



Create a Timeline

Establishing a Human Library event requires thoughtful planning, organization and enthusiasm. A successful one likely includes establishing a timeline using the following recommendations:

1. Write a brief description of the aims of your human library event and the names of staff members involved along with their roles / duties. Relate event to library's organizational goals and establish success indicators (i.e., how many books you hope to recruit, how many readers you hope participate, etc.)
2. List and prioritize all tasks involved (though some tasks will overlap), and the dates they are to be completed. Share timeline with human library committee to establish responsibility for each task and to discuss dates of completion.
3. Place timeline document into a shared electronic workspace allowing easy access by committee members (this is also useful for your next human library event).
4. Meet regularly with your committee to review / amend timeline and duties.
5. Build in time to debrief with Human Books, Readers, volunteers and staff with the idea of making your next Human Library event even better.

Attached is a sample timeline for a Human Library event.

