

Managing Your AWE Computer Project Grant 2008



Indiana State Library

Indiana State Library
140 N. Senate Ave
Indianapolis, IN 46204
(317)234-5650
(317)232-3713 FAX
<http://www.library.in.gov>



INSTITUTE *of*
Museum and **Library**
SERVICES

Purpose of Manual

This manual is intended to provide you with an easily accessible guide to managing your AWE Computer Project until you turn in your final report. This program is funded partially with LSTA funds and there are certain requirements described below.

General Responsibilities

A project director should be assigned to the projects and will be primarily responsible for meeting the deadlines and goals. Responsibilities of the project director include:

- Following all state and federal laws
- Notifying the Children's Services Consultant immediately if the project director leaves or will be absent from the project for longer than three months
- Seeing that reports are submitted on time
- Giving recognition to the Indiana State Library and IMLS in all publicity
- Sending in copies of survey results, newspaper clippings, flyers and program announcements
- Evaluating whether or not the project met its goals and objectives
- Maintaining grant records for five years after the completion of the project

These computers are meant to enhance current early literacy programming at your library. For more information on the Every Child Ready to Read national initiative and the six pre-reading skills, please visit:

<http://www.ala.org/ala/mgrps/divs/alsc/ecrr/ecrrhomepage.cfm>

Timeline

All reporting forms are available online at <http://www.in.gov/library/6418.htm>.

PLEASE MARK THESE DATES ON YOUR CALENDAR!

November 2008: Grants are awarded, applicants notified, contracts mailed

December 2008: School readiness survey completed

- December 2008: Computers shipped directly to grantees.
- January 2009: School readiness completed and results sent to the Children's Services Consultant at the Indiana State Library
- Jan/Feb 2009: Voluntary trainings offered throughout Indiana
- September 2009: Second school readiness survey completed
- October 2009: Final reports due along with results from second school readiness survey

The Children's Services Consultant needs to be notified immediately whenever there is a change in project director. Include all new or updated contact information with the notification.

Surveys & Reports

Two reports are required from all grantees. All report forms are available online on the ISL's Early Literacy Computers website: <http://www.in.gov/library/6418.htm>, and in Appendix 1 of this manual.

First Survey and Report

The first report is required from all grantees. The first report is due by January 31, 2009. This report is a collection of your school readiness surveys taken before your computers are installed. Please include copies of each survey received. This survey of parents or caregivers must include:

- Age of child
- How often the child participates in library programs
- Does the child visually recognize the letters in the alphabet?
- How familiar the child is with using a computer
- Does the child attend preschool or other organized educational programming?

You must have a minimum of 25 completed surveys. You may include other questions in addition to those listed if you wish.

Final Survey and Report

The final report is required from all grantees. The final report is due by October 31, 2009. This report is a collection of your second school readiness surveys taken 9 months after your computers are installed. Please include copies of each survey received. This survey of parents or caregivers must include:

- Age of child
- How often the child participates in library programs
- Does the child visually recognize the letters in the alphabet?
- How familiar the child is with using a computer
- Does the child attend preschool or other organized educational programming?

You must have a minimum of 25 completed surveys. You may include other questions in addition to those listed if you wish.

In addition to the surveys, libraries must provide monthly usage statistics for computers as part of the final report. Statistics must include:

- Number of log-ins per month for each computer
- The top 5 programs used each month for each computer

You may track statistics in addition to those required.

You are also asked to provide any anecdotal information received from patrons or staff members regarding the use of the computers.

Publicity

Grantees are required to publicize their receipt of computers. This can be accomplished through newspaper articles, radio announcements, pamphlets or other types of handouts. All documented publicity must be mailed to the Children's Services Consultant.

The Institute of Museum and Library Services requires public acknowledgement of the activities it supports. The guidelines for crediting are described below:

- **PUBLIC EVENTS:** At programs or public gatherings related to your computers, acknowledge the Library and Institute verbally. Display the logos on signage at events.
- **PRESS EVENTS:** At press conferences acknowledge the Library and Institute orally. Acknowledge IMLS on press kits and in press releases.
- **PRINTED MATERIALS:** Acknowledgement should read as follows: "This project is made possible by a grant from the Indiana State Library and the U.S. Institute of Museum and Library Services." For posters, use a size

- for which the words "Institute of Museum and Library Services" and "Indiana State Library" are legible from a distance.
- WEB SITES: Acknowledge the Indiana State Library and the Institute on your web site.
 - LOCAL USAGE: Computers must all display the following screensaver:

Brought to you by the Indiana State Library and the Institute of Museum and Library Services

A press kit is available at <http://www.in.gov/library/6418.htm> to assist grantees with publicizing the grant award. The press kit contains basic media tips, a sample news release, the IMLS logo and a sample radio public service announcement. A sample press release and a sample tag line are also included in this handbook as Appendix 2.

