

OREGON STATE LIBRARY

SPECIFICATIONS FOR LSTA GRANT PROJECT EVALUATIONS

Purpose

The purpose of the LSTA Grant Project Evaluation is to provide the State Library, the LSTA Advisory Council, and the library community in Oregon with a thorough, objective assessment of the results of each LSTA grant project funded by the State Library. It is hoped that these reports will be a valuable resource for Oregon libraries, and especially for libraries where an attempt might be made to replicate or adapt a given project to meet local needs. For projects which are continuing, with or without LSTA assistance, it is hoped that the project participants will obtain suggestions for strengthening the project as a result of the evaluation.

Method

Project evaluators will be assigned by the State Library to each project from a pool of library professionals who have indicated their interest in serving as evaluators. Every effort will be made to match the knowledge and experience of the potential evaluator to a given project. Once the evaluator has accepted his/her assignment, the State Library will provide their name and phone number to the grant project manager who will be asked to contact the evaluator about arranging for a site visit. The project manager will also be asked to send a Memorandum of Understanding to the evaluator to formalize the arrangements for the evaluation. Site visits should conceivably be conducted in tenth or eleventh month of the project on a date to be mutually agreed upon by the evaluator and the grant project manager. Following the site visit, the evaluator will write a narrative report presenting his/her findings. A copy of the completed report will be sent to the State Library (Attn: Val Vogt) and to the project manager before the end of the grant. The State Library requests an electronic version of the report sent by e-mail in addition to the paper copy. Once the report is received, the project manager will take steps necessary to pay to the evaluator the appropriate stipend, charged against the grant, which is intended to cover all costs of the evaluation.

Evaluation Report

The evaluation report should contain a "Summary of Evaluation" which presents a summary of the entire contents of the evaluation report. This summary should be no longer than one or two pages in length. The full report should cover the following areas:

- Project objectives: What was the project trying to accomplish?
- Project method: Briefly describe how the project set about to accomplish its objectives. What staff resources or other resources were employed? What plans or timelines were adopted to accomplish the project objectives?
- Project results: What concrete results did the project generate during the grant period? How do these compare with the original objectives of the project? What additional results (if any) are likely to be seen in the future?
- Project impact: How do you assess the long-term significance of this project, both locally (i.e., at the project site, if applicable) and statewide? What can be learned from the results of this project?

- Suggestions for improvement: In retrospect, what (if anything) would have made this a stronger project (e. g., better management, more resources, more participation, more publicity, etc.). If the project will be continuing, what (if anything) would make this a stronger project in the future?

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