Open Library: Communications Team

This document **serves** as a central hub for organizing our communications projects and fostering team alignment across various departments and communities within Open Library.

Our Purpose in Communications

The **purpose** of our communications team is to work together to publish stories, updates, and announcements about the Open Library mission, which is to make reading more accessible and equitable for readers online. To gain context and to understand where we are and why we've launched our communications program, please read our blog post update.

Who we are:

We are a group of staff, volunteer fellows, and community contributors **who work together** on a wide range of communications projects. Before getting started, please read our Contributor Code of Conduct.

Active Projects:

1. Improving the Onboarding Process
2. Coordinating Blog Posts
- Making improvements to our onboarding process
- Producing blog posts showcasing diverse programs and projects spanning multiple community departments at Open Library.
- More to come after roadmap planning is solidified for 2025

Contact:

To **share** your questions, thoughts, or comments about Open Library communications: Message Liz Mays in our communications Slack channel or email:
openlibrary-communications@archive.org

Document Maintainer: This document is managed by Liz Mays and Mek Karpeles

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These next sections explain how Open Library operates from within. There's no need to read everything in one sitting. However, you'll want to keep this document link handy so you can revisit it whenever you need to.

What is the Open Library?

The [Internet Archive](#)'s Open Library, a non-profit website that helps patrons across the globe access millions of digital library books for free. Our mission at [Open Library](#) is to make all the published works of humankind available to everyone in the world. To do that, we're working to create a web page for every book.

Here are a few links that provide helpful information about Open Library
- 2022 Open Library Community Celebration: [See our progress for the past year](#)
- Visit Open Library [on Twitter to get information](#) about events, updates, and books
- Please read our "[Contributor Code of Conduct](#)"
- Getting started with Open Library, as a reader: [Part 1](#), [Part 2](#), [Part 3](#), [Part 4](#), [Part 5](#)
- See our general guide to getting started [at Open Library on Github here](#)
- Join our bi-weekly Communications calls: 📄 Bi-Weekly Communications Calls (Format)

How is the Communications Team Organized?

As of 2023-02-15 , community communications efforts are coordinated by volunteer fellows **Liz Mays** in collaboration with Mek Karpeles , Open Library program lead. Other major stakeholders of Open Library communications include:
- Drini Cami < drini@archive.org > & Jim Champ < jchamp@archive.org >, Staff of Open Library
- Chris Freeland < chrisfreeland@archive.org >, Director of [Open Libraries Online](#)
- Brenton Cheng < brenton@archive.org >, Archive.org Program Lead

Rules & Guidelines

[Please refer to this official document on communications style & guidelines](#) as well as these [guidelines for volunteers](#).
By contributing to the Open Library Communications team, you agree to abide by the following guidelines and also to be polite, respectful, kind, and excellent to each other and to the broader community:
- **On Tone:** We are a library catalog and so we should aspire for our **tone** to be neutral and balanced where possible. The Open Library believes in the value of the traditional library model and the imperative of digital access.
- **On Piracy:** We do not endorse or advocate for piracy websites or practices. This includes not endorsing/liking comments which associate Open Library with such services.
- **On Legality & Policy:** Not every message requires a response: we do not opine or engage on legal or policy questions, defer to not qualified to answer. Approved

resources and responses may be linked to from blog posts on archive.org, openlibrary.org, and https://controlleddigitallending.org. When in doubt whether something requires a response or attention, use slack to ask "to connect with our policy team". Please avoid discussing details on public slack channels.
● **On Speaking as Internet Archive:** Unless we are sharing content authored or reviewed by the Internet Archive, official channels (e.g. @openlibrary twitter) should **not** be used to present our personal opinions or promote our personal works. Such abuse will

Content Review Process

Before publishing content under the auspices of the Internet Archive or Open Library, the content should be reviewed by a stakeholder on staff.

Distribution Channels

This is an overview of the distribution channels available within Open Library:
● **Internal communication:**
  ○ slack #openlibrary-communications-g
● **Authoring content:**
  ○ Open Library Blog (https://blog.openlibrary.org) Mek Karpeles
  ○ Podcasts m.nick@archive.org
● **Promotional channels:**
  ○ OpenLibrary.org
    ■ banners mek@archive.org , drini@archive.org , jchamp@archive.org
  ○ Internet Archive
    ■ email list chrisfreeland@archive.org
    ■ blog chrisfreeland@archive.org
  ○ Twitter
    ■ @openlibrary – Mek Karpeles
    ■ @internetarchive – chrisfreeland@archive.org
  ○ Mastodon
    ■ @openlibrary.mastodon.archive.org – Mek Karpeles
    ■ @internetarchive.mastodon.archive.org – chrisfreeland@archive.org
  ○ LinkedIn
    ■ @open-library-community-page (an unofficial community-maintained handle)
  ○ Bluesky
    ■ https://bsky.app/profile/openlibrary.org

Suggested Topic(s)

As of Jan. 1, 2025, this section is pending an update.

- **New features** – typically these are announced on https://blog.openlibrary.org
- **Book reviews** – what are some of the interesting, rare, peculiar books or collections on Open Library?
- **On accessibility** – What technologies or steps are the Internet Archive / Open Library taking to ensure its materials are preserved & accessible to the public?
- **Digital library news** – e.g. https://www.libraryjournal.com/section/INFOdocket what challenges or victories are libraries facing?
- **Tools & Services** (beyond Open Library.org) – what are other services patrons on Open Library may benefit from? E.g. https://opensyllabus.org, Librivox, trusted book providers.
- **Researchers** – how are researchers using our services? What are they researching? Think "Google Talks". See this internal list of Internet Archive researchers.
- **Authors** – hear talks by mission-aligned authors & experts, e.g. https://archive.org/details/booktalks