

ILEAD USA DELAWARE

Innovative Librarians Explore, Apply, and Discover
A 21st Century Technology & Leadership Skills Institute

Project Team Application

Are you interested in a new initiative to encourage library staff to meet 21st century needs with interactive, participatory tools? Do you want to be involved in a project that will develop your leadership and project management tools?

ILEAD USA DELAWARE is looking for library staff to form teams to implement web technologies that foster community participation, as well as develop leadership, innovation, and positive change. ILEAD USA DELAWARE will expand library staff members' leadership skills and abilities to use participatory technology to address an identified community need.

ILEAD USA DELAWARE will have a direct impact on the end user by engaging library patrons in a conversation to identify needs; involving community representatives to provide critical feedback during the development of a Web 2.0 project; and using team products specifically designed to meet user needs and improve the quality of life in their communities.

Participants will apply along with other library staff to form teams of up to five ILEADers. Each team will have one mentor who will be assigned to work with the team throughout the process. Applicants are NOT required to have a master's degree in library science, be well versed in technological tools, or be facile using the latest web-based technology. Successful applicants will be library staff who are innovative, interested in learning leadership skills and technology, and who want to engage their users in virtual spaces.

Prior to the second ILEAD session, each ILEADer will select a community representative, or user/patron advisor, who will provide feedback during the project. The role of these representatives will be to give direct feedback about plans and the team product, and to help assess whether the team product is reaching a community or constituent need. The teams will periodically query their representatives, asking them for opinions, assessments, and to experiment with prototype team products.

All instructor materials, rosters, and contact information, as well as David Lankes' ***Atlas of New Librarianship***, will be on a thumb drive provided to ILEADers at no cost. After the project term, participants will be encouraged to present programs at library and education conferences nationwide. Project/equipment grants may be awarded to participating teams. Team members will decide which library will own each piece of equipment. This equipment must be used to further that library's efforts in participatory technology products, even after the ILEADers end their involvement with the program.

Examples of participatory technology tools include:

Augmented Reality	Social Bookmarking (e.g., del.icio.us)
Blogging Tools	Social Networking (e.g., Facebook)
Digital Audio/Podcasting	Tagging (folksonomies)
Digital Photography	Video Conferencing
Digital Video	Virtual Reference
Gaming	Virtual Worlds (e.g., Second Life)
Instant Messaging	Web Conferencing
Photo Sharing Site (e.g., Flickr)	Wikis

Participants will be expected to:

- Participate actively in all sessions in concert with the program, whether in-person or in virtual meetings;
- Select a team product and usher it through planning, development, and implementation;
- Form strong ties with at least one user who will provide feedback;
- Communicate with the mentors, instructors, each other, and the Project Director and the Chair of the Instructor Corps;
- Produce a short “Seed and Grow” video about their team’s product that will be made available at the conclusion of the program, so that other libraries, regardless of location, can duplicate and rapidly deploy team products;
- Participate actively in the evaluation of ILEAD USA DELAWARE.

Desired outcomes/expected results:

- ILEADers will be proactive about using participatory technology tools to address community needs;
- ILEADers will learn how to evaluate new technology and match user needs to the appropriate tools;
- ILEADers will learn how to implement needs assessments, manage projects, and assert leadership skills;
- ILEADers will mentor others in the profession on skills learned;
- Library staff and end users will engage in conversations, services, and programs in innovative ways;
- Library users will be better positioned to direct and optimize their library experience;
- ILEADers will have at least one community member to be a conduit for feedback;
- ILEADers will network with other library staff to foster future collaboration and sustainability.

Learning outcomes will include a strong knowledge of:

- Terms associated with participatory technology, as well as the tools
- Teaching skills vis-à-vis technology tools
- Components of a basic community survey
- Creation, analysis, and follow-up of a survey in order to design an appropriate project to benefit the community
- Components of project design, coordination, and implementation
- Obstacles associated with implementation
- Strategies for overcoming obstacles and explaining issues to administration
- Successful/unsuccessful models of library adoption
- Methods to improve implementation/adoption
- Ability to form a plan to disseminate information about a project
- How to keep a project up-to-date
- When to adapt a project
- When to discontinue a project
- Ability to put evaluation plans in place

The University of Delaware's Virden Retreat Center in Lewes will be the site for three mandatory in-person sessions:

- **March 23-26, 2015**
- **June 22-25, 2015**
- **October 26-29, 2015**

Each team member will also be required to attend approximately 5 virtual sessions during the intersessions (April-May 2015 and July-September 2015).

If you are motivated and interested in applying the outcomes/expected results listed above to needs in your community and are able to organize projects and work with others, please organize a team and fill out the following application to be an ILEADer in this exciting project!

