items, 91; advocacy as planned activity, 97-99; as agents of change, 95-97; coalitions, 107-108; definitions, 92; elevator

pitches, 102-103; legislative visits,

99–102; letter-writing campaigns: letters to editor, 105; overview, 103-104; sample letter, 104; overview, 91; quiz, 92-95; technology, spreading message through: blogs, 105; book-lover sites, 105-106; Listservs, 106; microblogging, 106; overview, 105; photo sharing, 106; podcasting/ webcasting, 106; presentations, 106; social networks, 107; wikis, 107 problems, defining, 73 professional associations, 45-46 professional development, 88 programming budget, 89 projects, initiation of, 48 promotions, 98 Proposition 13, 82 P-T-S (parent, teacher, and student) organizations, 107 public forums, 117-119 public libraries, 39, 51-54, 71 public relations, 98 public schools, 84

Q quilt squares, 150

# R

raffles, 152
reactivation, 135–140; action items, 135–136; cataloging, 137–138; definitions, 136; filling gaps quickly, 138–139; getting patrons back into library habits, 139–140; inventory, 137–138; overview, 135; quiz, 136–137; safety, 137; weeding, 137–138

reactive librarians, 109–119; action items, 109; activating fan base, 113–114; bad news, receiving, 112–113; contacting union, 113; definitions, 110; foreshadowing, 110–112; mobilization, 114–115; overview, 109; quiz, 110; short-term battle, planning for, 115–117; speaking at meetings: boards of education, 117; community/public forums, 117–119; overview, 117 recycling, 150

reduction-in-force (RIF) notices, 112-113. See also reactive librarians reflective journals, 68 refreshment sales, 145 reinstatements, 132-133 relationships, building on campus, 54 - 56reopening libraries. See reactivation repairing books, 131 representatives, state, 91 research, action, 72-74 respect, in collaboration, 57 restaurant night events, 148 resumes, 133 reusable shopping bag sales, 145 Rhode Island state guidelines, 16 RIF (reduction-in-force) notices, 112–113. See also reactive librarians rubber-duck race contests, 151 rummage sales, 145

# S

safety, 137 sales, fundraising through, 142-145; auctions, 142; bake sales, 143; book fairs, 143; book sales, 143-144; calendars, 144; entertainment books, 144; garden, 144; guess the number, 144; holiday deliveries, 144; library lollipops, 144; merchandise, 144-145; refreshments, 145; reusable shopping bags, 145; school parking lot swap meet, 145; school supplies, 145; trash and treasures, 145 Scholastic, 68, 77, 143 school board associations, 107 school fundraising events, 145–148; carnivals/fairs, 145–146; costume parties, 146; dances, 146; decade nights, 148; desserts, 146; dinners, 146; happy hour, 146; jail booths, 146; karaoke nights, 146–147; make-believe beauty pageants, 147; outdoor film festivals, 147; pancake breakfasts, 147; sponsorship events, 147–148; theme days, 148 school "idol" contests, 151–152 school libraries, 1-5, 51-54, 88-89 School Libraries Work!, 68, 74, 116

School Library Systems Association of New York State Advocacy Toolkit, 5, 101 school meetings, 40, 122 school site council (SSC), 41–42 school supplies sales, 145 SchoolSpring Web site, 133 Schrage, Michael, 56 seating, library media center, 23 semantics, 27 service organizations, 87 services, fundraising, 148-149; car wash, 148-149; fast-food night, 149; gift-wrap table, 149; tutoring, 149; workshops or classes, 149 shared creation, 56 shared planning, 57, 60 shelving books, 23, 122, 131 shopping bag sales, 145 signage, 24, 25 silence marathons, 147 silent auctions, 142 situations, new. See deactivation; reactive librarians social networks, 107 socializing, 35 software systems, 138 South Carolina state guidelines, 16 South Dakota state guidelines, 16 speaking at meetings: boards of education, 117; community/public forums, 117-119; overview, 117 special events, 122 spelling bee contests, 151 sponsorship events, 147–148 SSC (school site council), 41–42 staff: development of, 122; dressing and grooming, 22; eliminations, 124; staffing levels, 69 stakeholders, 64, 115 state, level of knowledge regarding, 93 state funds, 84 state guidelines, 7-19; Alabama, 8; Alaska, 8; Arizona, 8; Arkansas, 8-9; California, 9; Colorado, 9; Connecticut, 9; Delaware, 9; Florida, 10; Georgia, 10; Hawaii, 10; Idaho, 10; Illinois, 10; Indiana, 11; Iowa, 11; Kansas, 11; Kentucky, 11; Louisiana,

11; Maine, 12; Maryland, 12; Massachusetts, 12; Michigan, 12; Minnesota, 12; Mississippi, 13; Missouri, 13; Montana, 13; Nebraska, 13; Nevada, 13-14; New Hampshire, 14; New Jersey, 14; New Mexico, 14; New York, 14; North Carolina, 14-15; North Dakota, 15; Ohio, 15; Oklahoma, 15; Oregon, 15; overview, 7-8; Pennsylvania, 16; Rhode Island, 16; South Carolina, 16; South Dakota, 16; Tennessee, 16; Texas, 17; Utah, 17; Vermont, 17; Virginia, 17; Washington, 17-18; West Virginia, 18; Wisconsin, 18; Wyoming, 18-19 state representatives, 91 station teaching, 155 statistics, library, 69 stereotypes, challenging, 27-32 stop-doing lists, 127-128 storage, library media center, 24 stress, 130 student teachers, 55 students: assessing learning, 60-61; focus on, 130-131; as stakeholders, 64; surveys of, 65 success journals, 91 suggestions, student, 30 summer reading programs, 53 supplies budget, 89 support groups, 109 surveys, stakeholder, 65-67

# T

talent shows, 153

Taxonomy of School Library Media

Programs, 58

teacher of the year, 55

teachers: assessing learning, 61;
associations for, 107; collaboration
with, 55–56, 125; as stakeholders, 65;
stereotypes of, 31; surveys, 66
teaching, station, 155
technical duties, 123
technology: advocacy through: blogs, 105;
book-lover sites, 105–106; Listservs, 106;
microblogging, 106; overview, 105;
photo sharing, 106; podcasting/

webcasting, 106; presentations, 106; social networks, 107; wikis, 107; budgets, 89; collaborating with teachers on, 56; libraries embracing, 71; simplifying through, 132 Tennessee state guidelines, 16 test scores, 79 Texas state guidelines, 17 theme days, 148 time, dedicated to collaboration, 57 tournaments, 152 traditional measurements of library impact, 69-72 transformation steps, 74 trash and treasures sales, 145 treasure hunts, 152 trust, in collaboration, 57 tuition, 84 tutorial services, 149

# U

unions, 107, 113 university, student readiness for, 72 U.S. Constitution, 7 Utah state guidelines, 17

# V

Vermont state guidelines, 17 Virginia state guidelines, 17 volunteering, 35, 77, 113

### W

Washington state guidelines, 17-18 Web sites. See also specific Web sites by name building, 126; for fundraising, 150 webcasting, 106 Weblog service, 105 webquests, 155 weeding, 137-138 West Virginia state guidelines, 18 white elephant sales, 145 wikis, 107, 132 Wisconsin state guidelines, 18 wish lists, 132-133 workshop services, 149 workspaces, library media center, 24 writing centers, 155 Wyoming state guidelines, 18-19