



Grantee Communications Kit

(rev. 02/2015)

The Texas State Library and Archives Commission (TSLAC) congratulates you on your award! This kit provides guidance for fulfilling your requirements and promoting your grant project with regard to acknowledgments, logo usage, press releases, and sharing your “**grant story**” via social media.

Please take a moment to create and review your project promotion plan to make sure each component (i.e., public events, print materials, and websites/digital resources) includes an acknowledgment of the Institute of Museum and Library Services (IMLS) and TSLAC, per your grant contract, Section VIII. E.

Please place this kit in your grant file and distribute the information as needed to all grant program-related staff.

Acknowledgments

Acknowledgment of IMLS and/or TSLAC must be placed on all forms of collateral, including press releases, displays, announcements, book placards, brochures, flyers, banners, etc. space allowing. Examples of approved verbiage can be found below.

This project is made possible by a grant from the Institute of Museum and Library Services to the Texas State Library and Archives Commission under the provisions of the Library Services and Technology Act. (2015)

This project is made possible by a grant from the U.S. Institute of Museum and Library Services and Texas State Library and Archives Commission. (2015)

This program is funded (in part) by a grant from the U.S. Institute of Museum and Library Services and Texas State Library and Archives Commission. (2015)

Funded by the U.S. Institute of Museum and Library Services through a grant to the Texas State Library and Archives Commission. (2015)

This project is made possible by a grant from the U.S. Institute of Museum and Library Services (Texas State Library and Archives Commission). (2015)

For additional guidance on acknowledging IMLS support, visit the IMLS website at www.ims.gov/applicants/acknowledgement_of_ims_support.aspx.

Logo Usage

Logos may be used in any acknowledgments in conjunction with the suggested verbiage where appropriate, i.e., banners, signage, websites, and digital resources.

To download TSLAC logos, visit: www.tsl.texas.gov/agency/forms/grantformsFY2015.html. There are three versions of the logo, each available in color or black & white, and in different formats and sizes.



IMLS graphics are available at www.imls.gov/recipients/logos.aspx.



Before use, please be sure to review IMLS' Logo Standards Guide at: www.imls.gov/assets/1/AssetManager/LogoStandards.pdf

Some things to keep in mind when using these logos:

- Do not alter the color of the logos.
- Do not alter the position of the logo components.
- Do not alter the fonts.
- Re-size the logos in the correct proportion.

Press Release Templates

Consider using the press release templates developed by TSLAC when corresponding with local media outlets. The templates are provided to help you in crafting your own press releases. You should customize the releases to fit your grant circumstances. Information that can be customized is underlined or in parentheses.

Grantees are not required to use the templates. You may choose to use a portion, all, or none of them at your discretion. Please note that there is a separate press release for each TSLAC grant program.

Templates are included in this kit, but they may also be downloaded at www.tsl.texas.gov/agency/forms/grantformsFY2015.html.

To help you with your library marketing needs, TSLAC has training webinars available on the following topics at

<https://onlinetraining.tsl.texas.gov/course/index.php?categoryid=32>:

- *Writing Good Press Releases and Working with the Media*
- *The Accidental Library Marketer*

Share Your “Grant Story”

Is your staff working hard to make your grant program a success? How is excitement for the project building within your community? How are your patrons using and reacting to the project?

We invite you to share your progress via social media, and we will share your “grant story” with our followers on Facebook and/or Twitter. Our aim is to highlight the importance of these grant programs while promoting your institution. Here’s how to share your story:

- E-mail **1-2 photos** that somehow capture your grant project engaging patrons, staff, and others to pio@tsl.texas.gov and LD_Services@tsl.texas.gov with the subject line “Grant Story.”
- Include a **short, one-paragraph caption** for each photo, including the grant you received, year received, and the name of your project.
- A few things to keep in mind about the photos:
 - By e-mailing us your photos, you grant TSLAC permission to post them on any of our web and social media properties, with a credit to your library or organization.
 - By e-mailing us your photos, you imply that you have permission to capture the patrons, staff, and other subjects featured in the photos you submit to us.
- If, instead of e-mailing us, you prefer to post a photo to your Twitter feed, alert us by mentioning **@TSLAC** and using the hashtag **#TexasLibraries** in your tweets.
- If your library or organization is on Flickr or YouTube and you have visual content related to your grant project, feel free to alert us via e-mail or social media.

- Grant stories will be shared on TSLAC's Facebook and/or Twitter pages on an ongoing basis, as they are received and depending on if the photo received is deemed appropriate by TSLAC and if the caption adequately describes what the photo captures.
- We will e-mail you if and when your grant story is shared.

TSLAC has an active presence on the four most widely used social networking sites:

- www.facebook.com/tslac
- www.twitter.com/tslac
- www.flickr.com/tslac
- www.youtube.com/tslac

Contact

For questions regarding TSLAC's competitive grant programs:

Erica McCormick
Grants Administrator
Library Development and Networking Division
Texas State Library and Archives Commission
Phone: 1.800.252.9386 (Texas only) or 512.463.5527
E-mail: emccormick@tsl.texas.gov

For questions regarding TSLAC's communication policies:

Stephen Siwinski
Communications Officer
Texas State Library and Archives Commission
Phone: 512.463.5514
E-mail: ssiwinski@tsl.texas.gov

(DATE)

CONTACT: (LIBRARIAN
NAME/TITLE)

PHONE NUMBER: (LIBRARY
PHONE NUMBER)

This template is provided to help you in crafting your own press release. You are not required to use it; you may choose to use a portion, all, or none of it at your discretion. Please note that there is a separate press release for each TSLAC grant program.

