

[Your Name]

[Your Title]

[Your Department]

[Library Name]

[Date]

To:

[Library Administration Name]

[Library Name]

Subject: Justification for Conference Attendance – The Guild of Library Makers Conference 2025 (GOLMCON 2025)

Dear [Library Administration Name],

I am writing to request your approval for [Attendee's Name], to attend the upcoming conference on Makerspaces in Libraries (GOLMCON 2025), which will be held on Friday, September 12th at the Rochester Hills Public Library. This conference presents a unique opportunity for [Attendee's Name] to gain valuable insights and hands-on experience in the emerging field of makerspaces and their integration into library services.

Makerspaces in libraries are rapidly becoming essential spaces for fostering creativity, innovation, and collaboration. Attending this conference will allow [Attendee's Name] to explore new trends, technologies, and best practices, which are crucial for enhancing our library's ability to provide cutting-edge services to our patrons. As we continue to adapt to the changing needs of our community, having team members who are well-versed in these trends is paramount to maintaining our relevance and growth as a modern library.

The specific benefits that [Attendee's Name] will bring back to the library include:

1. **Knowledge of Best Practices:** The conference will feature expert speakers and question sessions on how libraries can successfully implement and manage makerspaces, offering practical, actionable strategies.
2. **Networking Opportunities:** By connecting with other library professionals and organizations that have successfully established makerspaces, [Attendee's Name] will be able to form relationships that could lead to valuable partnerships, resource-sharing opportunities, and potential collaborative initiatives. Specifically, gaining access to the Guild of Library Makers Professional Network.
3. **Enhancing Programming and Community Engagement:** Exposure to the latest developments in makerspaces will allow [Attendee's Name] to help design and implement programs that engage patrons in new, creative ways, catering to both existing and underserved community members.

4. **Future Planning and Development:** With the knowledge gained, [Attendee's Name] will be well-positioned to advise on future makerspace planning, from physical space considerations to equipment and funding sources.

Additionally, the skills and information gained from the conference will be shared with the broader team, enhancing our collective capability to enhance library programming. I believe that this opportunity will not only enhance [Attendee's Name] professional development but will also directly benefit the library's strategic goals and its continued success in serving the community.

Thank you for considering this request. I am confident that attending this conference will provide [Attendee's Name] with the knowledge and skills necessary to contribute meaningfully to our library's ongoing growth and innovation. I look forward to your favorable response.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]