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 (Mode), each with further defined activity areas.

Mode	Format
Instruction: Involves an interaction for knowledge or skill transfer.	*Program* *Presentation* *Consultation*
Content: Involves the acquisition, development, or transfer of information.	*Acquisition* *Creation* *Description* *Lending* *Preservation*
Planning/Evaluation: Involves design, development, or assessment of operations, services, or resources.	*Retrospective* *Prospective*
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).*

Figure 1

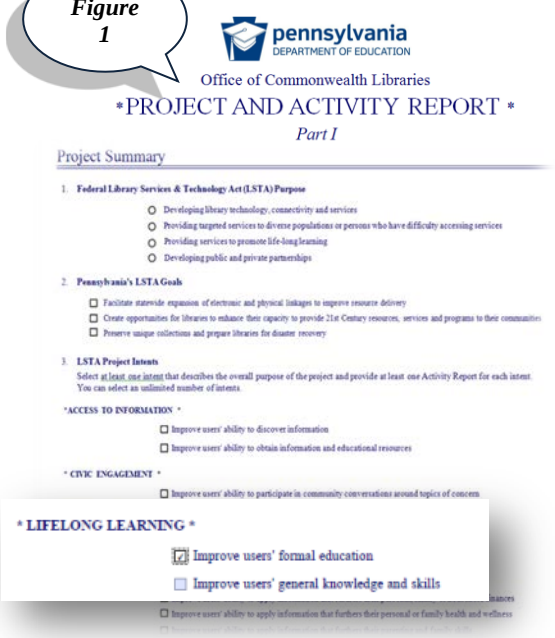
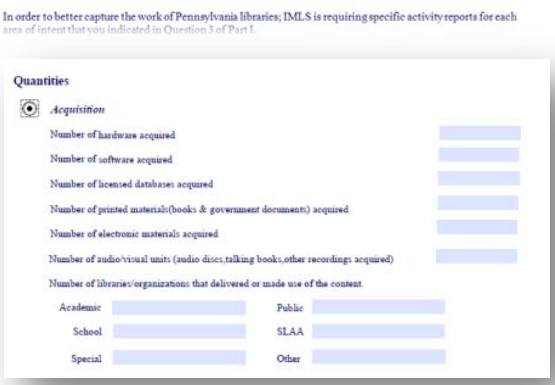

pennsylvania
DEPARTMENT OF EDUCATION
Office of Commonwealth Libraries
*PROJECT AND ACTIVITY REPORT *
Part I
Project Summary
1. Federal Library Services & Technology Act (LSTA) Purpose
Developing library technology, connectivity and services
Providing targeted services to diverse populations or persons who have difficulty accessing services
Providing services to promote life-long learning
Developing public and private partnerships
2. Pennsylvania's LSTA Goals
Facilitate statewide expansion of electronic and physical linkages to improve resource delivery
Create opportunities for libraries to enhance their capacity to provide 21st Century resources, services and programs to their communities
Preserve unique collections and prepare libraries for disaster recovery
3. LSTA Project Intents
Select at least one intent that describes the overall purpose of the project and provide at least one Activity Report for each intent.
You can select an unlimited number of intents.
*ACCESS TO INFORMATION *
Improve users' ability to discover information
Improve users' ability to obtain information and educational resources
* CIVIC ENGAGEMENT *
Improve users' ability to participate in community conversations around topics of concern
* LIFELONG LEARNING *
Improve users' formal education
Improve users' general knowledge and skills
Improve users' ability to apply information that furthers their personal or family health and wellness

Figure 2


pennsylvania
DEPARTMENT OF EDUCATION
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.
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
Public
School
SLAA
Special
Other

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 January 15
- ○ Second Quarterly Report due April 15
- ○ Third Quarterly Report due July 15
- ○ Fourth Quarterly Report due October 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 Worksheet** for each area.

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	Public
School	SLAA
Special	Other

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	Public
School	SLAA
Special	Other

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	Public
School	SLAA
Special	Other

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	Public
School	SLAA
Special	Other

Preservation

Number of items conserved, relocated to protective storage, rehoused, or for which other 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	Public
School	SLAA
Special	Other

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 of your partner(s).
Select all that apply

- ☐ Not Applicable
- ☐ Federal Government
- ☐ State Government
- ☐ Local Government (excluding school districts)
- ☐ School District
- ☐ Non-profit
- ☐ Private Sector
- ☐ Tribe/Native Hawaiian Organization

If you can, please provide a list of other libraries/organizations involved in the **Content** activity.

Organization Type	Organization Name	Organization Address	City	Zip-Code
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				
Select One				