

Name of Library: _____

Reviewer: _____

Date: _____

Recommend approval as submitted: _____ Recommend approval pending revisions: _____

Successful Technology Plans align the overall education or library service improvement objectives with the following five criteria. To qualify as an approved Technology Plan for a Universal Service Program discount the plan must meet these criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be connections between the proposed physical infrastructure of the information technology and the plan for professional development curriculum reform and library service improvements.

- The Plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
 - details actual steps to be taken (strategies) to reach broad outcomes (goals)
- The Plan has a professional development strategy to ensure that staff knows how to use the new technologies to improve education or library services.
 - Discusses staff training or staff knowledge in technology areas such as the online catalog, online databases and Internet search engines?
 - Are some staff trained on specific applications
 - What methods are employed for continuing education for staff in areas of technology (i.e. CE events through RLS, State Library, online tutorials, etc.)
 - Is technology training offered to the public?
 - Discusses who does the training (staff, volunteers, outside vendor)
 - Discusses types of training offered
- The Plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
 - Includes information on complete range of technology services, including basic telecommunications
- The Plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.
 - Indicates how frequently the plan will be reviewed and updated
 - Indicates a methodology to assess how technology has improved library services to staff and customers
 - Indicates a method to assess if strategies have been met and if not, why not