

APPENDIX A

Application to Participate in OnLine at PA Libraries Project

OnLine At PA Libraries
a partnership of the Pennsylvania Department of Education and Bell Atlantic

1. What is "OnLine at PA Libraries"?

Project goals are:

- ! To provide public access to the Internet through Pennsylvania's public libraries
- ! To provide library users with timely information for educational, research, economic development and recreational purposes
- ! To ensure that trained library staff are available to help the public find the information they need in an online environment

This project is made possible by a grant from Bell Atlantic to the Pennsylvania Department of Education, Commonwealth Libraries

2. What will the project consist of?

Commonwealth Libraries, part of the Department of Education, will make equipment grants to libraries that agree to provide a public access workstation. A typical equipment grant will include a multimedia Pentium microcomputer, high speed modem and software. These grants will enable a graphical, multimedia interface with the Internet.

Where libraries already provide public access, Commonwealth Libraries may award grants to upgrade that access to a graphical interface to the Internet.

Commonwealth Libraries will work to establish additional network nodes as appropriate and will work to find alternative telecommunications pathways. The objective is to provide access for participating libraries via local phone calls and to avoid long-distance charges.

Training workshops will be conducted at various locations around the state for library staff.

An outside consultant will evaluate the project at both the local and statewide levels.

3. Does this project target any particular type of library?

Yes. The priority is to improve Internet access for populations in rural areas (see definition on application). Grants may also be made to libraries in other areas.

4. What about large libraries?

Commonwealth Libraries intends to allocate federal funds--Library Services and Construction Act Title II--to support the goals of this project by setting up local area networks (LANs) to provide access to the Internet for multiple users in district library centers.

Evaluation of the OnLine at PA Libraries Project

Eligibility

- ! The applicant must be a public library that received state aid in 1996 and that continues to meet requirements for state aid in the future.
- ! The library director and board president must both sign the application and agree to the following:
 - to place equipment in an area dedicated to public use and provide a table and chair;
 - to provide one phone line dedicated to the project;
 - to continue the service for two years after the grant is awarded and pay certain start-up and continuing costs;
 - to have at least one public service staff member attend all required training sessions; and
 - to participate in project public awareness activities and actively promote the project to the public and the local media.

Criteria for Grant Awards

- ! The extent to which the library serves a rural population, as measured by the number of persons per square mile (see application form).
- ! The extent to which the library needs the equipment to provide Internet service, as shown by a lack of available public access workstations or by the documented use of existing workstations.
- ! The availability of affordable, reliable Internet access within a local phone call of the library. (In some areas, it is expected that equipment grants will not be made until Commonwealth Libraries establishes a network node or identifies a local provider.)
- ! The extent to which the library is willing to release staff members for training, as shown by the district library center's assessment.

Instructions for Applying

1. Complete the application form and have it signed by the library director and board president.
2. Sent the original application form and three copies to the district library center.
3. District library centers should forward the original and three copies with a cover letter. In the cover letter the district administrator or the consultant librarian should comment on the application, discuss its relationship to the district's long range plan and assess the likelihood that library staff will attend training sessions, based on their attendance at district meetings and other workshops.
4. Grant applications must be received by Commonwealth Libraries by June 15, 1996.
Sent applications to: Commonwealth Libraries
Attention: Barbara W. Cole
Address U.S. Mail: P. O. Box 1601, Harrisburg, PA 17105-1601
Address others: Room 217 Forum Building, Commonwealth Ave. & Walnut St.
(UPS, FedEx, etc.) Harrisburg, PA 17120

Evaluation of the OnLine at PA Libraries Project

OnLine At PA Libraries
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Commonwealth Libraries, P. O. Box 1601, Harrisburg, PA 17105-1601

Applications for Public Libraries - Due June 15, 1996

Library Name _____

Address _____

City _____ PA Zip+4 _____

County _____ District Library Center _____

OnLine at PA Libraries will provide public access to the Internet through public libraries. This project has been made possible through a grant from Bell Atlantic to the Pennsylvania Department of Education, Commonwealth Libraries.

1. Does your public library provide a public microcomputer with access to the Internet?

Circle One: Yes No

If yes, answer questions 2 and 3. If no, skip to question 4.

2. What best describes the public access to the Internet that your library provides?

Circle All That Apply:

text-based interface only graphical interface (pictures and text)

dial-up access SLIP connection

PPP connection

full access (Internet workstations have direct text or graphical access. The library may provide e-mail accounts and dedicated 24-hour access to all Internet services. For example, the library is a network node or has a broadband connection to an Internet provider.)

3. Please describe the equipment used to provide public access to the Internet:

Circle all that apply:

PC DOS based microcomputer, 286 or less Apple Macintosh or other Apple

PC DOS based microcomputer, 386 or 486 Modem, 28.8 speed

PC/Windows microcomputer, 386 or 486 Modem, specify speed _____

PC/Windows microcomputer, Pentium Printer, specify _____

4. How rural is the library's service area? (Library systems or libraries with branches should attach this information for each site for which they apply to participate in the project. Use system-assigned service areas to calculate population density of members.)

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Persons per square mile of each municipality in service area. List municipality(ies) and check under categories: (Data is available at DLCs and Commonwealth Libraries, Library Development Office.)

| Municipality(ies) (List Below) | Very Rural 1-50/ Square Mile | Rural 50.1-100/ Square Mile | Moderate 100.1-2000/ Square Mile | Urban 2000.1-4000/ Square Mile | Very Urban over 4000/ Square Mile |
|-----------------------------------|------------------------------------|-----------------------------------|--|--------------------------------------|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Attach a page if necessary to list all municipalities in the library's service area.

In signing this application, the library agrees to the following conditions:

- a. Any equipment received, such as a microcomputer and modem, will be placed in an accessible public service area and made available for members of the public to use when the library is open. The library will provide a suitable table and chair(s).
- b. The library will provide one phone line to the equipment.
- c. The library will participate in the project at least two years after the grant year and will pay certain start-up and continuing costs, estimated to be approximately the following:

| | <u>Phone</u> | <u>First Year</u> | <u>Following Years</u> |
|--------------------------------|--------------|-------------------|------------------------|
| *Phone line installation | \$125 | \$125 | \$-0- |
| *Telephone bill for local line | \$30/mo. | \$360 | \$360 |
| *Internet provider fee | \$15-30/mo | \$180-360 | \$180-360 |
| *Software/hardware maintenance | \$200 | -0- | \$200 |
| Training/technical support | \$100 | <u>-0-</u> | <u>\$100</u> |
| | | \$665-845 | \$965-1,195 |

*These fees vary depending on the provider.

- d. The library agrees to have at least one public service staff member attend all required training sessions sponsored by Commonwealth Libraries in connection with this grant. It is estimated the staff member will be required to attend two workshops during the grant year held in locations throughout the state.
- e. The library agrees to participate in public awareness activities and to promote the project to the public and the local media.

I certify the _____ agrees to conditions a-e, above, and that the answers to questions 1-4
(Name of Library)
are correct to the best of my knowledge.

Signature, Library Director

Signature, Library Board President

Name (please print or type)

Name (please print or type)

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Date

Date