Email template for list-serv:

Dear GLBT Round Table member,

Hello! You are receiving this email from the ALA Emerging Leaders team that is working on a project for the Gay, Lesbian, Bisexual, and Transgender Round Table. Our team is beginning the process of creating an online archive, to include digitized materials and an oral history of the round table, in order to document and preserve GLBTRT's history and plan for its upcoming 50th Anniversary Celebration in 2020.

We are currently identifying people who are interested in contributing to this project, particularly those who have materials that could be included in the archive, or those with historical knowledge of the roundtable.

We would greatly appreciate your completion of this survey: **[survey link]**

If you have any questions about our project, please do not hesitate to ask. We look forward to hearing from you.

Thank you,
ALA Emerging Leaders Team I
Fobazi Ettarh, Andrew Grissom, Lucas McKeever, Ariana Santiago, and Stewart Van Cleve

Email template for targeted individuals:

Dear _____,

Hello! You are receiving this email from the ALA Emerging Leaders team that is working on a project for the Gay, Lesbian, Bisexual, and Transgender Round Table. Our team is beginning the process of creating an online archive, to include digitized materials and an oral history of the round table, in order to document and preserve GLBTRT's history and plan for its upcoming 50th Anniversary Celebration in 2020.

We are currently identifying people who are interested in contributing to this project. As a long-time member of GLBTRT who has [been a member of the executive board/contributed to XYZ/something about their involvement], you can help preserve the history of GLBTRT by providing materials for the digital archive or sharing your knowledge of the roundtable.

We would greatly appreciate your completion of this survey: **[survey link]**

If you have any questions about our project, please do not hesitate to ask. We look forward to hearing from you.

Thank you,
ALA Emerging Leaders Team I
Fobazi Ettarh, Andrew Grissom, Lucas McKeever, Ariana Santiago, and Stewart Van Cleve

Facebook post:

Do you have GLBTRT materials, such as papers, newsletters, ephemera, etc.? Do you have historical knowledge of GLBTRT? Help create a GLBTRT digital archive and oral history!

The 2017 GLBTRT Emerging Leaders Team is beginning the process of creating an online archive, to include digitized materials and an oral history of the round table, in order to document and preserve GLBTRT's history and plan for its upcoming 50th Anniversary Celebration in 2020.

We are currently identifying people who are interested in contributing to this project, and would greatly appreciate your completion of this survey: **[survey link]**

Thank you!

Twitter posts:

Our 50th anniversary in 2020 is fast approaching! Help us celebrate by creating a digital archive & oral history [link] #GLBTRThistory   (6 characters remaining, 21 without hashtag)

Do you have @GLBTRT materials, such as papers, newsletters, ephemera, etc.? Help us create a digital archive! [link] #GLBTRThistory   (9 characters remaining, 24 without hashtag)

Want to share your @GLBTRT story? Contribute to our forthcoming oral history project! [link] #GLBTRThistory   (33 characters remaining, 48 without hashtag)

Our @ALALibrary #EmergingLeaders team is looking for people to help create a @GLBTRT digital archive. Survey: [link] #GLBTRThistory   (9 characters remaining, 24 without hashtag)

Survey Template:

Title: GLBT Roundtable Archive Interest Form
Description: The purpose of this survey is to gauge interest and identify individuals who may be able to contribute to the creation of a GLBT Roundtable archive and oral history project.

Contact Information

    Email address:
    Your name:
    Phone number:
    List the years you were/are a member of the GLBT Roundtable:

Archives & Digitization Project:
Description: Please note that we are in the initial planning phase for the digitization project. By indicating your interest, you are simply agreeing to be contacted by a future project team to coordinate potential accession and digitization of materials.

    Are you interested in contributing to a digital archive of the GLBT Roundtable?
    ● Yes
    ● No
    ● Maybe/Not sure

    Do you have any historical materials - visual media, newsletters, ephemera, etc. - that can be included in an online archive of GLBTRT?

    ● Yes
    ● No
    ● Maybe/Not sure

Please provide a short description of any historical materials you have that could be included in an archive of the round table:

Oral History Project:
Description: Please note that we are in the initial planning phase for the oral history project. By indicating your interest, you are simply agreeing to be contacted by a future project team to discuss the potential recording of your oral history.

    Are you interested in contributing to an oral history of the GLBT Roundtable?
    ● Yes
    ● No
    ● Maybe/Not sure

Do you have historical knowledge of the GLBT Roundtable that could be shared in an oral history project?

- Yes
- No
- Maybe/Not sure

Please provide a short description of any historical knowledge of the roundtable that you could share in an oral history project:

Is there anything else we should know?

Confirmation message after survey completion:

Thank you, we appreciate your interest in participating in the GLBTRT digitization and/or oral history project!

You may be hearing from the GLBTRT Emerging Leaders team in the coming months. If you don't hear from us, know that at the end of our project term, we will pass the information on to the GLBTRT Executive Board as they continue planning for the GLBTRT online archive.

ALA Emerging Leaders Team I
Fobazi Ettarh, Andrew Grissom, Lucas McKeever, Ariana Santiago, and Stewart Van Cleve

Survey settings: Applicable survey setting listed below, with how they are currently set

Collect email addresses - **yes**
Response receipts - **yes** (respondents receive a copy of their responses)
- If respondent requests it - **no**
- Always - **yes**
Limit to 1 response - **no** (requires sign-in)
Respondents can:
- Edit after submit - **no**
- See summary charts and text responses - **no**
Show progress bar - **yes**
Shuffle question order - **no**
Show link to submit another response - **no**