

Technology Plan Review for Universal Service Discounts

Missouri State Library

Library: _____

Date: _____

| Component | Good | Needs Improvement |
|---|------|-------------------|
| Required Forms: Technology Plan Update and Certification of Compliance Forms | | |
| Forms are present and contain required information and signatures. | | |
| 1. Header Information | | |
| The plan gives library name, plan contact information, dates covered in the plan, and the date written (and revised, if applicable) | | |
| | | |
| 2. Library's Mission Statement | | |
| The Library's overall mission statement is included | | |
| | | |
| 3. Demographics – NOT MANDATORY | | |
| The plan gives demographics and shows how service area and ethnic make-up impacts library service | | |
| | | |
| 4. Technology Planning Team – NOT MANDATORY | | |
| The plan identifies the individuals involved in the technology planning process | | |
| | | |
| 5. Technology Vision, Goals and Strategies | | |
| The plan establishes clear vision, goals and realistic strategies for using telecommunications and information technology to improve library services | | |
| | | |
| 6. Staff and Professional Development | | |
| The plan shows how the library will ensure staff know how to use the new technologies to improve library services | | |
| | | |
| 7. Technology Inventory | | |
| Hardware and software inventory given | | |
| Basic technology infrastructure identified including internal connections | | |
| | | |
| 8. Needs Assessment | | |
| The plan describes the mechanism whereby the technology needs of the staff and community are identified. | | |
| The plan describes the mechanism whereby current technology is assessed for pending or actual obsolescence | | |

| | | |
|--|-----------------|-----------------------|
| 9. Budget Information | | |
| Describes the source and level of local funding needed to implement and/or continue services | | |
| The plan shows that funding sources and levels are sufficient to support the non-discounted amounts needed to implement and/or continue services | | |
| | | |
| 10. Implementation Plan | | |
| The plan includes specific details as to what is to be accomplished in the upcoming three years | | |
| | | |
| 11. Evaluation Process | | |
| Describes the evaluation process including project monitoring techniques, and how often and by whom the plan is reviewed. | | |
| | | |
| Overall Evaluation: (for staff use only) | Approved | Needs Revision |
| | | |
| Comments: | | |
| | | |
| Reviewer: | | |