

Libros for Oregon: Participant Timeline

(abridged timeline for project transition year, 2018)

APPLICATION

May 2018: Watch for the call for applications (applications accepted May 9-June 13)

May 9-June 13: Applications accepted (**June 13 = Applications final deadline**)

By June 25: LfO notifies successful applicant libraries and Travelers; confirms participation.

By June 30: The 8 participating libraries and 3 Travelers will be announced.

RESPONSIBILITIES OF THE 3 TRAVELERS

By June 30: Travelers must become individual ALA members

Travelers must have a valid passport.

Travelers should apply for the ALA-FIL Free Pass program.

Note: The Free Pass program takes care of booking travelers' hotel rooms at the business hotel. When applying for the program, travelers indicate roommate preference (either a specific person; a preference to room alone, in which case the program covers only 3 nights; or a willingness to let the program assign a roommate)

By July 20: Travelers should book their flights

- Travelers should plan to work at least Sunday-Wednesday at the FIL
- Travelers should include at least one "buffer" travel day at the front end of the trip to absorb possible travel delays

By July 31: Travelers should apply for the FIL \$100 rebate

By October 15: The 3 Travelers should connect (at least by phone) to coordinate travel plans & strategize for the FIL

Late November (often the last week): Travelers attend the FIL: mostly likely the Sunday-Wed

RESPONSIBILITIES OF ALL PARTICIPATING LIBRARIES

By September 30: Libraries must submit Outreach Plans (using the Outreach Planning Tool) and Purchase Request forms (these forms will be sent to participating libraries in advance)

(Late November: Travelers attend the FIL: mostly likely the Sunday-Wed)

By mid-January 2019: Libraries can expect to hear about the status of their ordered books.

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By late January 2019: Libraries should receive their book orders and invoices.

Winter/spring/summer: Libraries should enact their Outreach plans

Late April 2019: LfO presence at OLA (LfO participants may be invited to share their experiences in a panel or poster session)

By August 31, 2019: LfO participants submit Outreach reports