

# Drop-down Menus Guide

The contents of the various drop-down menus in the State Program Report are set out in tables below. Use this list to help you understand what some of the choices are (as in the Performance Categories), as well as the relationships between descriptors for both services and users.

## Library organization types - Add a Library form

These are used to describe the libraries that have or are eligible to receive LSTA State Program sub-grants from and SLAA.

Type of library	Definition (from Glossary)
Public	A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or in part, from public funds.
School	A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular information, and recreational needs of students, teachers, and administrators.
Academic	A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.
Special	A research library, which for the purposes of LSTA, means a library that (1) makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and (2) is not an integral part of an institution of higher education.
Multi-type	A group of autonomous libraries (library cooperatives, consortia, or library support organizations identified by the State as eligible for LSTA funds) joined together by formal or informal agreements to perform various services cooperatively, such as resource sharing, etc. Multi-Types should include two or more of the following categories of organization types: public, academic, school, or special libraries.
SLAA	A State Library Administrative Agency (SLAA) is the official agency of a State charged by the law of the State with the extension and development of public library services throughout the State.

## Principal purposes (LSTA) – Add a Project form

Under the Library Services and Technology Act legislation (1996), there are six purposes defined for which LSTA funds can be used. The six were condensed into three, which are shown in the table below. These purposes will be used for the FY 2002 and FY 2003 reports, because those grant awards were made under the 1996 legislation.

While a project can involve more than one of the above purposes, please select the one purpose that best characterizes the project. Thus, if a literacy project involved technology, it would be classified under the third category, since technology is a tool used to support the project.

LSTA purpose	Activity areas
<b><i>Library technology, connectivity and services</i></b>	<ul style="list-style-type: none"> <li>• Digitizing</li> <li>• Database licenses/commercial databases</li> <li>• GIS (geographic information systems)</li> <li>• Computer equipment, software, labs</li> <li>• Internet and other networking</li> <li>• Technical training for library staff</li> <li>• Interlibrary loan systems</li> <li>• Community information centers</li> <li>• Retrospective conversion and automation</li> <li>• Videoconferencing equipment and connections</li> </ul>
<b><i>Services for lifelong learning</i></b> in a variety of formats for individuals of all ages.	<ul style="list-style-type: none"> <li>• Homework Center/Helper</li> <li>• After school programs</li> <li>• Literacy for children, adults, families</li> <li>• English as a second language (ESOL)</li> <li>• Babies and books</li> <li>• Summer reading clubs</li> <li>• Information and computer literacy training</li> <li>• Online and distance education</li> <li>• 24-7 online reference services</li> <li>• Staff development and training</li> <li>• Library development initiatives</li> </ul>

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## Principal purposes (LSTA) continued

<p><b><i>Services to persons having difficulty using libraries</i></b></p> <p>This includes services for people with disabilities; people with limited literacy or information skills; underserved rural and urban communities; children from families with incomes below the poverty line; and people with diverse geographic, cultural and socio-economic backgrounds.</p>	<ul style="list-style-type: none"><li>• Services to persons with physical or learning disabilities</li><li>• Assistive technologies and devices</li><li>• Prison and jail services</li><li>• Services to nursing homes and other institutions</li><li>• Talking books</li><li>• Outreach services</li><li>• Bookmobiles</li><li>• Computer vans</li><li>• Services for migrant workers and non-English speakers</li></ul>
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## Performance categories

**Glossary:** “Established for IMLS’ strategic plan, the six **Performance categories** describe the strategic areas on which IMLS grant funds are focused. On the Add a Project form, SLAA staff will select the one category that best describes the nature of the project. If the project could also be described by one or two other performance categories, they can be selected as **Secondary performance categories.**”

Select one category as the **primary** performance category that best fits the project being reported. Up to two additional categories can be selected as **secondary** performance categories.

Performance category	Examples of what it includes
<p><b>Enhance a lifetime of learning opportunities</b></p>	<p>Focus on impacting educational outcomes for members of the community, including school-related educational activities for children.</p> <ul style="list-style-type: none"> <li>▪ Homework centers/homework help</li> <li>▪ Training (but not staff technology training)</li> <li>▪ Workshops</li> <li>▪ Certification</li> <li>▪ Literacy for children and adults</li> <li>▪ English as a second language (ESL)</li> <li>▪ Online and distance education</li> <li>▪ Cooperation between school and public libraries</li> <li>▪ School libraries</li> <li>▪ Home schooling support</li> </ul>
<p><b>Provide access to information, resources and ideas</b></p>	<p>Focus on promoting public access to information and resources, as well as focusing on equity/parity issues, such as improving access for targeted populations.</p> <ul style="list-style-type: none"> <li>▪ Reference services</li> <li>▪ Database licenses</li> <li>▪ Geographic information systems (GIS/GLS)</li> <li>▪ Government information systems (GIS)</li> <li>▪ Bookmobiles and computer vans</li> <li>▪ Talking books</li> <li>▪ Services to visually and hearing impaired</li> <li>▪ Outreach</li> <li>▪ Resource sharing, including interlibrary loan</li> <li>▪ Cataloging</li> <li>▪ Digital libraries</li> <li>▪ Information and referral (I&amp;R)</li> <li>▪ Training of library staff on appropriate skills for this category</li> </ul>