Mailing Assembly Checklist

Submit this form with the complete application package from your team

Step 1:

Assemble the complete application package, which is defined as, and must include:

_____ One MAILING ASSEMBLY CHECKLIST

_____ One PROJECT TEAM APPLICATION CHECKLIST and COVER PAGE (with original signatures)

_____ One PROJECT TEAM STATEMENT OF NEED

_____ INDIVIDUAL APPLICANT AGREEMENT and CONFIRMATION CHECKLIST (with original signatures) **for each team member**

_____ PERSONAL INFORMATION FORM (with original signatures) **for each team member**

_____ PHOTO AND VIDEO RELEASE FORM (with original signatures) **for each team member**

_____ LETTER OF COMMITMENT: GOVERNING AUTHORITY (with original signatures) **for each team member**

Step 2:

_____ Make one photocopy of the complete application package, including any supporting documentation or letters, for your records

Step 3:

_____ If submitting by email, send complete application package, including all supporting documentation and or/letters, to events@lib.de.us

_____ If submitting by mail, send the original complete application package, including all supporting documentation and/or letters, to:

**Delaware Division of Libraries
121 Martin Luther King Jr. Blvd. North
Dover DE 19901
Attn: Katie McDonough**

Questions? Email events@lib.de.us. Please include ILEAD in the subject line.

Application package deadline by email or postmark is Wednesday, December 31, 2014. The Delaware Division of Libraries will send email notification of acceptance by January 30, 2015.

Project Team Application Checklist and Cover Page

Submit this form with the complete application package from your team

Team Name (*can be changed later*):

Team Member 1:

Team Member 2:

Team Member 3:

Team Member 4:

Team Member 5:

SIGNATURE of team member submitting this package:

DATE:

_____ I confirm the team consists of up to five team members possibly but not necessarily from disparate library types – academic, public, school, special

_____ I understand that only complete application packages that have met all individual and team requirements will be considered. Complete application packages will be evaluated by Delaware Division of Libraries staff based on the statement of need and the applicants' individual statements.

_____ I understand that if a team member must miss a meeting or withdraw their participation in the project due to unforeseen circumstances, then my team will work with the Delaware Division of Libraries and mentors to make the appropriate arrangements.

Project Team Statement of Need

Submit this with the complete application package from your team

Please attach a TEAM STATEMENT OF NEED that responds to the following
(maximum two pages, single-spaced, 12 pt font, 1" margins):

Each team will produce a single team product from the ILEAD USA DELAWARE program. Describe the community need that you perceive and want to address. This need will help you define your team's product. Please include a description of the blend of team members and the qualities that each member brings to the team. In what way do your team members' communities share a need? Why should this project team be part of ILEAD USA DELAWARE? Why does your constituency need your participation in the online environment? If appropriate, include census data that helps describe an underserved group or perceived need for each team member's community.

This statement of need should reflect the joint venture of your team.

Individual Applicant Agreement and Confirmation Checklist

Submit this form with the complete application package from your team

The University of Delaware's Virden Retreat Center in Lewes will be the site for all three mandatory in-person sessions:

- **March 23-26, 2015**
- **June 22-25, 2015**
- **October 26-29, 2015**

Each team member will also be required to attend approximately 5 virtual sessions during the intersessions (April-May 2015 and July-September 2015).

Team Name (*can be changed later*):

Team Member:

If I am selected as a participant, I, _____, agree to and confirm the following ILEAD USA DELAWARE participation criteria:

_____ I confirm that I have **enclosed** the completed **Personal Information Form** providing required contact information.

_____ I confirm that I have **enclosed** the required **Letter of Commitment** from my governing authority.

_____ I confirm that I am employed by a Delaware library, archives, or school media center or reside in Delaware and attend a library school that is accredited by the American Library Association. A master's degree in library and information science or other graduate degree is not required to participate.

_____ I agree to assume responsibility for all travel and personal and incidental expenses. Lodging and meals will be paid for by the grant.

_____ I commit to attending all three ILEAD USA DELAWARE in-person sessions and to participating in all virtual intersession activities and assignments (approximately 5 virtual sessions). I understand that if I am unable to attend any one of the ILEAD USA DELAWARE in-person sessions, I am automatically eliminated from eligibility to participate in ILEAD USA DELAWARE.

_____ I agree to notify the Delaware Division of Libraries immediately if my team is accepted and I must withdraw my participation in ILEAD USA DELAWARE.

Individual Applicant Agreement and Confirmation Checklist
(continued)

_____ I understand that if I must miss a meeting or withdraw my participation in the project due to unforeseen circumstances, then my team will work with the Delaware Division of Libraries and mentors to make appropriate arrangements.

