



New Jersey Library Association | PO Box 1534, Trenton, NJ 08607  
p: 609-394-8032 | f: 609-394-8164  
njla\_office@njla.org | www.njla.org

## NJLA Communication Tools

NJLA has many tools to assist you in keeping your committee and section members informed about the happenings of the Association.

1. *NJLA Updates*. This is our main information tool. Pat Tumulty, NJLA Executive Director, prepares the messages distributed via this email list. Please send any items you wish to be included to her at [ptumulty@njla.org](mailto:ptumulty@njla.org). This is an "announce only" listserv.
2. *NJLA Website*. To post programs, meetings and events email Melissa Lena, NJLA Office Manager at [mlena@njla.org](mailto:mlena@njla.org).
3. *NJLAmembers.org*. NJLAmembers.org is the website all of NJLA's Committees, Sections and Roundtables. Each group has their own area of the website.
4. *NJLA Newsletter*. The *NJLA Newsletter* is available online only at [www.njla.org/newsletter](http://www.njla.org/newsletter). The NJLA Newsletter Editor establishes the publication schedule.
5. *Section and Committee listservs*. Each NJLA committee and section has its own listserv. These lists are updated automatically. The name of your listserv will be provided to you. These listservs are interactive. Members of these lists can both receive and post messages to these lists.

All members of the unit are included in the email list. Please take care to distinguish between emails for the leadership of the unit and emails for the general membership of the unit. Be sure to take time early in the year to communicate with your membership and let them know what the unit will be working on and the ways that members can become involved in the unit. Encourage people to become involved and lay out a path for them to do so.

6. NJLA now has a *Google Apps for Nonprofits account*. If your group would like to utilize Google Sites, Gmail, Groups, Drive, Calendar etc., please contact James Keebler, [jkeehbler@piscatawaylibrary.org](mailto:jkeehbler@piscatawaylibrary.org)
7. NJLA also maintains *Facebook, Youtube, and Twitter accounts*. Pat Tumulty has access to those accounts.



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8. *Flickr.* NJLA has a Pro flickr account to post pictures of association activities, with no storage limit. We encourage you to provide the NJLA Office Manager photos from your events and groups to post on flickr.
9. *Telephone Conference calls.* NJLA has a telephone conference call account number which is available to committee and section members for NJLA work. Please contact the NJLA office when you are going to use the conference phone call system so the usage can be coordinated.
10. *Survey Monkey.* NJLA has a subscription to Survey Monkey for your use. Please contact the office to get that information.
11. *Online meetings.* NJLA has a subscription to Adobe Connect. Online meetings and programs are possible. Please fill out the following form: <http://www.njla.org/content/adobe-connect-request-form> to request a meeting.
12. *Social Media.* Sections and committees can set up their own Facebook pages etc. The former NJLA Publications Committee has developed "Guidelines for Social Networking". These Guidelines are in the orientation packet and available on the NJLA website at <http://njla.org/content/njla-guidelines-social-media-use>.