



LIBRARY CORNER INFORMATION

Steps

1. Topic: choose one topic
2. Headline: Create brief title
3. Lead sentence: a preview of the whole
4. Story: critical info, then supporting info (source quotes must be included in body)
5. Ending: last info, summary or quote leaving reader with a strong sense of story
6. Submission: First email article to the librarian in charge for review, then librarian submits to news@sjrnews.com

2020 Article Guidelines:

- Try to submit an article monthly
- Aim for about 200 to 300 words (To count your words in a Word document follow these steps: Word > Review Tab > ABC Word Count)
- Keep from being too wordy.
- It should be written from an outsider point of view as if you are the newspaper not a librarian, no "I" or "we..."
- Write in active voice (In active voice, the subject performs the action of the verb. In passive voice, the subject receives the action of the verb.)

Update as of Aug 2023 email from Bill Boyle

- They'd love to have a Library Corner story.
- Once a month is great, twice a month is okay.
- Send the info to news@sjrnews.com and feel free to **include a photo** as often as we can. This could be for new books, new services, new employees, events, etc.

Potential Article Ideas

Mo.	Month	Idea
	Sep 2023	<i>Eclipse information</i>
	Oct 2023	<i>New sculpture at the Monticello branch with photo!!!! (As soon as we have a plaque)</i>
1	Aug	Story Hour Craft Club
3	Mar - Apr	Seed Saver Exchange program / Tax form shortcut
4	Apr	Award Winning Grant Books
5	May - Jul	Summer Reading Program STEAM Day
		A book review?
		Activities: Story Hour, Summer Reading, Craft Club, 4H...
		CBR hot-spots
		Coworking hub
		Expanded internet signal
		High speed internet
		Hot spots
		Keep running list
		Library requests and suggested items
		New things we are doing
		Libby
		Overdrive magazines
		Positive feedback & quotes
		Services offered: faxes, copies, scanning documents, community room rental,
		Things we do well
		Upcoming events
		See director/assist director library board reports for more ideas
		Special Book Sale events