

BHL Outreach Checklist

1. Send Grace Costantino (costantinog@si.edu):
 - a. Completed “[New BHL Member/Affiliate Announcement](#)” questionnaire.
 - b. A TIFF version of your **logo**
 - c. A link to **your institution’s press release** about joining BHL (if applicable).
 - d. A list of the **BHL swag** items you want and the **address** to send them to. Swag options:
 - i. BHL Business Cards
 - ii. BHL Buttons
 - iii. BHL Stickers
2. [Fill out this form](#) with social media contacts and presences at your institution.

BHL Outreach Resources

1. Press Room Page: <http://biodivlib.wikispaces.com/Press+Room>
 - a. Quarterly Reports: <http://biodivlib.wikispaces.com/Reports>
 - b. Promotional Materials: <http://biodivlib.wikispaces.com/Promotional+Materials>
 - c. Press Releases: <http://biodivlib.wikispaces.com/Press+Releases>
 - d. Newsletters: <http://biodivlib.wikispaces.com/Newsletters>
 - i. Subscribe to our newsletter here: <http://www.sil.si.edu/bhl/newsletter/>
 - e. Logos: <http://biodivlib.wikispaces.com/BHL+Logo>
2. Social Media Outlets:
 - a. Blog: <http://blog.biodiversitylibrary.org>
 - b. Twitter: <https://twitter.com/BioDivLibrary>
 - c. Facebook: <https://www.facebook.com/BioDivLibrary>
 - d. Pinterest: <http://www.pinterest.com/biodivlibrary/>
 - e. Flickr: <https://www.flickr.com/photos/biodivlibrary/sets>
3. BHL User Questionnaire:
 - a. [Provide this questionnaire](#) to any patrons or users that you know utilize BHL. The answers will be used to create [BHL User blog posts](#).
4. BHL Presentations:
 - a. View a list of [staff presentations](#) about BHL here.*
 - b. Be sure to enter any presentations you give about BHL [via this form](#).*
5. BHL Calendar:
 - a. BHL activities and editorial material are documented on the [BHL calendar](#).* Add appointments [via this form](#).

* Links require BHL Wiki membership. Email Bianca Crowley (crowleyb@si.edu) for membership.