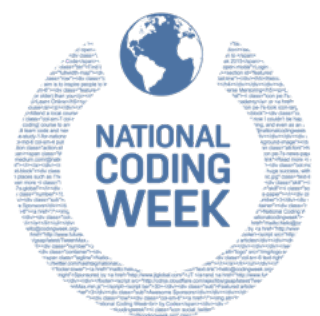


LIBRARY TOOLKIT FOR NATIONAL CODING WEEK



This toolkit contains ideas for events you can host during National Coding Week at your local library. It is aimed at library employees and volunteers.

www.nationalcodingweek.com



THE **AIM** OF NATIONAL CODING WEEK



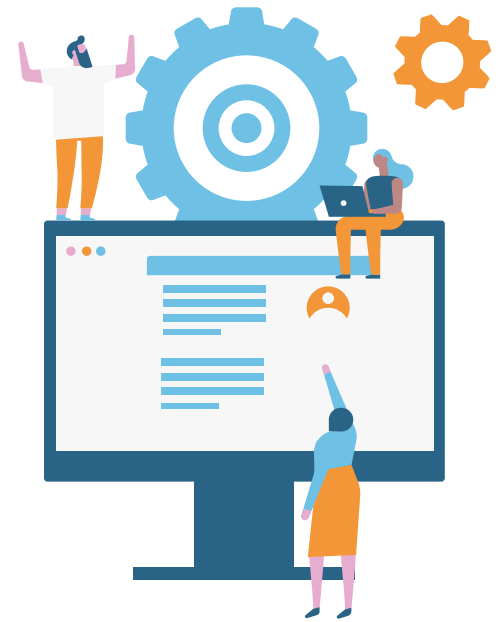
The aim of National Coding Week is to help build people's confidence and digital skills at fun and engaging events. By helping beginners learn new skills you're providing them with valuable experience that will spur them on to learn more.

To make sure your event is successful, decide on your specific aims. For example:

- Complete one section of an online programming tutorial
- Discover 10 possible careers in tech
- Take away 5 fundamentals of Digital Marketing
- Run a hands-on introduction to web design session



ASSESS THE RESOURCES YOU HAVE AVAILABLE



You need to assess the resources you have available. This will help you decide what event(s) you are capable of hosting.

Hardware and software.

Your hardware and software are the physical tools needed to host your event or workshop. Ask yourself:

- How many computers and other hardware (eg [Raspberry Pi](#)) do you have available?
- Do you need to ask people to bring their own laptops?
- Will there need to be certain software installed on the computers?
- How feasible will bringing their own equipment be for members of your community?

What if my hardware and software resource is limited?

You might find that your hardware and software resource is limited, and you don't think it would be feasible for people to bring their own laptops. In that case, you don't have to teach a hands-on coding session. You could run a general digital skills event instead.

For example, you could host a class on:

- Cybersecurity Essentials
- Big Data – Your Privacy
- Digital Marketing for Beginners
- Careers in Coding
- Websites and User Experience
- Introduction to Open Source
- 3D Printing

Assess your capacity.

Then, figure out exactly how much time and what skills you have to devote to running your event.

Ask yourself:

- How long will your event be?
- How much time do you have to organise and promote your event? Will it be enough?
- What capacity do you have to run more than one event?
- What skills do you need to host this event? (eg coding, presenting, coaching)

What if my own skills are limited?

You may end up realising that your own skills are limited in terms of teaching coding skills and you can't find someone to help you. Don't worry – there are many online tutorials available that have been designed for new learners. You can facilitate these during a workshop, rather than trying to teach the skills yourself.

Here's a list of **free** online tutorials suitable for absolute beginners:

- [freeCodeCamp](#)
- [Codecademy](#)
- [Khan Academy](#) (especially [Hour of Code](#))
- [Codewars](#)
- [GA Dash](#)

Consider a collaboration.

In our experience, there are many fantastic companies out there who want to be involved in National Coding Week. They are held back from doing so because they don't have a suitable venue where they could host an event, so this is where you can step in.

Provide a platform where companies can teach others and share their skills. Collaborating with local experts can help you achieve more than you could on your own.

Types of companies that respond well:

- Web agencies
- Design agencies
- IT / Tech consultants
- Freelancers



WHO IS YOUR TARGET AUDIENCE?

You need to work out exactly what people are interested in within your library community and what they are capable of learning or achieving within the timeframe of your event.

