

# How to do a library display

## ***Why?***

Libraries are community information hubs and they often have a space where you can set up a visual display for a few weeks.

## ***How will it work?***

By connecting with the community and supplying information about the local Units or leadership opportunities in your area.

## ***What sort of display would I like?***

Before you contact the library decide with the Leaders in your District what the focus of your library display will be – would you like to recruit youth Members, recruit adult Members, show the history of Guiding in your area or celebrate a District milestone?

## ***Who should I call?***

You can get the phone number for the library from your council's website and you can also find out if there are other sub branches around that you may be able to approach. When you call, ask for the librarian in charge of displays. There may be someone in charge of the community noticeboard but they will only suggest you drop in an A4 poster... they're not the one you want to speak to. Lots of librarians seem to work part time or half days so if you don't get them the first time keep trying. Leave a message and ask when they will be in next.

## ***What should I ask for?***

Ask for the most and settle on the least. Some libraries have a board or carpeted wall section in the foyer or near the front door. Some libraries have a panel display board like a white board on wheels or just a straight flat panel board which can be moved about. Some libraries have a glass cabinet (large or small) or a table. See the photos below for some ideas on the spaces they offer. If they don't have a board offer to bring your own or hire one from the Guide shop. If you want to do a youth display you can suggest a carpeted wall or the top of book shelves in the children's section. For a Leaders display, ask to put it in the periodicals or reference section.

When you have bartered for the best space they can offer you agree on a day & time to set up the display and the date they expect it to be packed up.



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## ***What should I prepare?***

Contact your Membership Development Coordinators or Region Manager to use one of your Regions PR Kits or contact the Guide Shop ([retail@girlguides-nswact.org.au](mailto:retail@girlguides-nswact.org.au)) to hire a PR kit. The shop also has the posters, brochures and stickers to go with your display. Add your local contact person's details to the brochures and posters (small labels printed on the computer look best). Hire the PR board too if needed.

Download the District flyer template from the web, fill in details of the Units in your District and print them ready for the display. For Leader recruitment use the Leader flyer on the web.

Gather little filler pieces for your display. You can cut out a set of blue cardboard circles and add a sticker or cut out Trefoil shapes. Cardboard girl shapes and paper girl chains are also good.

If you are doing a display in a glass cabinet, balloons will fill the bottom shelf to add fun and colour. If you are doing a 3D display you can make a brochure into a free standing triangle by sticky taping the edges together.

If a girl in your Unit has made a poster to promote Guides for her Junior BP etc ask if you can use it in the library display.

Office supply shops like Officeworks sell a range of plastic pockets. If you are planning a display on a carpeted wall or board you might like to buy a flat backed DL size pocket for brochures, and a flat backed A5 pocket for flyers. Buy a box of hook only Velcro strips (also sold at Officeworks and newsagencies) so you can attach the pockets to the display. For tables, glass cabinets and book shelves use angled stand alone pockets. Now your take away information will be right near the display.

## ***How do I set it up?***

Set up your display on the arranged day. Wear your uniform to the library and remember to be prepared. Bring everything you need and a variety of pins, blue tac and Velcro spots. Most libraries will allow your display to stay up for a month or so; confirm a day and time to come back and remove the display.

Take a photo of your display.

## ***Don't Forget!***

Remember to go back and check your display to make sure there are enough brochures etc during the month and then return on the arranged day to take down the display. Thank the librarians, a packet of Guide biscuits never goes astray.

Return the hire items.

See the photos below and Good Luck!

For more ideas please feel free to contact [Felina](#)



Glass cabinet & display board in a foyer



Display table



Above the bookshelf in the kids section



White board style board on wheels



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Free standing board



Panelled board



Glass cabinet



End of shelves