(City), TX — The Texas State Library & Archives Commission (TSLAC) recently awarded funding to (the) NAME OF LIBRARY under its Impact Grant program. NAME OF LIBRARY will provide (brief description of the program) beginning (expected date of program start). Patrons will (have access to or be able to) (explain your program and provide details on how the public can participate).

This project is just one of 70 made possible this year by a grant from the U.S. Institute of Museum and Library Services to the Texas State Library and Archives Commission under the provisions of the Library Services and Technology Act. “TSLAC is proud to see funds from our federal grants put to use to demonstrate the power of local libraries to bring innovative services to communities across the state of Texas,” says TSLAC Director and Librarian Mark Smith.

For the 2015 fiscal year, which runs from September 1, 2014, to August 31, 2015, TSLAC has awarded approximately \$1.6 million in competitive grants. The agency’s Impact Grant is the newest grant program to receive funding. The grant provides seed funds in three focus areas: business/workforce development and digital literacy; family and early childhood literacy; and electronic content access and delivery. This year marks the third year of implementation for the Impact Grant. NAME OF LIBRARY is one of 23 libraries to be awarded the grant for 2015.

(Insert quote from library director, program manager, or local official on significance of grant to community.)

(Insert patron anecdote related to funded program.)

ABOUT THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Formed in 1909, TSLAC is committed to giving Texans access to information and programs to improve their lives and communities. TSLAC provides historical and genealogical search assistance, federal and state government documents, electronic research and library services to all Texans, including those who are unable to read standard print material because of physical or reading disabilities. For more information, visit www.tsl.texas.gov.

FOR IMMEDIATE RELEASE

Texas Reads Grant

2015 TSLAC Grantee press release template

(DATE)

CONTACT: (LIBRARIAN
NAME/TITLE)

PHONE NUMBER:

(LIBRARY PHONE NUMBER)

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(City), TX — The Texas State Library & Archives Commission (TSLAC) recently awarded funding to (the) NAME OF LIBRARY under its Texas Reads grant program. NAME OF LIBRARY will provide (brief description of the program) beginning (expected date of program start). Patrons will (have access to or be able to) (explain your program and provide details on how the public can participate).

This project is just one of 70 awarded this year by the Texas State Library and Archives Commission. The Texas Reads grant is funded from the accumulated Texas Reads specialty license plate revenue. “TSLAC is proud to see funds from our federal grants put to use to demonstrate the power of local libraries to bring innovative services to communities across the state of Texas,” says TSLAC Director and Librarian Mark Smith.

For the 2015 fiscal year, which runs from September 1, 2014, to August 31, 2015, TSLAC has awarded approximately \$1.6 million in competitive grants. The agency’s Texas Reads Grant program supports projects that promote reading and literacy within local communities. TSLAC is funding 10 Texas Reads grants this year, with awards ranging from \$1,630 to \$3,000.

(Insert quote from library director, program manager, or local official on significance of grant to community.)

(Insert patron anecdote related to funded program.)

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FOR IMMEDIATE RELEASE

TexTreasures Grant

2015 TSLAC Grantee press release template

(DATE)

CONTACT: (LIBRARIAN
NAME/TITLE)

PHONE NUMBER:

(LIBRARY PHONE NUMBER)

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(City), TX — The Texas State Library & Archives Commission (TSLAC) recently awarded funding to (the) NAME OF LIBRARY under its Texas Reads grant program. NAME OF LIBRARY will provide (brief description of the program) beginning (expected date of program start). Patrons will (have access to or be able to) (explain your program and provide details on how the public can participate).

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TSLAC awards competitive grants annually, as funding allows. For the 2015 fiscal year, which runs from September 1, 2014, to August 31, 2015, TSLAC has awarded approximately \$1.6 million in competitive grants. The TexTreasures Grant provides assistance and encouragement to libraries to provide access to their special or unique collections and to make information about those collections available to library users across the state. Funded projects can include digitization, indexing, or cataloging of a collection to make it accessible on the web or other collaborative network.

(Insert quote from library director, program manager, or local official on significance of grant to community.)

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FOR IMMEDIATE RELEASE

Special Projects Grant

2015 TSLAC Grantee press release template

(DATE)

CONTACT: (LIBRARIAN
NAME/TITLE)

PHONE NUMBER:

(LIBRARY PHONE NUMBER)

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TSLAC awards competitive grants annually, as funding allows. For the 2015 fiscal year, which runs from September 1, 2014, to August 31, 2015, TSLAC has awarded approximately \$1.6 million in competitive grants. The Special Projects Grant program provides funds for programs that expand library services to all members of a library’s community, including those populations with special needs.

(Insert quote from library director, program manager, or local official on significance of grant to community.)

(Insert patron anecdote related to funded program.)

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FOR IMMEDIATE RELEASE

Library Cooperation Grant

2015 TSLAC Grantee press release template

(DATE)

CONTACT: (LIBRARIAN NAME/TITLE)

PHONE NUMBER:

(LIBRARY PHONE NUMBER)

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(City), TX — The Texas State Library & Archives Commission (TSLAC) recently awarded funding to (the) NAME OF LIBRARY under its Texas Reads grant program. NAME OF LIBRARY will provide (brief description of the program) beginning (expected date of program start). Patrons will (have access to or be able to) (explain your program and provide details on how the public can participate).

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TSLAC awards competitive grants annually, as funding allows. For the 2015 fiscal year, which runs from September 1, 2014, to August 31, 2015, TSLAC has awarded approximately \$1.6 million in competitive grants. The Library Cooperation Grant program supports projects that promote cooperative services for learning and access to information. Projects may link libraries together through different technologies and services, expand or develop library services that improve access to information, or help develop partnerships between libraries and other agencies and community-based organizations.

(Insert quote from library director, program manager, or local official on significance of grant to community.)

(Insert patron anecdote related to funded program.)

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