Ask yourself:

- What topics are they interested in?
- What has worked well for you in the past?
- What is their technological skill level? (eg Can they use a computer? Can they use the internet?)
- What prior knowledge do they need to have? (eg Do they understand what HTML is?)

Suggested audiences:

- Small businesses / entrepreneurs
- Children and families
- Retirees
- General interest
- Job seekers



Communication

Promote your event to your audience. It's really important to promote your National Coding Week event. The channels you use will depend on your audience.

Define clearly who your target audience is. This could be children aged 8–12, teenagers aged 13–18, or any adults 18 and over. You decide. Then, figure out how your particular audience finds out about events.

You could promote your event on any of the following online and offline channels:

- Twitter
- Eventbrite or Meetup (or any other event platform)
- Printed posters or leaflets around town or in the library
- Facebook (wide user base)
- LinkedIn (popular with professionals)
- Instagram
- Cross-promote with other organisations (eg the council or local businesses)

If in doubt, ask people in your library how they find out about events!

When promoting your event:

- Make your event descriptions as specific as possible.
- Promote your event at least a month in advance, and keep reminding people about it in the run-up.
- Include specific beginning and end times, dates and locations, so attendees can plan ahead.
- Be thoughtful and inclusive about the language you use, and try to attract a wide audience.



WRAPPING UP YOUR EVENT

Here are a few more tips to help make sure your National Coding Week event is a runaway success.

- Inform your attendees about what tools and resources they will need to have ahead of time.
- Live tweet your event on social media so we can all follow along.
- Provide attendees with resources for further learning once the event has finished.
- Ask for comments and suggestions for future events.
- After the event thank attendees for attending and let them know their presence was appreciated.





TOP TIPS FOR A SUCCESSFUL EVENT

Tips

Here are a few more tips to help make sure your National Coding Week event is a runaway success.

- Keep your event simple and within your own confidence levels.
- Draw on friendly support from within your community to help.
- Include time for Q&A and evaluation.
- Make sure the events are fun and engaging - the aim is to build confidence so you don't need to go into great depth for each topic.

Share your event

There are many ways you can share your events with us, but here are a few to ensure we notice you.

- Use the hashtag **#nationalcodingweek**
- Tag us in your social media posts.
- Prefix your event title with National Coding Week.
- Send us an email at **hello@codingweek.org**
We love to hear about your events!

STORIES OF SUCCESSFUL PAST EVENTS



Case studies - Here are some stories of successful past events to inspire you

Scotland

- Mitchell Library Glasgow teamed up with [CoderDojo](#) Youngsters brought along a parent or guardian to the session and taught that person how to code.
- Stockbridge Library Edinburgh teamed up with Edinburgh College to run a joint session, where they taught youngsters the open source [Python](#) programming language.
- Ardrossan Library ran an event called Introduction to Scratch where they taught coding to young people and grownups using the free programming language [Scratch](#).

Jersey

Jersey Library [ran a number of events](#) during National Coding Week.

These included:

- Digital Wings training programme
- Virtual Reality and Artificial Intelligence demonstrations
- Career talks by women in tech
- Hands-on One Hour HTML Intro taught by an industry expert
- Tour of Jersey Library's Makerspace [Eagle Labs](#)

Wales

[WEA YMCA CC Cymru](#) (Adult Learning Wales) teamed up with multiple partners, including the Library Service, to offer beginner digital courses held in local libraries and community venues throughout Wales. They also worked with the Welsh Government's Digital Inclusion programme [Digital Communities Wales](#), and other regional partners.

They held taster coding sessions across the entirety of Wales. These included Holyhead and Wrexham in North Wales, to Chepstow and Pembroke Dock in the South, and everywhere in between.

They called their taster sessions "Coding for Adults – A Beginner's Guide", and delivered follow-up courses throughout the year.

Leeds

[Hour of Code](#) activity sessions were hosted at Leeds Central Library and Headingley Library, in partnership with long-standing coding meetup group [Leeds Code Dojo](#).

A tutor from Leeds Code Dojo was on hand to offer advice and share information on how learning to code can open up a wide range of new employment opportunities. Attendees learned coding as a new skill and took part in an online JavaScript tutorial.

Leeds library service also ran a programme of activities and events as part of its digital-making programme. Building on the success of their [Code Club](#), [Minecraft](#) and [Raspberry Pi](#) activities, they introduced additional sessions using [littleBits](#), [MaKey MaKey](#) and [Sonic Pi](#) (Live Coding Music Synth).

Leeds library service [won the National Coding Awards 2016](#) for their work.





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