**Performance categories, continued**

<p><b>Provide tools for the future</b></p>	<p>Focus on the development of infrastructure, Web sites, and technology training of library staff.</p> <ul style="list-style-type: none"> <li>▪ Web sites</li> <li>▪ Routers, servers and other network equipment</li> <li>▪ Telecommunication lines</li> <li>▪ Computer labs</li> <li>▪ Computer equipment and software</li> <li>▪ Internet connections</li> <li>▪ Technology training for library staff</li> </ul>
<p><b>Strengthen families and children</b></p>	<p>Focus on intergenerational, family-focused and children's programs, including extra-curricular enrichment programs for children.</p> <ul style="list-style-type: none"> <li>▪ Parent/child programming</li> <li>▪ children's story hours</li> <li>▪ Babies and books, Born to Read</li> <li>▪ Grandparent reading programs</li> <li>▪ Summer reading</li> <li>▪ Pre-school, early childhood, HeadStart, daycare programming</li> <li>▪ Parent resource centers</li> <li>▪ After school learning activities</li> <li>▪ Cooperative programs with community agencies and organizations to meet the needs of children and families</li> <li>▪ Training children's librarians</li> </ul>
<p><b>Strengthen communities</b></p>	<p>Focus on building links among different entities, providing regional collaboration:</p> <ul style="list-style-type: none"> <li>▪ Community information centers</li> <li>▪ Community technology centers</li> <li>▪ Regional and statewide programs</li> <li>▪ Multi-type library cooperative programs</li> <li>▪ Economic development programs</li> <li>▪ Job/employment programs</li> <li>▪ Strategic planning</li> <li>▪ Literacy advocacy</li> </ul>
<p><b>Sustain our cultural heritage</b></p>	<p>Focus on preservation of artifacts of historical or cultural importance:</p> <ul style="list-style-type: none"> <li>▪ Digitization</li> <li>▪ Archives and special collections</li> </ul>

# User Descriptors

At least one primary user descriptor (max. of three) will be selected for each project. Up to three secondary descriptors for each primary descriptor may also be selected. Some primary user descriptors do not have secondary descriptors.

Adults	
Children	Disadvantaged children
Institutionalized persons (includes people in correctional, hospital, and penal institutions)	
Library staff and volunteers	
Non/limited English speaking persons	
People with special needs (includes children)	Blind and visually-impaired persons Deaf and hearing-impaired persons Developmentally disabled Homebound persons
Pre-school children	
Public library trustees	
Rural populations	
Senior citizens	
Statewide public	
Urban populations	
Young adults and teens	

## Service descriptors – Add a Project form

At least one primary service descriptor (max. of three) will be selected for each project. Up to three secondary descriptors for each primary descriptor may also be selected. Some primary service descriptors do not have secondary descriptors.

Primary descriptor	Secondary descriptor
Continuing education for the public	Distance education (includes web-based training) Lifelong learning
Cultural heritage programs	Local history Preservation
Digitization and digital library projects	Digitization Digital library projects
Economic development	Job and career services Small business services
Education-related services for children and teens	After school programs Home schooling Homework centers Pre-school programs Reading development Reading readiness Summer reading programs
Information access and services	Business information services Collection development Community information services Database access E-books Government information services and archives Health information services Information & referral (I&R) Local information Reference services Statewide database licensing
Institutional library services	Correctional library services (e.g., jails and detention centers) Hospital library services (includes long term care facilities, mental health hospitals, VA hospitals) Prison library services
Intergenerational programs	
Interlibrary loan	Document and materials delivery Resource sharing
Library development	Community and user studies Marketing and promotion of library services Strategic planning

## Service descriptors, continued

Literacy programs	Adult literacy ESL programs Family literacy
Mobile services	Bookmobile services Cybermobiles Daycare vans
Outreach services	Books-by-mail Homebound services Services to ethnic and cultural groups Special needs services
SLAA LSTA Administration	
Software and equipment	Adaptive technology Computers & peripherals
Staff development, education and training	Customer services skills Library science education and skills Management skills Technical skills
Technology infrastructure	Computer hardware and software Integrated library systems Intranets and extranets LAN/WAN projects Telecommunications and networking hardware and software
Training for the public	Computer training Database training Information literacy Internet training Technology training
Virtual library services	Portals and related Web projects Virtual reference service Virtual union catalogue