

**Brief Grant Proposal for New Projects
Library Services and Technology Act FFY2011**

This form is available for download in Microsoft Word on our web site via:
<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two pages of proposal content. A page is defined as one side of a sheet of paper. Use 12 point Times New Roman with one inch margins. The deadline for receipt of this proposal is **5:00 pm on Friday April 16, 2010**. **Use form Appendix D if applying for a second or third year of funding.**

General Information

Project Title: D.I.Y. Intern Program-Toolkit for Success

Applicant: Multnomah County Library

Address: 205 NE Russell Street, Portland, OR 97212

Contact Person: June Bass, Volunteer Services Manager Phone: 503-988-5443

Email: juneb@multcolib.org

Fiscal Agent (if different than Applicant):

Authorized by: Vailey Oehlke

Title: Director

Signature:

Date:

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE 1st YEAR OF A ONE YEAR GRANT PROJECT.
 TWO YEAR
 THREE YEAR

For projects that are anticipated to be multi-year projects be sure to include an estimate of the funds anticipated to be needed for future years in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY **1** OF THIS ORGANIZATION'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 16, 2010**. **Faxed copies will not be accepted**. Mail or deliver **one copy** of your proposal to:

Library Development Services
Oregon State Library
250 Winter St. NE
Salem, OR 97301-3950

As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, to ann.reed@state.or.us. This does not substitute for the signed, mailed copy.

Project Proposal

Section 1. Insert the exact text of the single most relevant goal and high-level outcome from the *Library Services and Technology Act (LSTA) Five-Year State Plan* that will be addressed by the grant project.

Goal #4: Increasing Capacity to Provide Library Service. **High Level Outcome C:** Libraries are more effective in delivering services that fulfill the six LSTA purposes because library staff in the field receive adequate support and guidance.

Section 2. Describe the problem that will be addressed by the proposed grant project.

According to the National Society for Experiential Education, an internship is any carefully monitored work experience in which a student has intentional goals and reflects actively on what he or she is learning throughout the experience. Schools of library and information science routinely offer their students experiential learning opportunities such as internships or practicums as a means of introducing students to the realities of the workplace and of fostering a sense of professional identity and values. Best practices for student interns and their on-the-job supervisors focus on service learning and job preparation opportunities that addresses both leadership and practical skills. Students in internship opportunities gain valuable work experience that enhances their employment credentials; a recent survey by the National Association of Colleges and Employers found that 64% of employers say they pay new, permanent, full-time hires with internship experience an average of 9% more than their inexperienced counterparts. A popular venue for prospective student interns, Multnomah County Library (MCL) struggles to find the time and resources needed to develop and implement a consistent internship or practicum program for college students, a challenge shared by other Oregon libraries. It is especially difficult to find the time to develop position descriptions, an effective training program for interns, and other supporting materials (e.g., assessment tools for program completers, on-the-job supervisors, and faculty). As a result, library staff scramble to customize individual internships or turn away dozens of prospective interns each year. Traditionally accustomed to budgets with modest or no growth, today many libraries face steep cuts in the wake of the current economic crisis. Thanks to insufficient funding, libraries are exploring alternative options to use limited staff more creatively. Public libraries need student interns to assist with the implementation of special projects and services, as well as to provide their permanent staff with a viable introduction to the complex world of managing human resources. An LSTA grant could help develop a coordinated internship program for MCL with selected universities that will also benefit partnering public libraries in the Portland metro area, by creating a toolkit of internship materials (e.g., position descriptions, training materials, and an implementation guide) that other Oregon libraries can customize for use in their local settings.

Section 3. Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe briefly the activities that will be undertaken to meet each objective.

The goal of this project (*D.I.Y. Intern Program-Toolkit for Success*) is to develop a consistent internship program for MCL and other public libraries that provides adequate support and guidance for interns and results in the delivery of effective library services to the public. The

following objectives would be achieved within a 12-month grant project period: contract with a volunteer management consultant to work with 6 metro area public library partners and 3 universities to develop an internship program; design at least 5 effective online training/tutorials for interns on topics such as intellectual freedom, confidentiality, privacy, staff conduct, and other issues relevant in libraries across Oregon (to be delivered from a wiki, blog, or YouTube); create materials for 30 Training Toolkits for interns, based on best practices, together with checklists and other resources to customize any intern program to a specific library or library system; and share this toolkit and tips on implementing successful internships with other Oregon libraries via NW Central and other venues (e.g., training sessions). Activities include: contracting with a consultant well-experienced in volunteer management and internship program design; convening project advisors (with responsibility for managing volunteers/interns) from metro area libraries to meet at least quarterly with MCL staff to assist the project consultant as an "informed stakeholder group" on project tasks that include: internship program creation, developing various sections of the training toolkit (e.g., position descriptions, outlines for training tutorials); gathering information about the types of internships that could be developed; making contacts with universities about internship and practicum requirements; pilot-testing the training curriculum; and offering staff training on managing effective internships.

Section 4. Provide specifics about the project budget.

The total one-year project budget is \$84,284, of which \$50,067 is being sought from an LSTA grant. LSTA funds would be used to pay for travel (\$480) at the current federal reimbursement rate of .50 cents/ 960 miles for project team members to attend regular meetings in the Portland metro area; supplies (\$750) to fund 30 sets of Training Toolkits (DVDs, documents, binders); a contract (\$48,000) with a Volunteer Management Consultant for 800 hours calculated at \$60/hr to develop a viable internship program for MCL that can be used by Oregon's other public libraries; and indirect charges (\$837) calculated at the federally approved rate of 1.7%. In-kind contributions (\$34,217) by MCL and its partners include personnel (240 hours each by June Bass, Project Director and Mike Larsen, Learning Systems); and 96 hours each by 6 volunteer management advisers from area public libraries.

Section 5. Proposed project budget summary (Use this format – do not alter it):

(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)

Item	Local Cash	Local In-kind	LSTA	Total
Personnel	\$0	\$28,087	\$0	\$28,087
Benefits	\$0	\$6,130	\$0	\$6,130
Travel	\$0	\$0	\$480	\$480
Equipment	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$750	\$750
Contractual	\$0	\$0	\$48,000	\$48,000
Library Materials	\$0	\$0	\$0	\$0
Total Direct Charges	\$0	\$34,217	\$49,230	\$83,447
<i>Indirect Charges</i>	\$0	\$0	\$837	\$837
Total Budget	\$0	\$34,217	\$50,067	\$84,284

Proposed second year LSTA amount: N/A Proposed third year LSTA amount: N/A