**Library Technology Planning for Today and Tomorrow**

**Learner Guide**

<https://www.webjunction.org/events/webjunction/library-technology-planning.html>

**Webinar Description**

Technology changes at a dizzying pace – so how do we plan for and implement these changes in libraries? A robust technology plan can help you create an environment that truly meets the needs of the community your library serves. The prospect of technology planning can seem overwhelming and time-consuming, especially in an already short-staffed library. This webinar will help libraries create a framework for their technology planning and introduce the tools and decisions that need to be incorporated into a working plan. Join us to learn how to successfully develop and implement a practical technology plan that can help move your library and community forward.

**Presented by** Diana Silveira, librarian, president of Novare Library Services, and author of *Library Technology Planning for Today and Tomorrow*

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| **What are your goals for viewing this webinar?** | |
| **Personal Goals** |  |
| **Team Goals** |  |
| **First Steps: Creating a Technology Assessment** | |
| * Who is going to work on the technology assessment? * How will you capture the data? * What is the deadline? * What statistics are you able to capture to evaluate current technology? | |
| **Defining Options** | |
| * What critical issues did you identify in the technology assessment? * What gaps do you see within the library? * Did you find under-utilized technology? Can you determine the reason? | |
| **Gathering Input** | |
| * What trends do you see in the demographics of your community? Institution? * How will you gather input from users? * How will you gather input from staff? * How will you gather input from stakeholders? | |
| **Determining Goals and Outcomes** | |
| Write 2–3 goals to reflect the needs of your library, users and community, and identify outcomes for each goal.  Goal 1:  Outcome 1:  Outcome 2:  Goal 2:  Outcome 1:  Outcome 2:  Goal 3:  Outcome 1:  Outcome 2:  How will your outcomes be measured for success? | |
| **Budget and Planning** | |
| * What trends do you see that fit with your library’s needs? * What assistive technology do you need to consider? * What are the procedures for budgeting within your library? * What are the associated costs with the technologies you are considering? | |
| **Making a Plan** | |
| * What logistics are needed to successful implement the technology you are incorporating? * Are there any easy fixes you can implement early? * How will you place the technology within your library? | |
| **Successful Implementation** | |
| * How will you communicate plans to staff, users and stakeholders? * What will you train staff? Users? * How will you maintain the new technology? * How will you market new services and technology? * How will you evaluate your progress? * How will you evaluate your goals? | |