

## ***Tell me about your teen area...***

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Submit the following form along with 3-6 photos of your young adult area/school library (before and after) to [bolan\\_kimberly@yahoo.com](mailto:bolan_kimberly@yahoo.com). You can also send by snail mail (on CD) to **Kimberly Bolan, PO Box 490, Brownsburg, IN 46112**.

*If you have questions, please feel free to call Kim at (585) 739-7003.*

**Please note:** *Photos should be of good quality as well as provide a strong example of what best represents your teen space. Before and after photos are encouraged. Please include all relevant information below, so you're credited appropriately for your accomplishments.*

Public Library/School Library Name: _____
Mailing Address: _____
Phone: _____ Fax: _____ Email: _____
Information submitted by: (Name) _____ (Title) _____
How did you come across this worksheet (please check one)?
<input type="checkbox"/> Kim's Workshop (please specify date & location of workshop) _____
<input type="checkbox"/> Kim's Web page
<input type="checkbox"/> Other (please specify) _____

Overall Population Served by Your Library: \_\_\_\_\_

Young Adult Pop. of Library Service Area (i.e., total # teens in your school/community): \_\_\_\_\_

Number of volumes in teen collection: \_\_\_\_\_ Sq. footage of teen area: \_\_\_\_\_

My teen space is a result of a: New Construction \_\_\_\_\_ Renovation/Redesign \_\_\_\_\_

When did this project occur? (month/year) \_\_\_\_\_

What adults were responsible for planning and designing the space? Teen librarian, clerks, administrators, architect/designer, etc. \_\_\_\_\_

How were teens involved in the planning and design of the space? This is a key element to successful teen services! Please describe in detail including who they were and how they were involved. \_\_\_\_\_

Name of Teen Area (if applicable): \_\_\_\_\_

How did you come up with this name? Again, hopefully, teens were involved.☺ Please explain. \_\_\_\_\_

Were you able to divide your space into 'functional areas'?

No, we could not do this. Please explain. \_\_\_\_\_

Yes, separate functional areas include: *(Check all that apply and continue comments below if needed.)*

A section for studying \_\_\_\_\_ Comments: \_\_\_\_\_

A section for socializing \_\_\_\_\_ Comments: \_\_\_\_\_

A section for computers/technology \_\_\_\_\_ Comments: \_\_\_\_\_

A section for studying \_\_\_\_\_ Comments: \_\_\_\_\_

Other \_\_\_\_\_ Comments: \_\_\_\_\_

Please include details of how the space is divided/arranged and what you've included in the space. For example, furniture (lounge furniture, study tables and chairs, etc.), computer information, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What vendors did you use?

Lounge Furniture \_\_\_\_\_

Study Furniture \_\_\_\_\_

Technology \_\_\_\_\_

Other \_\_\_\_\_

What collections/formats do you have available in your teen area?

**Fiction Books** \_\_\_\_\_ Comments: \_\_\_\_\_

**Nonfiction Books** \_\_\_\_\_ Comments: \_\_\_\_\_

**Magazines** \_\_\_\_\_ Comments: \_\_\_\_\_

**Graphic Novels** \_\_\_\_\_ Comments: \_\_\_\_\_

**Movies (VHS/DVD)** \_\_\_\_\_ Comments: \_\_\_\_\_

**Music** \_\_\_\_\_ Comments: \_\_\_\_\_

**Books on Cassette/CD** \_\_\_\_\_ Comments: \_\_\_\_\_

**Computer Games** \_\_\_\_\_ Comments: \_\_\_\_\_

**Other Software** \_\_\_\_\_ Comments: \_\_\_\_\_

**Board Games** \_\_\_\_\_ Comments: \_\_\_\_\_

**Other** \_\_\_\_\_ Comments: \_\_\_\_\_

Please feel free to share anything else regarding collections and formats: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What equipment do you have available in your teen area?

**Stereo, etc.** \_\_\_\_\_ Comments: \_\_\_\_\_

**TV, etc.** \_\_\_\_\_ Comments: \_\_\_\_\_

**DVD/Video Player** \_\_\_\_\_ Comments: \_\_\_\_\_

**Music Listening Stations** \_\_\_\_\_ Comments: \_\_\_\_\_

**Viewing Stations** \_\_\_\_\_ Comments: \_\_\_\_\_

**Gaming Consoles** \_\_\_\_\_ Comments: \_\_\_\_\_

**Other** \_\_\_\_\_ Comments: \_\_\_\_\_

Please feel free to share anything else regarding collections and formats: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How do you promote and market your library/teen area to teens? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you had to put your finger on **that one thing** that makes your young adult area/school library unique, special, popular, etc. what would that one thing be? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Feel free to include additional comments, advice, experiences, tips, suggestions, vendor information, etc.**

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*Thank you for taking the time to share your accomplishments, thoughts, ideas, and photos.*  
*-Kim*