

Office of Commonwealth Libraries
PROJECT AND ACTIVITY REPORT

***CONTENT ACTIVITY WORKSHEET ***

Part II

In order to better capture the work of Pennsylvania libraries; IMLS is requiring specific activity reports for each area of intent that you indicated in Question 3 of Part I.

Activities are action(s) through which the intent or objective of a project are accomplished.

Grant Project Activities are categorized under four (4) general areas, each with further defined activity areas.

General Activity Type	Specific Area
Instruction: Involves an interaction for knowledge or skill transfer.	<i>Program Presentation Consultation</i>
Content: Involves the acquisition, development, or transfer of information.	<u><i>Acquisition Creation Description Lending Preservation</i></u>
Planning/Evaluation: Involves design, development, or assessment of operations, services, or resources.	<i>Retrospective Prospective</i>
Procurement: Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	

✓ Please create a separate Content Activity Worksheet for each individual:

Acquisition, Creation, Description, Lending or Preservation.

✓ Combine activities that were repeated or those of similar topics on one Activity Worksheet.

✓ Only report on activities paid in full or part with LSTA funds.

Electronically submit the Project and Activity Report(s) as attachments to: ra-LSTA@pa.gov.

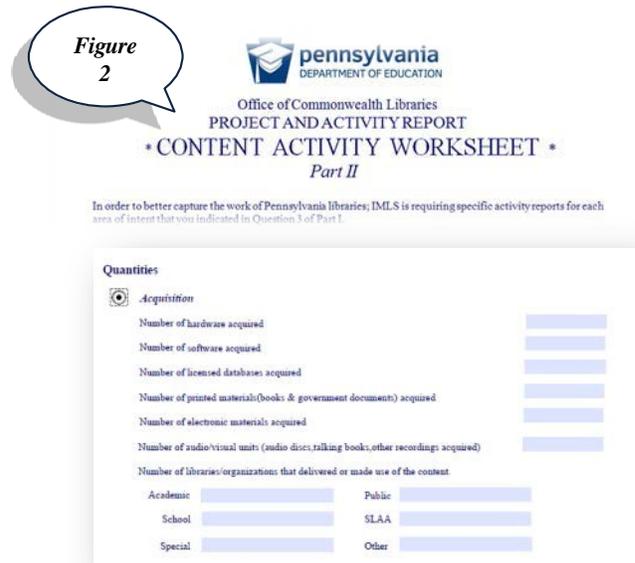
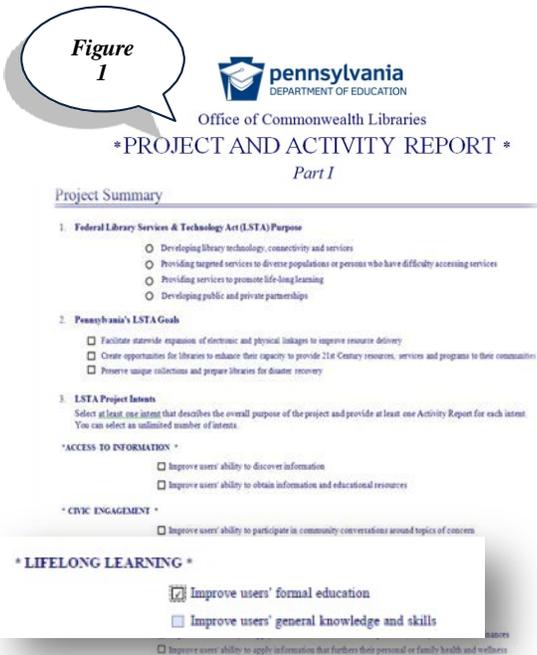
Please put LSTA Quarterly Report OR Final Report respectively, followed by the Project Number in the subject line.

Please identify at least one general Activity Type and complete the appropriate Worksheet.

Example:

*Library's Project: To purchase new materials for the Science (STEM) collection.
 IMLS Project Intent is: LIFELONG LEARNING - Improve users' formal education (see Figure 1).
 For a successful project, the library must select, order and receive the STEM materials.*

- *This acquisition activity would fall under the Content general activity.*
- *The library would need to complete the **Content Activity Worksheet** including **Acquisition** data on the activity worksheet (see Figure 2).*



Complete the Content Activity Worksheet if the project activities include:

- Acquisition:** Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
- Creation:** Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
- Description:** Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.
- Lending:** Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.
- Preservation:** Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.

