

Technology Plan Template

E-rate funding years covered: 07/01/???? – 06/30/????

Library name:

Library address:

Library Phone:

Library fax:

Prepared by:

E-mail of preparer:

Date written (must be before Form 470 is submitted)

1. Technology Goals

(Describe the library's strategy for using information technology, including the integration of technology into library services, to support and extend services and/or to assure an efficiently and effectively managed organization.)

2. Technology Assessment

(Give an assessment of the telecommunication services, Internet access, hardware, software, and other services that will be needed to improve library services.)

3. E-rate Eligible Services

(What telecommunications services, Internet access and/or internal connections do you intend to apply for E-rate discounts on during the next three years.

Most of you will list Telecommunications and Internet Access here.

4. Professional Development

(Describe your plans for training library staff in effective use of technology to support library service goals (e.g. continuing education budget, workshops planned, staff responsibility.)

5. Evaluation

(How will the library evaluate the effectiveness of technology in accomplishing its service goals?)

6. Technology Budget

Item Description	Year 1 of Plan		Year 2 of Plan		Year 3 of Plan	
	<i>Cost of Equipment/Service</i>	<i>Source (E-rate, State Aid, Local)</i>	<i>Cost of Equipment/Service</i>	<i>Source (E-rate, State Aid, Local)</i>	<i>Cost of Equipment/Service</i>	<i>Source (E-rate, State Aid, Local)</i>
Hardware (computers, network equip., etc.)						
Software						
Professional Development						
Maintenance (of hardware, software, network)						
Internet Access (annual cost, includes DSL, Cable costs)						
Telecommunications (annual cost for phone service)						
TOTAL						