



Library Development

Gates Foundation Library Training Program Fact Sheet

The New York State Library has received a grant from the Bill and Melinda Gates Foundation to provide technology training for public library staff who assist with public-access computing. This training program will expand on the training provided through the U.S. Library State Partnership Grant Program and include staff in libraries not eligible for the earlier grants.

The State Library will work with an advisory group of volunteers and individuals recommended by the public library systems to select professional trainers for the first phase of the training, finalize the curriculum, and set the stage for Phase II.

To reach to greatest possible number of staff members, the training provided through this grant will occur in two phases:

Phase I -- "Train the Trainer"

October-December 2002

Nine two-day regional training sessions for 150 people selected by the public library systems:

Day 1: Training in how to train others, including outcome-based evaluation techniques

Day 2: The 3Rs of technical skills-reviewing, refreshing, and refining

The intent in Phase I is to prepare a statewide corps of expert trainers. Systems will be asked to select individuals on the basis of existing training experience and expertise, current technology skills, willingness to take on the responsibility for ongoing training, appropriate personality and enthusiasm for the task, and working at a location convenient for training staff in area libraries.

Phase II -- "Train the Library Staff"

January-June 2003

Sessions conducted within the systems by those trained in Phase I:

Basic Skills:

- How to train library users
- Information literacy
- Basic computer operation and troubleshooting
- Access to the Internet and electronic resources
- Productivity software, such as Microsoft Word

Beyond Basic Skills:

- PC troubleshooting and maintenance
- Introduction to networking
- Productivity software, such as Microsoft Excel, Access, PowerPoint, Publisher
- Introduction to Internet accessibility for people with disabilities and for non-English-speakers

The intent in Phase II is to train at least one staff member from each of the state's 984 main library buildings (including 23 system facilities and the branches of the New York, Brooklyn, and Queens Borough Public Libraries).

Grant funds will be allocated to the library systems based on the number of library buildings per system, and are intended to cover costs of training aids, software updates, assistance or compensation for trainers, supplies, and miscellaneous expenses, such as incentives to libraries for participation by staff. Systems may tailor training sessions to the needs of their system member libraries and the training component of their plans of service.

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