

# PA FORWARD



## STAR PROGRAM

### MAINTENANCE CHECKLIST

*\*Please be sure to check the Maintenance Actions pages / Maintenance Action Checklist periodically to make sure you have the most up-to-date version, as the Actions listed will change from time to time.\**

<b>Gold Star Maintenance Action</b>	
<b>Year:</b> _____ *to be completed after all required actions are submitted*	
<b>Action</b>	<b>Site</b>
PA Forward Gold Star Maintenance	

<b>Core Maintenance Actions</b> (complete all)			
<b>Action</b>	<b>Description</b>	<b>Site</b>	<b>Drive</b>
Core Action R1	In your preferred cloud storage service (DropBox, GoogleDrive, etc), create a folder labeled “YEAR Star Maintenance”—this can be in your original Star Program folder or a newly created one		
Core Action R2	Update one of your library’s publications, which can be an internal document (i.e. for staff) or a piece for a larger external audience. This piece should be for the current year and include reference to PA Forward and at least one of the library’s literacy-based programs		
Core Action R3	Write a Press Release related to one or more of your PA Forward Programs		
Core Action R4	Provide the name of a staff member who holds a current Pennsylvania Library Association membership, or identify if your institution holds a membership		

<b>Literacy Maintenance Actions</b> (complete all)			
<b>Action</b>	<b>Description</b>	<b>Site</b>	<b>Drive</b>
Basic Literacy Action	Promote a new or existing PA Forward Literacy program, select at least two of the following ways: <ul style="list-style-type: none"> <li>• Place a Basic Literacy logo on the flier</li> <li>• Use the #BasicLiteracy hashtag in a social media post about the program</li> <li>• Create a Basic Literacy display of library resources to display during the program</li> </ul>		

Information Literacy Action	Promote a new or existing PA Forward Literacy program, select at least two of the following ways: <ul style="list-style-type: none"> <li>Place an Information Literacy logo on the flier</li> <li>Use the #InformationLiteracy hashtag in a social media post about the program</li> </ul> Create an Information Literacy display of library resources to display during the program		
Civic and Social Literacy Action	Promote a new or existing PA Forward Literacy program, select at least two of the following ways: <ul style="list-style-type: none"> <li>Place a Civic-Social Literacy logo on the flier</li> <li>Use the #CivicLiteracy hashtag or the #SocialLiteracy hashtag in a social media post about the program</li> <li>Create a Civic-Social Literacy display of library resources to display during the program</li> </ul>		
Health Literacy Action	Promote a new or existing PA Forward Literacy program, select at least two of the following ways: <ul style="list-style-type: none"> <li>Place a Health Literacy logo on the flier</li> <li>Use the #HealthLiteracy hashtag in a social media post about the program</li> <li>Create a Health Literacy display of library resources to display during the program</li> </ul>		
Financial Literacy Action	Promote a new or existing PA Forward Literacy program, select at least two of the following ways: <ul style="list-style-type: none"> <li>Place a Financial Literacy logo on the flier</li> <li>Use the #FinancialLiteracy hashtag in a social media post about the program</li> <li>Create a Financial Literacy display of library resources to display during the program</li> </ul>		

<b>Bonus Actions</b> (complete two)			
<b>Action</b>	<b>Description</b>	<b>Site</b>	<b>Drive</b>
Bonus Action R1	Share PA Forward partner resource materials with your patrons as appropriate; this may be by way of hanging fliers in the library, placing materials, or sharing contact information with patrons		
Bonus Action R2	Speak to a group of patrons or students about PA Forward before the start of a literacy program		
Bonus Action R3	Share a story of how you have used PA Forward to effectively communicate your library's value; this submission should include with whom the information was shared, as well as how and where		
Bonus Action R4	Curate a list of local resources addressing each literacy (with links when possible) and share it on the library's website and social media		
Bonus Action R5	Create a physical display about PA Forward at work in your community - go beyond the resources your library provides		
Bonus Action R6	Create a piece of informational literature detailing PA Forward in the Library, to share in other spaces throughout your community; this could take the form of a flyer to hang in the local grocery store or a handout to put out at a neighboring doctor's office		
Bonus Action R7	Create a display that explains all five literacies so that patrons or students can read and learn about it in a visual display		

Bonus Action R8	Create a handout to show what your library has done to promote PA Forward over the past year--this may include examples of both passive and/or active programs		
Bonus Action R9	Use an idea from the PA Forward Commons to create a new PA Forward program at your library--make sure you share which program and library inspired your program's development		
Bonus Action R10	Attend another library's PA Forward Literacy-aligned program		
Bonus Action R11	Submit three descriptions of a PA Forward "branded" library events to The Commons.		
Bonus Action R12	Reach out to a local government official or administrator to talk to them about PA Forward		
Bonus Action R13	Invite a local official or administrator to a PA Forward event being held at your library		
Bonus Action R14	Plan and present a program with a PA Forward Partner		
Bonus Action R15	Provide your library's board with a PA Forward training or give them a presentation about how you've applied the literacy framework to your programs		

\*Updated 2020-01-07