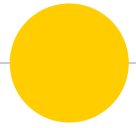


# Smooth Transitions and Pro Tips





# Getting a New Address



# Options





# Naming Conventions

---

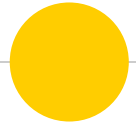
**HELLO**  
**MY NAME IS**



## Spreading the Word



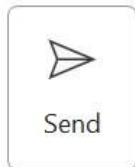
Image by Gerd Altmann from Pixabay



# **Professional Communication**



## See any problems with this?



To

[becky.heil@iowa.gov](mailto:becky.heil@iowa.gov)

From

[missdaisy329@fbs.net](mailto:missdaisy329@fbs.net)

Subject

Can you tell me if I am ~~rggestered~~ for the next endorsement class?

Sara 🤔

|



## **The address itself**

gohawks\_biggestfan@yourisp.com





# Signature



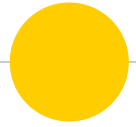
Photo by Kelly Sikkema on Unsplash



## Other Best Practices

---





# **Extra Resources**

- New email address
  - Email Service Transition Resources
    - <https://www.statelibraryofiowa.gov/index.php/libraries/search/silo/email-service-transition-resources>
  - “Five Steps To Consider When Changing Your Email Address”. *Forbes* online
    - <https://www.forbes.com/councils/forbestechcouncil/2020/09/30/five-steps-to-consider-when-changing-your-email-address/>
  - How to choose a professional email address
    - <https://www.zoho.com/mail/how-to/choose-a-professional-email-address.html>
  
- Professional communication
  - The Dos and Don'ts of Business Email Etiquette
    - <https://www.grammarly.com/blog/emailing/business-email-etiquette/>
  - Effective Email Etiquette. Wild Wisconsin Winter Web Conference 2024
    - [https://www.youtube.com/watch?v=FKmfdeXq\\_sY](https://www.youtube.com/watch?v=FKmfdeXq_sY)

- Record Retention
  - “Managing Correspondence Records in the Information Age.” *Cityscape*, November 2024. p. 10-11.
    - (<https://mydigitalpublication.com/publication/?m=26842&i=835052&p=10&ver=html5>)
  - Record Retention Manual for Iowa Cities, 2024 edition
    - <https://iowaleague.org/wp-content/uploads/2024-Record-Retention-Manual.pdf>
  - Public Records, Iowa Public Information Board
    - <https://ipib.iowa.gov/public-records>
  - Toss, Delete or Save? When should public bodies retain records? Sunshine Advisory. Iowa Attorney General. February 1, 2004
    - <https://www.iowaattorneygeneral.gov/about-us/sunshine-advisories/toss-delete-or-save>
- Record Retention – related
  - “*I just received a FOIA request for library records. What do I do?*” Library Law FAQ
    - <https://silo.knack.com/legal#search/details/672bd882762aec029e21f1ca/>
  - “*Am I supposed to be archiving the library’s social media posts...*” Library Law FAQ
    - <https://silo.knack.com/legal#search/details/621febdc6fc96b002197de46/>



[StateLibraryofIowa.gov](http://StateLibraryofIowa.gov)

Thanks for joining us today.