



## **SPR Filing Guidelines**

One result of the Himmel & Wilson trends analysis was the realization that we must work together to provide researchers with high quality data in order to be able to demonstrate the positive impact of library services and programs funded through the LSTA Grants to States program.

While we cannot change the structure of the State Program Report (SPR) at this time, we can improve reporting by providing consistent and reliable data for future analysis. These guidelines cover the Five-Year Plan 2008-2012. The first SPR under this Plan to which guidelines will be applied is FY2008, due December 30, 2009. Please contact your program officer if you have any questions or need further guidance.

### All-encompassing Projects

“Library development” and other all-encompassing projects should be split up into separate projects based on specific activities. Including these activities under one broad project makes it difficult for researchers to categorize projects.

### Categorization of Projects

The SPR allows multiple choices for primary and secondary service descriptors. Please be selective when choosing descriptors and avoid including descriptors that are only marginally applicable to a project.

### Project Description

The project title, purpose and activities/methods should focus on the service or program delivered and not on the staff or consultants paid with project funds.

Project activities/methods should describe how the project was carried out. For example: What were the steps from inception to completion? How were workshops conducted? How was the service promoted?

Project outputs should describe the number of services or products provided. For staff/consultants, indicate how many people or FTEs were involved; for equipment or materials, indicate the number and type of items.

### Cash Match

If the project involved a cash match, include it in this section.

### Partnerships

Check the partnership box if the project involved collaboration between a library and one or more organizations for the benefit of all participants. Identify the partners. The partnership can be either formal or informal.

### Statewide

Check the statewide box if the project potentially benefits the entire state (even if it is not an SLAA-administered project). Statewide projects are a general service made available to all residents of the state such as interlibrary loan, summer reading, or electronic databases.

### Number of Persons Served

Indicate the number of persons who used or benefited directly from the services under the project. The number should not include the potential population to be reached. For statewide projects, provide a realistic number; leave the field blank for the LSTA Administration project.