**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?
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| **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?
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| **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?
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| **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?
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| **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?
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| **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?
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