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LSTA Team
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LSTA Program – Modeling the Future Project Manual Outline

Deadline: The last business day of August of the year ending your grant award.

Purpose: The Library Services and Technology Act provides funding to states to improve library services statewide. As part of this goal, the Modeling the Future project manual will help spread the impact of the federal funding as far as possible, allowing other librarians the benefit of your experience. The concept is that someone unfamiliar with your program or activity can read the manual and understand what you did and implement it locally. Approved manuals will be put on the LSTA web site for other libraries to use. The Library of Michigan will promote the manuals and direct libraries with questions about similar programs and services to the manuals. In this manner, the Michigan library community can share experiences about innovative projects and how to accomplish them.

Guidelines: You are required to write a scalable project manual, meaning that a smaller or larger library of the same type will be able to implement the project from the manual. You should write the manual as broadly as possible, but you are only required to write for a similar type library (i.e. academic, school or public).

Final Reimbursement: The LSTA Team will review the Project Manual. If no revisions are required, the final 10% of your grant award will be disbursed. If revisions are required, the final disbursement will be held until the revised manual is approved.

Instructions: Please include **ALL** the Project Manual Components listed below in your manual. Use the Components listed in the order given as a table of contents. When noted, you may select just the Component sub-topics that apply to your project. You are encouraged include additional topics not listed below. Be as explicit as possible. Discuss problems as well as successes. Format the manual double-spaced with standard margins and a 12-point font. Return two paper copies and one electronic (PDF) copy to the Library of Michigan by the last business day of August of the year ending your grant award. You may wish to send the manual via registered mail. **The Project Manual must be received at the Library of Michigan by the due date, not postmarked by the due date.**

Tips:

- Keep notes on your process and activities throughout the grant time period.
- Have someone unfamiliar with the project read the manual to see where you may need to add more detail or simplify the process.
- The number of pages will depend on the project, but an appropriate page range is 15 to 30.
- Put documents in a binder as they are developed for use in writing the manual.

Project Manual Components:

General Information: (include all requested topics)

- Library Name
- Project Title
- Project Staff

Project Overview: (include all requested topics)

- Brief description of the project
 - Goals
 - Activities
 - Results

Project Start: (select topics as appropriate)

- Developing a project focus
 - Identify target population
 - Assess/survey target population
 - Analyze results
 - Set project goals
 - Set project objectives
 - Develop project timeline
 - Tips

Project Partners: (select topics as appropriate)

- Identifying internal and external partners
 - Finding community partners
 - Finding community funders
 - Involving your target population
 - Developing teams
 - Tips

Project Planning: (select topics as appropriate)

- Creating a plan to accomplish the project goals
 - Planning activities to meet objectives
 - Project staff competencies
 - Project staff duties
 - Budget planning – keep in mind the range of budgets in libraries of your type.
 - Materials
 - Vendors and Consultants
 - Space allocation
 - Promoting the project to the target population and to funders
 - Detailed timeline of activities
 - Develop an evaluation plan
 - Tips

Project Tools: (select topics as appropriate)

- Designing tools to accomplish the project activities
 - Forms
 - Planning worksheets
 - Flowcharts
 - Checklists
 - Evaluation plan (Outcome Based Evaluation logic model)
 - Evaluation forms or surveys
 - Marketing and promotion pieces (flyers, banners, press releases, etc.)
 - Product specifications
 - Technical specifications
 - Standards (cataloging, digitization, etc.)
 - Tips

Project Implementation: (select topics as appropriate)

- Implementing the project plan
 - Issues to watch out for
 - Programming techniques
 - Time management
 - Staff management
 - Partner relations
 - Tips

Project Finish: (include all requested topics)

- Assessing the success of the project
 - Completing evaluation
 - Promotion of evaluation data and program results to partners & funders
 - Tips

Sample Manuals:

Speak Out and Make Noys Project Manual and Organizer

www.noys.org/Speakout.htm

Sunnyvale Voices: From Settlers to Silicon Project Design Manual

sunnyvale.ca.gov/Departments/Library/Sunnyvale+Voices.htm

The Tennessee Public Library History Project Manual

www.tennessee.gov/tsla/regional/FLRL/histmanl.pdf