

### Overview

Thank you for your interest in participating in the *Small Libraries Create Smart Spaces* project, offered by OCLC's WebJunction Program in partnership with the Association for Rural and Small Libraries, and with funding from the Institute of Museum and Library Services.

Before completing this application, please:

1. Read the [participant overview](#) for details about this project and requirements for participation. Send any questions to project manager Brianna Hoffman at [hoffmanb@oclc.org](mailto:hoffmanb@oclc.org).
2. Before submitting application online, review all of the application questions in this PDF document and take time to prepare your responses. This is a competitive application process toward the selection of 15 libraries from across the United States.
3. Plan to submit your completed application by 5:00 p.m. PDT on Friday, January 18, 2019. Be sure to click “done” at the end of the application to submit your results—you’ll know it’s worked when you are redirected to a thank you page.

The information you submit in your application will be accessible to the *Small Libraries Create Smart Spaces* project team. Input from applications may be used in project reporting, but will not include any personally identifiable information without permission.

You and Your Library

\* 1. Are you an employee of a public library in the United States? *(This opportunity is available specifically to public library staff members in the United States, including U.S. Territories. Answering "no" to this question will automatically exclude you from consideration for participation.)*

Yes

No

You and Your Library

\* 2. Please tell us a bit about yourself and your library.

Your first and last name:

Name of the library building/branch you work at:

Name of your library system (if different from above):

Address of the library building/branch you work at:

City/Town:

State:

ZIP:

Your email address:

3. If your library has a D-U-N-S (Data Universal Numbering System) Number, please provide it here:

\* 4. Which of the following positions best describes your role at the library?

- Director
- Manager or Supervisor
- Librarian
- Assistant or Associate
- Page
- Other

Job title:

\* 5. If you are not the director or manager of your library/library branch, do you have agreement from your library director/supervisor that they will participate in this project with you? *(Please note library directors will be expected to actively engage in the project by participating in the online learning community, attending certain live, online sessions, communicating with the project team and other project activities.)*

Yes

No

Unsure

\* 6. What is your employment status?

Full-time

Part-time

Hours Per Week

\* 7. How many staff are employed at the building/branch that you work at?

Full-time staff:

Part-time staff:

\* 8. What is your library's annual operating budget?

\* 9. What is the approximate population of the community your library building/branch serves? (To be eligible for this opportunity, your library building/branch must serve a community of fewer than 25,000 people.)

\* 10. How far do residents of your community have to travel for more urban amenities, such as shopping mall, movie theater, hospital, schools, etc.? What amenities are available within the community? (250 word limit)

\* 11. Please tell us about the community your library serves. What are the small and/or rural qualities that make it unique? How might your library's participation in this project address community learning needs? (250 word limit)

\* 12. Please provide a brief example of a time you engaged community members and partners to meet a local priority. (250 word limit)

\* 13. Regarding your library's physical space:

What does "*active learning*" mean to you?

Why is the opportunity to participate in this project important to your library at this time?

What potential barriers or challenges do you see in changing your physical space, and how might you work to address them?

What strengths does your library bring to the process of reconfiguring physical space and engaging your community in active learning?

Participation Details

\* 14. If selected to participate in this project, you will be your library's primary point of contact for all project activities. This will require ongoing accountability to the *Small Libraries Create Smart Spaces* project team, as well as the facilitation of significant input and decision-making within your library and community to meet all project goals. Please describe how you (and your supervisor, if applicable) will coordinate your responsibilities in order to be successful in this project. *(250 word limit. Consider how your library building and service desk(s) will be staffed at times when you are working on this project, any policy implications that may come into play, your overall work schedule, and how planning time fits in, and the need to facilitate administrative and community buy-in for this work.)*

\* 15. Please describe your interest in or experience with collaborating with library peers in an online learning community with discussion forums.

What do you enjoy about it?

What do you find challenging?

What support do you need from the project team in order to feel successful as an online learner?

\* 16. Do you have regular access to an internet-connected computer or laptop, as well as an audio connection (telephone or audio through your computer, i.e. VoIP), to participate in online webinars and meetings and to access the online learning community and discussion forums for this project? *(Please note: tablets are not recommended for engagement with our learning system.)*

- Yes
- No
- Unsure

\* 17. If selected to participate in *Small Libraries Create Smart Spaces*, will you be willing to participate in evaluation activities in support of the deliverables of this project? This may include pre- or post-participation surveys, focus groups or interviews, a site visit from project staff, providing before and after photos, gathering information from community members about your services, etc.

- Yes
- No
- Unsure

\* 18. If selected, can you confirm that your library will work with OCLC to adhere to guidelines for the release or reimbursement of project funds for allowable expenses associated with your library's space transformation, per the terms defined in the [participant overview](#)?

- Yes
- No
- Unsure

\* 19. If selected, can you confirm that your library will sign a memorandum of understanding (MOU) with OCLC to clarify expectations and parameters for participation?

- Yes
- No
- Unsure

20. Please share any additional questions or thoughts regarding your potential participation in *Small Libraries Create Smart Spaces*.