

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
<b>Instruction:</b> Involves an interaction for knowledge or skill transfer.	<i>Program Presentation Consultation</i>
<b>Content:</b> Involves the acquisition, development, or transfer of information.	<u><i>Acquisition</i></u> <u><i>Creation</i></u> <u><i>Description</i></u> <u><i>Lending</i></u> <u><i>Preservation</i></u>
<b>Planning/Evaluation:</b> Involves design, development, or assessment of operations, services, or resources.	<i>Retrospective Prospective</i>
<b>Procurement:</b> 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](mailto:ra-LSTA@pa.gov).

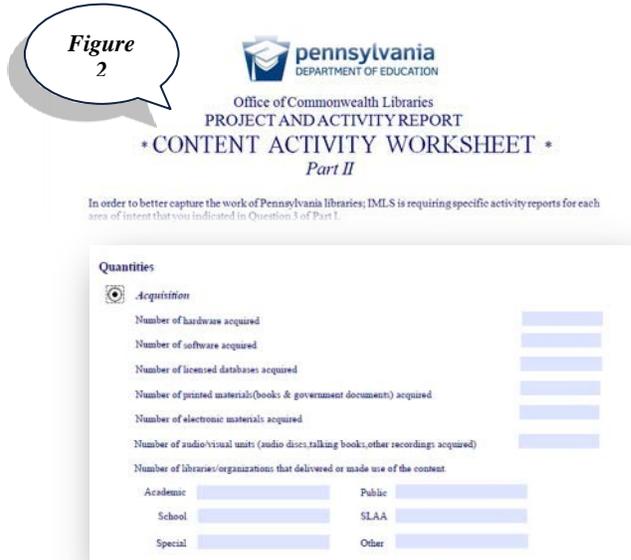
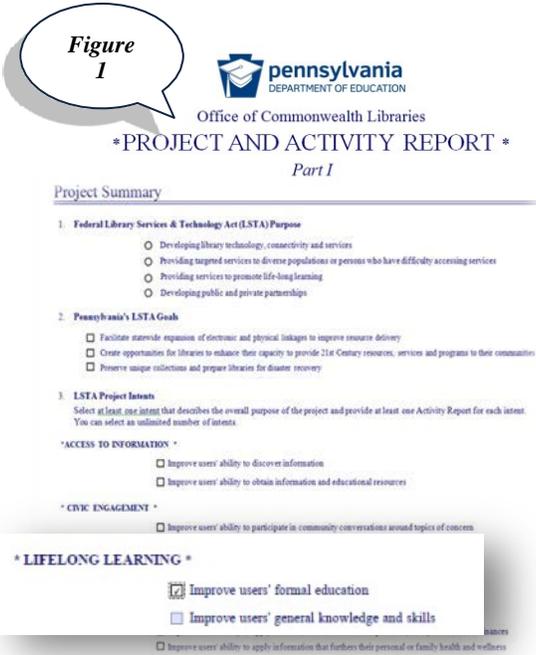
**Please put LSTA Quarterly Report OR Final Report respectively, followed by the Project Number in the subject line.**

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

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First Quarterly Report due January 15, 2015

Third Quarterly Report due July 15, 2015

Second Quarterly Report due April 15, 2015

Final Report due October 31, 2015

## Project Information

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**Project Coordinator**

**Phone Number**

**E-mail Address**

**Organization (Grantee)**

**Project Number (FC or MO#)**

**Project Title**

## Content Activity Information

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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?

**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  
School  
Special

Public  
SLAA  
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  
School  
Special

Public  
SLAA  
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  
School  
Special

Public  
SLAA  
Other

# Beneficiaries Information

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*Select all that apply.*

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

