



Tips for Program Scholars

BEFORE THE SESSION:

1. Read the book and suggested discussion questions. If no questions have been provided, create questions to be used in the session that will help prompt discussion.
2. Read the theme essay and book list for the essay; get familiar with the other titles being discussed in this series at the library.
3. If the library coordinator has not contacted you, touch base with him/her to discuss the location, room arrangement, audience, expected length of session, other expectations, etc. The library contact information will be provided to you in your scholar packet.

AT THE SESSION:

1. Keep introductory remarks brief, not more than 15-20 minutes. This should include an overview of the theme (first session) or a brief reminder of the theme (subsequent sessions).
2. Focus on the evening's book and theme rather than your background, other books by the author, research, etc. **Remember: this is an opportunity for the participants to discuss the book rather than an educational or academic setting.**
3. Be prepared for negative reactions to a book because of tone, length, language, explicitness, etc.; keep your own personal bias about a book or author out of the discussion.
4. Be prepared for some participants who have either not read the book or not finished the book.
5. If your session is the last in the series, provide a wrap up to the theme of the series and the books that were included.
6. Remind participants to complete a short evaluation (provided by the library) in order that we can best serve their interests.

AFTER THE SESSION:

1. Complete the W-9 form (if this is your first session).
2. Complete the scholar feedback form.
3. Complete the scholar invoice form.
4. Return forms to ICfL, along with any borrowed book(s) and any suggested discussion questions you may have created.

THANK YOU!