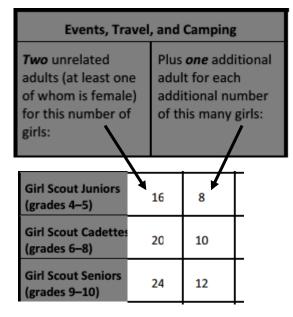
#### **Chaperones/Attendance Limits**

Figure out chaperones first so you can set your attendance limit

HINT: You're not just limited to librarians and/or YS staff!

- Utilize other library staff (as long as they like tweens & teens!)
- This is also a great opportunity for graduate students/interns

I chose to adopt the Girl Scouts' adultto-child ratio chart\* when I planned my first lock-in.



#### "snips" taken from:

http://www.girlscoutsoc.org/content/dam/girl scoutsoc/documents/Safety\_Ratios\_excerpted \_from\_VE.pdf

#### **Program Length**

Determine the length of time for your lock-in event

- You DON'T have to stay all night!
  - $\,\sim\,$  Start before the library closes
  - ~ Stay at least a few hours
  - Work in fun activities that give them the run of the place!

#### Registration

I required permission slips!

- Tweens/teens needed to read and sign the behavioral contract
- Parents/guardians provided
  - ~ Permission to attend
  - ~ Emergency contact information
  - Info. about medical conditions (esp. allergies!) and medications
  - Permission slips had to be signed IN PERSON in the YS Ref Desk
- Kids & parents/guardians COULD come in separately, but we kept the slips (decreased potential for forgeries)
- NO TICKET for entry until after both parties had signed!
- Registration remained open until the day of the event
  - ~ Only if space is still available
  - ~ Avoid making exceptions for late registrations while filling spaces!

#### Activities @ Your Lock-In Ice Breakers

- BINGO card: need to gather names of other attendees based on stuff like age, grade, siblings, pets, etc.
- "This or That?" choose a side of the room based on preferences

#### FOOD!

- ~ Pizza and/or sub platters are easy
- ~ Cupcake decorating is very popular
- Try to offer some healthy snacks (fruit and veggie platters)
- Movie... if you have licensing!
- ~ Show the latest book-to-movie hit
- ~ Introduce them to a classic
- ~ Show one of their favorites
- $\sim~$  Let them vote at a TAG meeting
- Scavenger hunt (see references)
- ~ Trick them into learning the layout of the library!
- Integrate STEM with a QR code scavenger hunt

#### Game Night

- <u>Board and Card Games</u>:
  Apples to Apples, Coup, Pictionary, Settlers of Catan, Exploding Kittens
- <u>Party games</u>:
  "Minute to Win It" games, Charades
- ~ Video games:

#IDARB, Guitar Hero, Just Dance, Mario Party, Rock Band, Super Smash Bros, Wii Sports

#### No Budget? No Problem!

- Hold a pot-luck style event
- Donations from local grocery stores and/or restaurants
- Ask Friends of the Library to help
- Find other grant sources
  - ~ Summer Reading (\$ General/YALSA)
  - ~ Teen Read Week (YALSA)
  - ~ Teen Tech Week (YALSA)

### **Resources for Lock-In Planning**

- Ice Breakers & Party Games
  - ~ http://bit.ly/lockingames
- Lock-In Tickets
  - ~ http://bit.ly/lockintickets
- Permission Slip
  - ~ http://bit.ly/tweenlockin
- Scavenger Hunt
  - ~ http://bit.ly/tweenhunt

### Collaboration Opportunity! Include other departments

- Do you have a tech services clerk who's extra crafty?
- Is there a page or circulation clerk who loves YA lit and wants to help you plan a book-themed event?

# Work with local colleges and graduate schools

- Students in education and library school programs often want/need observation and work experience
- Get extra help for your event AND break the ice with potential interns!

### Work with local schools

- Send posters to school librarians
- Schedule school visits for promotion
- Ask the school librarians to join you and participate as chaperones!

#### **Foster Community Involvement**

I charged a community service "admission fee" for my lock-ins

- non-perishable food items for a local food pantry
- pet food for a local animal shelter
- clothing/personal care items for local shelters or military groups



## Spring 2017 Conference



# Mini Lock-Ins

by Chrissie Morrison (Clifton Park-Halfmoon Public Library)

Still have questions?!? Contact Me! chrissiemorrison@gmail.com