



Nebraska  
Library Commission



INSTITUTE of  
Museum and Library  
SERVICES

**For Historical Purposes:**

The project has concluded.

## Library Innovation Studios: Transforming Rural Communities Application of Interest & Commitment

If you are interested in having your library considered as one of the forty participating accredited public libraries, please complete the *Library Innovation Studios: Transforming Rural Communities* application and submit it with letters of support/participation to JoAnn McManus via email or postal mail. Email submissions must be sent to [joann.mcmanus@nebraska.gov](mailto:joann.mcmanus@nebraska.gov) and received by February 3, 2020 at 11:59 p.m. Mailed submissions must be postmarked on or before February 3, 2020 and addressed to JoAnn McManus, Nebraska Library Commission, 1200 N Street, Suite 120, Lincoln, NE 68508-2023. Please notify JoAnn McManus via email or phone (402-471-4870, 800-307-2665) when a postal mail submission has been mailed so that she can watch for it.

Library Name:  
Contact Person:  
Email:  
Phone:  
Library Address:  
City:

Check 'Yes' to the items below that you can confirm:

<b>Assurances Required of Participating Libraries</b>	Yes
A minimum of five library staff and volunteers will participate in one or both Train-the-Trainer events (one in Lincoln, one locally), and will serve as local trainers throughout our Hosting Period.	
Our library will work with local community organizations and local volunteers to market the Library Innovation Studio and associated activities to potential users/audiences in our community, and will provide support to the Library Innovation Studios Project.	
Our library will work to engage local community organizations by activating a Community Action Team to plan for and support the Library Innovation Studio and its associated activities.	
Our library will provide space within our library to house studio components for approximately twenty weeks.	
Our library has (or will bring in for our Hosting Period) an adequate number of tables, carts, and/or counters to be used to set equipment on, as well as chairs and tables to use for work space for groups of users working on a project.	
Our library will assist with the loading and unloading at the time of installation and departure of the Studio equipment and will inventory supplies at the end of the cycle as directed.	
Our library will host an Open House in our library early in our Hosting Period.	
Our library will host a Maker Showcase at our library, or at an alternate location within our community, near the end of our Hosting Period.	
Our library will assist with the sale of consumables provided through the project.	
Our library will respond to requests for information from the Library Innovation Studios project team and will report issues with the studio equipment in a timely manner.	

Use as much space as you need to answer the following questions:

1. Why does your library wish to participate in the *Library Innovation Studio: Transforming Rural Communities* project and how do you believe your library or community may benefit from participating?
2. If you have already identified any of your local trainers (library staff or volunteers from other local organizations), please list them and indicate the organizations they represent.
3. How do you plan to market the Library Innovation Studio and associated activities to potential users/target audiences in your community prior to its arrival and while it is housed at your library?
4. Discuss communication you have already initiated with organizations within your community to garner support for hosting a Library Innovation Studio at your public library.
5. Describe the area(s) within your public library that will likely be used to house studio components. Include the following information:
  - square footage available
  - location(s) within library
  - availability and location of electrical outlets
  - availability of hard-wired internet ports and/or Wi-Fi (we generally depend on good WI-Fi)
  - other physical features that might be of importance
  - If you are concerned that space will be an issue, please indicate if you prefer to participate as a mini studio

Sketches or diagrams (hand drawn is fine) of the available space(s) and photographs/ videos are highly recommended. Please indicate how much of the square footage will be made available throughout the Hosting Period and how much square footage is available periodically. (Space available periodically might include a meeting room that can be used when available for video or music productions, etc.) You can count as available space any counters or tables that will be made available to set equipment on or be open for work groups. Do not count the space that is not usable because it is used by other items such as book shelves, couches, walkways that need to remain open, etc. (unless these items can be placed in storage during the Hosting Period). For space considerations for the various studio stations, refer to <http://nlc.nebraska.gov/grants/InnovationStudios/Components/> and the chart at <http://nlc.nebraska.gov/grants/innovationstudios/documents/equipmentspacechart.pdf>.

6. What hours will you make the Library Innovation Studio open to the public on a weekly basis? Include a potential schedule of open days and times that you believe you can realistically support with staff and volunteers.
7. What kind of secure storage is available for consumables and portable kits when not in use? Describe.
8. What other equipment and features can your library provide that will aid user groups (such as public use laptops, projectors, study rooms, etc.)?
9. Will your library allow non-library card holders to use the equipment in the Library Innovation Studio?
10. Discuss any issues (or accommodations) that you anticipate related to your participation.

Please attach letters of support/commitment from potential local partners. Letters from your library board, local government entity, Nebraska Extension office, and your chamber/economic development organization are highly recommended.

---

Libraries can learn more about the project and the application/selection process by watching the following recorded webinar:

***NCompass Live, Library Innovation Studios: A Makerspace Project Update and Review of the Final Application Process***

<http://nlc.nebraska.gov/scripts/calendar/eventshow.asp?ProgID=17367>

*Note:* The recorded session refers to the July 20, 2018 deadline as the final deadline. However, the February 3, 2020 deadline is the now the final deadline. Accredited libraries in larger communities will also be considered in this final selection opportunity.

Those libraries who plan to apply must watch this recorded video prior to submitting their application.

---

### Available Hosting Periods

Eight or nine accredited public libraries will be selected during this fourth and final application opportunity. Of the eight hosting periods available, one can accommodate two mini studios. You may apply as a mini studio without needing to identify another library who might share your hosting period.

Please indicate your preference to the following available hosting periods. Use “1” for best period and “2” for second best, etc. Indicate “no” on any hosting periods you are not willing to accept.

Cycle 8 Training:      Week of Aug 3, 2020

_____	Installation: Week of Aug 10, 2020	Pick up: Week of Jan 4, 2021
_____	Installation: Week of Aug 17, 2020	Pick up: Week of Jan 25, 2021
_____	Installation: Week of Sep 7, 2020	Pick up: Week of Feb 8, 2021
_____	Installation: Week of Sep 21, 2020	Pick up: Week of Feb 15, 2021

Cycle 9 Training:      Week of Jan 11, 2021

_____	Installation: Week of Jan 18, 2021	Pick up: Week of Jun 7, 2021
_____	Installation: Week of Feb 1, 2021	Pick up: Week of Jun 21, 2021
_____	Installation: Week of Feb 8, 2021	Pick up: Week of Jun 28, 2021
_____	Installation: Week of Feb 22, 2021	Pick up: Week of Jul 12, 2021

Do you prefer being considered as a mini studio (yes or no)? \_\_\_\_\_

After the libraries have been selected, JoAnn McManus, project manager for the Library Innovation Studio project will be in contact with the selected libraries to gather additional information (if needed) so that libraries can be matched with the remaining available Hosting Periods.

If you have any questions at all, please contact: JoAnn McManus, Library Innovation Studios Project Manager, Nebraska Library Commission, 1200 N Street, Suite 120, Lincoln, NE 68508-2023, 402-471-4870, 800-307-2665, [joann.mcmanus@nebraska.gov](mailto:joann.mcmanus@nebraska.gov)