Quarter

First Quarterly Report due October 15

Third Quarterly Report due April 15

Second Quarterly Report due January 15

Fourth Quarterly Report due July 30

Project Information

Project Coordinator

Phone Number

E-mail Address

Organization (Grantee)

Project Number (FC or MO#)

Project Title

Content Activity Information

Describe the individual *Acquisition, Creation, Description, Lending* or *Preservation* activity.

Include the names of any partners and describe their contributions.

If an activity occurred in more than one content area submit a separate **Content Activity Work**

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This is a brief description of the activity's purpose, methods, and target beneficiaries, plus any high-level results that are appropriate to highlight. It could stand on its own as a narrative summary of the activity.

Write for a general audience by

Which content-related activity was administered?

Select one primary area of Content and provide the Format and Quantities.

Format

What type of Content did you acquire, create, describe, lend or preserve? Select One

Quantities

Acquisition

Number of hardware acquired

Number of software acquired

Number of licensed databases acquired

Number of printed materials (books & government documents) acquired

Number of electronic materials acquired

Number of audio/visual units (audio discs, talking books, other recordings acquired)

Number of libraries/organizations that delivered or made use of the content.

- Academic
- School
- Special

- Public
- SLAA
- Other

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This is the number of audio/visual materials acquired. Types of audio/visual materials include records, audio discs, talking books, sound recordings, and down-loadable titles.

Creation

Number of items digitized

Number of items digitized and available to the public

Number of physical items

Number of open-source applications/software/systems

Number of proprietary applications/software/systems

Number of learning resources (e.g. toolkits, guides)

Number of plans/frameworks

Number of libraries/organizations that created or made use of the content.

- Academic
- School
- Special

- Public
- SLAA
- Other

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This is the number of items created that describe a conceptual framework, policy, plan, or a business process. Only record those plans/frameworks that could be adapted or replicated by another institution.

○ **Description**

Number of items made discoverable to the public.
Number of collections made discoverable to the public.
Number of metadata plans/frameworks produced/updated.

Number of libraries/organizations that made content discoverable.

- Academic
- School
- Special

- Public
- SLAA
- Other

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This is the number of metadata plans/frameworks developed or improved.

○ **Lending**

Total number of items circulated.
Average number of items circulated per month.
Total number of ILL transactions.
Average number of ILL transactions per month.

Number of libraries/organizations that delivered or provided content.

- Academic
- School
- Special

- Public
- SLAA
- Other

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This is the median number of interlibrary loan transactions charged to a borrower/user account. Do not include items checked out to another library.

○ **Preservation**

Number of items conserved, relocated to protective storage, rehoused, or for which preservation appropriate actions was taken.
Number of items reformatted, migrated, or for which other digital preservation-appropriate action was taken.
Number of preservation plans/frameworks produced/updated (e.g. preservation readiness plans, data management plans).

Number of libraries/organizations that preserved or conserved content:

- Academic
- School
- Special

- Public
- SLAA
- Other

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This is the number of preservation plans/frameworks developed or improved.

Beneficiaries Information

Select all that apply.

- All ages
- 0-5 years
- 6-12 years
- 13-17 years
- 18-25 years
- 26-49 years
- 50-59 years
- 60-69 years
- 70+ years
- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- White or Caucasian
- Families
- Immigrants/refugees
- Intergenerational groups (excluding families)
- Library staff, volunteers and/or trustees
- Low income
- People with disabilities
- People with limited functional literacy or informational skills
- Unemployed

- Rural
- Statewide
- Suburban
- Urban

Identify the area(s) in which your partner(s) operates.
Select all that apply.

- Not Applicable
- Adult Education (ESL, GED)
- Archives
- Cultural Heritage Organization Multi-type
- Higher Education
- Historical Societies or Organizations
- Human Services Organizations
- Libraries
- Museums
- Preschools
- Schools (K-12, Vocational)
- Other

Identify the legal type.
Select all that apply

- Not Applicable
- Federal Government
- State Government
- Local Government (e.g., city, county, township)
- School District
- Non-profit
- Private Sector
- Tribe/Native Hawaiian Organization

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Partnerships are a collaboration between a library and one or more external departments, agencies, organizations, etc., for the mutual benefit of all the participants. The partnership can be either a formal or an informal partnership.

