

Technology Plan Review for Universal Service Discounts Missouri State Library

Library: _____

Date: _____

Component	Good	Needs Improvement
Required Forms: Technology Plan Update and Certification of Compliance Forms		
Forms are present and contain required information and signatures.		
1. Header Information		
The plan gives library name, plan contact information, dates covered in the plan, and the date written (and revised, if applicable)		
2. Library's Mission Statement		
The Library's overall mission statement is included		
3. Library's Technology Vision Statement		
The Library's overall vision statement is included		
4. Demographics – NOT MANDATORY		
The plan gives demographics and shows how service area and ethnic make-up impacts library service		
5. Technology Planning Team – NOT MANDATORY		
The plan identifies the individuals involved in the technology planning process		
6. Technology Goals, Objectives and Strategies		
The plan establishes clear goals, objectives and realistic strategies for using telecommunications and information technology to improve library services		
7. Staff and Professional Development		
The plan shows how the library will ensure staff know how to use the new technologies to improve library services		
8. Technology Inventory		
Hardware and software inventory given		
Basic technology infrastructure identified including internal connections		

Revised: June, 2013

I:\Library\Library Development\E-Rate\Technology Plans\Technology Plans FY2014
\Technology Plan Evaluation Matrix REV2013.doc

9. Needs Assessment		
The plan describes the mechanism whereby the technology needs of the staff and community are identified.		
The plan describes the mechanism whereby current technology is assessed for pending or actual obsolescence		
10. Budget Information - NOT MANDATORY		
Describes the budget categories used and the level of local funding needed to implement and/or continue services		
The plan shows that funding sources and levels are sufficient to support the non-discounted amounts needed to implement and/or continue services		
11. Implementation Plan		
The plan includes specific details as to what is to be accomplished in the upcoming three years		
12. Evaluation Process		
Describes the evaluation process including project monitoring techniques, and how often and by whom the plan is reviewed.		
Overall Evaluation: (for staff use only)	Approved	Needs Revision
Comments:		
Reviewer:		