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| Section 4— | **Starting your own Library Wiki Club**  **for staff engagement** |

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*If you’re considering starting a Wikipedia-related club at your library, here are some programming ideas and best practices based on our experience running the #Qwiki Club.*

**Club meeting preparation**

* Sign up staff via a Google Spreadsheet, create an email list
* Decide on a monthly theme—support what is happening in your community (events, days of note)
* Create a Wikipedia Project Page with all the details and content for your sessions
  + We started ours on Jacinta’s user page and then moved it to a Project Page (you may need a Wikipedian with experience to do this)
  + You can create a GLAM project page for your library to do this
* Communicate with your staff about the upcoming monthly sessions via the email list

**Planning for each meeting**

* Prepare scaled tasks of varying complexity to accommodate different skills and confidence levels
  + Easy–adding citations to known sources, adding photos learn the process of editing
  + Medium–adding additional facts with citations, expanding a stub
  + Advanced–creating a new article, adding more substantial research
* Avoid controversial article topics, popular articles, and breaking news articles
  + These can be too busy and abrasive for new users
* Remember a higher standard of citation exists for articles on living people
  + It’s also harder to get useable photos

**During the club meeting**

* Ideally, have individuals with some Wikipedia experience present to assist the beginners
* Think about the layout of the room, what’s most conducive to collaboration or to working alone?
* Make sure new users declare their paid editor status AND any conflicts of interest on their user page
* Remind users to save their work regularly
* Encourage people to share their questions and successes
* Feed the people! Sugar in any form… Chocolate, candy, cake, carrot sticks all helps
* Thank people for their edits in Wikipedia
* Send welcome messages/Wiki love to new users