_____ I confirm that my library has a website.

_____ I confirm that I have an email address that I check *very frequently, at least daily*.

_____ I confirm that equipment may be purchased during in-person session 2 (*project/equipment grants may be awarded to participating teams*).

_____ I confirm that if my team purchases equipment, the team will decide which library owns the equipment to serve its users.

_____ I confirm that I am required to conduct ***at least one presentation*** to a group of library staff about my experience and my team's product, with the goal of mentoring others to use participatory technology tools to develop library services and connect with end users. The presentation(s) must occur before in-person session 3.

_____ I agree to participate in the evaluation of the project through interviews and surveys. If I am selected to participate, I understand I will be given another opportunity to voluntarily agree to participate in each specific evaluation activity.

_____ I agree to produce a team "Seed and Grow" video by the end of ILEAD USA DELAWARE – October 2015.

_____ I confirm that the Delaware Division of Libraries can publish my name, title, and organization if I am selected for participation.

_____ I confirm that I have read and agree to the **Photograph and Video Release**.

SIGNATURE:

DATE:

Individual Applicant Agreement

Submit this with the complete application package from your team

Please describe your community, naming specifically unserved or underserved groups. Census data about your community could be helpful. Describe an occasion when you formed a connection with another organization to creatively meet a need in your community or your constituent group. Use additional pages as necessary.

Personal Information Form

Submit this form with the complete application package from your team

Part I. REQUIRED INFORMATION

Name (Last, First):

Job Title:

Library or Institution Name:

Library Address:

Library Phone:

Work Email Address:

Library Type:

The following will not be published:

Home Address:

Home Phone:

Cell Phone:

Home Email:

Emergency Contact Name:

Emergency Contact Phone:

PART II. OPTIONAL INFORMATION

This information will not be published in association with your name. It is collected for the purposes of evaluation and reporting.

_____ Male _____ Female

Age:

Ethnicity:

Languages spoken other than English:

Certificates or degrees earned, and dates awarded (MLS 2005, BS 2009, etc.):

Photo and Video Release Form

Submit this form with the complete application package from your team

I hereby grant the Delaware Department of State (“Department of State”) permission to use my likeness in a photograph or video in any and all of its publications, including its website, without payment or any other consideration. I understand and agree that these materials will become the property of the Department of State and will not be returned.

I hereby irrevocably authorize the Department of State to edit, alter, copy, exhibit, publish or distribute this photo or video for purposes of publicizing the Department of State’s programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph. I hereby hold harmless and release and forever discharge the Department of State from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 21 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the content, meaning, and impact of this release.

SIGNATURE:

DATE:

Letter of Commitment: Governing Authority

Submit this form with the complete application package from your team

The University of Delaware's Virden Retreat Center in Lewes will be the site for three mandatory in-person sessions:

- **March 23-26, 2015**
- **June 22-25, 2015**
- **October 26-29, 2015**

Each team member will also be required to attend approximately 5 virtual sessions during the intersessions (April-May 2015 and July-September 2015).

Congratulations! An ILEAD USA DELAWARE applicant in your organization has taken the initiative to pursue involvement in this enriching program that will teach attendees how to use participatory technology tools to connect with user needs. In order to ensure a rich experience for the participants, it will be necessary for your organization to commit resources of time, equipment (such as PC and telephone), and bandwidth.

Please confirm the following for (*applicant name*): _____

_____ I/we confirm the applicant will have the support from this organization to spend time away from work, including travel to and from, during the three required in-person sessions.

_____ I/we confirm that the applicant will have the support from this organization to spend time attending the required virtual sessions that will take place approximately bi-weekly during the intersessions.

_____ I/we confirm that the applicant will have a community representative who will work with the applicant, providing feedback and suggestions during the project.

_____ I/we confirm that the applicant will have support from this organization to use this organization's bandwidth and equipment (e.g., telephone, PC, scanner) to participate in this program.

_____ I/we confirm that the applicant will have time to work on the development of the project team's product.

_____ I/we confirm that if equipment is purchased (*project/equipment grants may be awarded to participating teams*) and the equipment is intended to become the property of this applicant's organization, the equipment will ultimately be used for the enrichment of the end user experience in my library.

_____ I/we understand that equipment may be purchased during in-person session 2.

_____ I/we confirm that the applicant's name and organization can appear in press releases, information, and publications about ILEAD USA DELAWARE.

Name of applicant's organization/governing authority: _____

Signature of representative of organization/governing authority: _____

Title of representative: _____ Date: _____

Printed name of representative: _____