Contact Information

Michele Farley
Children's Services Consultant
Indiana State Library
140 North Senate Avenue
Indianapolis, IN 46204
mfarley@library.in.gov
317-234-5649
Fax: 317-232-3713

Wendy Knapp
Professional Development Office
Indiana State Library
140 North Senate Avenue
Indianapolis, IN 46204
wknapp@library.in.gov
317-232-3718
Fax: 317-232-3713

Michael C. Mok
AWE, Inc.
313-622-5894
mokm@awe-net.com

Appendix 1

Surveys and Reports

**2008 AWE Computer Project
First Survey and Report**
Please submit by January 31, 2009

Project Director:

Library Name:

Date:

Please fax to (317)232-3713 or email (mfarley@library.in.gov) Michele Farley with your completed form no later than January 31, 2009. Thank you in advance for your cooperation.

1. Briefly describe the steps you have taken to accomplish the goals you described in your application.
2. Please describe any difficulties or issues you are experiencing with the project. (If no difficulties, please leave blank)
3. Please describe any success stories you have experienced as a result of implementing this program. (If none, please leave blank)

School Readiness Survey 1

You may add more questions of your own if you wish. Please submit copies of at least 25 completed surveys.

1. Age of child

2. How often does your child participate in programs at this library?

3. Does your child visually recognize the letters in the alphabet? (All, some or none)

4. How familiar is your child with using a computer?

5. Does your child attend preschool or another organized educational program?

Please contact Michele Farley with any questions or concerns
mfarley@library.in.gov
(317)234-5649

School Readiness Survey 2

You may add more questions of your own if you wish. Please submit copies of at least 25 completed surveys.

1. Age of child

2. How often does your child participate in programs at this library?

3. Does your child visually recognize the letters in the alphabet? (All, some or none)

4. How familiar is your child with using a computer?

5. Does your child attend preschool or another organized educational program?

Please contact Michele Farley with any questions or concerns
mfarley@library.in.gov
(317)234-5649

Statistics for Computer Use

If you received more than one AWE computer, please copy this sheet for each computer and include them in your report.

Number of Logins per month per AWE computer received and top 5 programs used :

January

Logins:

Top 5 programs used this month:

- 1.
- 2.
- 3.
- 4.
- 5.

February

Logins:

Top 5 programs used this month:

- 1.
- 2.
- 3.
- 4.
- 5.

March

Logins:

Top 5 programs used this month:

- 1.
- 2.
- 3.
- 4.
- 5.

April

Logins:

Top 5 programs used this month:

- 1.
- 2.
- 3.
- 4.
- 5.

May

Logins:

Top 5 programs used this month:

- 1.
- 2.
- 3.
- 4.
- 5.

June

Logins:

Top 5 programs used this month:

- 1.
- 2.
- 3.
- 4.
- 5.

July

Logins:

Top 5 programs used this month:

- 1.
- 2.
- 3.
- 4.
- 5.

August

Logins:

Top 5 programs used this month:

- 1.
- 2.
- 3.
- 4.
- 5.

September

Logins:

Top 5 programs used this month:

- 1.
- 2.
- 3.
- 4.
- 5.

Appendix 2

Sample Media Release

Appendix 2
Sample Media Release & Tag Line

Media Release:

For Immediate Release:

Today's Date

Contact: *(Insert your institution's contact name, telephone number and email address)*

***(insert your institution's name)* Awarded AWE Early Literacy Computer**

(insert your institution's city) – (Name of your institution) has received a grant of (number of computers received) AWE Early Literacy Computer(s) (describe how your institution will be using the computers for the benefit of your community).

(insert a quote from your institution's director)

This project is supported by the Institute of Museums and Library Services under the provisions of the Library Services and Technology Act, administered by the Indiana State Library.

The Institute of Museum and Library Services is the primary source of federal support of the nation's 122,000 libraries and 17,500 museums. Its mission is to grow and sustain a "Nation of Learners" because life-long learning is essential to a democratic society and individual success. Through its grant-making, convenings, research and publications, the Institute empowers museums and libraries nationwide to provide leadership and services to enhance learning in families and communities, sustain cultural heritage, build twenty-first-century skills, and increase civic participation. To learn more about the Institute, please visit: <http://www.ims.gov>.

Tag Line:

"The Institute of Museum and Library Services, an independent federal agency that grows and sustains a "Nation of Leaders," because lifelong learning is critical to success."