Pop-Up Library

…when the library temporarily activates places and spaces for promotion, trials, or the sharing of resources. The characters of a pop-up event are expected to be spontaneous, vibrant, innovative and unexpected.

Pop-Up Library Steps to Success

1. Co-ordinate system-wide
2. Research possible Pop-Up sites and events
3. Have a staff liaison to help with booking
4. Think of branding
5. Have fun!

Pop-Up Library Booking Process

Pop-Up Library Suggested Themes

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| Innovative Library Summer Reading Club March Break Programs  | Library Collection Services for Elder Adults Welcome, Students! |

Contact us…

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| Core Pop-Up Item List |
| Folding table  | People counter  |
| Vertical Pop-up library banner | Bungee cord, string, ribbon |
| Black table cloth (with Pop-up logo on front) | Library card registration form |
| 8 book easels | Adult and children’s library cards |
| Kübbii cubes + Velcro connectors | Photo release forms |
| Acrylic magazine holder | Social media sign  |
| Pens/Sharpies | Children’s play mat |
| Tape | Library brochures  |
| Post-its  |  |

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| Fun Components |
| Lego | Button maker |
| Duplo | Colouring sheets  |
| Swag: pens, flashlights, phone stands, magnifying rulers, etc. | Prize wheel – [www.wheeldecide.com](http://www.wheeldecide.com) |

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| Tech Components |
| Pop-up Library iPad and charger | Bluetooth speakers |
| Pop-up Library Kit 1 Mifi  | Power cell / Battery pack |
| iPad locking case and stand | Power bar |
| Scanning wand | USB charger |
|  | Extension cord |

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| Branch Components |
| Collections for display and check-out | Indoor library banner, if pop-up is indoors. |
| Permission letter from Pop-Up Location  | Tactile component  |
| Programming guides | Camera |
| Other brochures if needed |  |