

Technology Planning Worksheet

(updated 7/31/2015)

Technology Plans should be updated due to local changes. The plan may be written for a one-year, two-year, or three-year period.

Library Name _____

Library Director _____

Street Address _____

City _____

State _____ Zip _____

County _____

Telephone number (including area code) _____

Population of city and census year from _____

Population of county and census year from _____

Technology Plan covers the Fiscal years of (must include month and day)

(mm/dd/yyyy - mm/dd/yyyy)

Technology Planning Committee for Library and/or Community

List the individuals on your planning team, including community representatives. Include each person's position and organization/business affiliation.

What current technology exists in other entities within your community, such as the school or city offices? For example, are there computer labs available in the community? Do the city offices have access to Internet? Do local businesses have access to the Internet?

Goals and Strategy

List and describe in the immediate paragraph below the basic goals for the use of technology, both hardware and software, and how these goals will be implemented.

For example, how essential are telephone services and Internet access for the community? Why do you have the telephone? For which services is it essential to have telephone access and how does that fit within the goals of better serving the public?

These goals should cover the use of technology, continuing education, equipment needs/improvements, maintenance, plus others. Use sections a-d to provide more details to questions such as: Will the library be able to upgrade to a different type of Internet service? Will another phone line be added? Who will assist with these technological changes?

Separate sections of continuing education, technical support, budget assessment, and evaluation are also included in this technology planning worksheet to help better describe the details of any goals related to those areas.

b. If you are adding any new type or form of technology (e.g. telephone lines, upgrade in Internet service, computer hardware and software), please be more specific on the details. These details should provide the library with enough information to investigate the type of equipment needed to purchase. Explain why the library is adding this technology and how it would benefit the community as a whole.

c. For each type of technology, explain who would be responsible for installation. Please include the individual's position and their organization/business affiliation.

d. For each type of new and/or improved technology, explain who would be responsible for maintenance and/or technical support of the hardware, software, or access. Please include the individual's organization/business affiliation.

Continuing Education Opportunities

What kinds of continuing education opportunities/workshops are available to you locally and/or regionally to assist the staff with continued improvement of current library service through the use of technology? Please name examples of specific classes or workshops.

Where would staff and/or volunteers go to receive this continuing education? What other types of resources would be helpful (i.e. print)? Would staff and/or volunteers attend training through the regional library system, Nebraska Library Commission, or local community college?

1. What kinds of additional continuing education would be needed to make any new and/or improved technology most beneficial to your community? What specific types of workshops and/or classes would staff and/or volunteers need to attend? Where are these workshops and/or classes available?

2. Who would be responsible for training local library staff and library customers in the use of the new and/or improved technology? How would the training be offered? What training would be offered?

Technical Support/Maintenance

Who in your community and/or surrounding region has the technology expertise to connect current hardware, load software, and troubleshoot when problems occur? Who is responsible for helping the library when the Internet is down? Please be specific with name of individual, their position, and affiliation.

Evaluation

What kind of process does the library use to evaluate this technology plan, which includes monitoring the progress toward the specific goals and strategies noted in the first part of the technology plan? How is each goal (area) going to be evaluated for progress? Describe the methods of evaluation for each goal.

What information will the library use to assist with this evaluation? For example, does the library provide surveys to customers about specific technological services? Does the technology planning committee meet on a regular basis?

How often does the library re-evaluate the technology plan? How is the overall plan reviewed? This process should also note how the library addresses any corrections and/or adjustments to the original goals of service. Note any action by the Board of Trustees or Technology Committee.

Please note: The plan should be reviewed at least once a year even if you have written a multiple-year technology plan. You need not submit the annual review to the Commission, but we strongly suggest you file your annual review with your multiple-year technology plan.

Technology Assessment/Inventory

Number of telephone lines in the library_____

Monthly cost of telephone service_____

Name of telephone service provider_____

Fax Number _____ Does the phone/fax/Internet share the same line? _____

Do you have Internet in your library (circle one)? yes no

Name of Internet service provider _____

How does the library access the Internet (through dial-up, DSL, or through another type of technology)? Please note the type of access. Also include the speed (i.e. 56k) of access.

Monthly cost of Internet service _____

Other wiring presently in the library for purposes of Internet (circle one if it applies to the library): 56K line T-1 line ISDN DSL Cable

Provide details of all the equipment that is technology-related at your library. These details should include the make/model, date acquired, and other specifications.

You should have enough details written down so that this list could assist you with not only assessing the type of technology that is currently available at the library, but for any insurance-related needs.

Locally, how will the library use this inventory assessment for purposes of technology planning? How will it be used to assess your other technology needs for the library?

Library Director Signature _____

Date _____ (mm/dd/yyyy)

Prepared by the Nebraska Library Commission/Library Development in compliance with the FCC Universal Service Task Force recommendations, May 1997. Revised and updated: November 2004, February 2007, January 2012, July 2015.

For more information, contact Christa Burns at christa.burns@nebraska.gov or 800-307-2665.