

**Pennsylvania Library Association
Legislative Day – Wednesday, October 17, 2018
Preparation & Advocacy Tips**

1. Contact your legislator to schedule an appointment as soon as possible. If colleagues from neighboring areas are also attending Legislative Day, you may want to consider coordinating your visits.
2. If a legislator is not available, cheerfully agree to see his or her Chief of Staff or Administrative Assistant. Remember that staff members are important gatekeepers and often stay in position even when a new person is elected.
3. Invite your legislator to attend the press conference (10:30 am) and visit the exhibits (11am – noon) that are taking place in East Wing Rotunda of the Capitol, Wednesday, October 17, 2018.
4. Be on time. When the legislature is in session (and it will be), the Capitol is a chaotic place. This makes legislators' time even more valuable.
5. Address legislators as Senator Smith or Representative Jones. Be courteous, assertive and polite. Project a positive image of the Pennsylvania Library Association and its members.
6. Give your business cards to the legislator and staffers.
7. Be brief. Stick to a basic message when meeting with legislators or staff. Expect 10 to 15 minutes, maximum, for the entire appointment.
8. Be positive and appreciative. Acknowledge past support and convey thanks for current actions.
9. Be informative and specific. Describe how your library would use an increase in funding for the benefit of your patrons. Tell your legislator about the impact better funding would have on residents of your community.
10. Do not assume that you know a legislator's position. Let legislators talk about the issues. Share their comments afterward with the Legislative Committee by sending an email to christi@palibraries.org.
11. Be prepared, and ask, to take a photo with your legislator for use on the library website, Facebook, or newsletter. Be sure to send a copy or link to the Legislator.
12. Thank your legislators and their staff for supporting libraries and for meeting with you.

Finally, enjoy yourself! Explore Pennsylvania's State Capitol, one of the most beautiful capitol buildings in the United States.