



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

If you are interested in having your library considered as one of the thirty participating 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 July 10, 2017 at 11:59 p.m. Mailed submissions must be postmarked on or before July 10, 2017 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. (It is anticipated that twelve to twenty accredited public libraries will be selected during this first application period.)

Library Name:

Contact Person:

Email:

Phone:

Library Address:

City:

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

Assurances Required of Participating Libraries	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/or local volunteers to market the Library Innovation Studio and associated activities to potential users/audiences in our community, and will support the Studio prior to its arrival and while it is housed at our library.	
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 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 (with the help of our partners) will solicit and collect select consumables from the community before and/or during the Hosting Period (fabric, wood, etc.).	

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,
  - available of hard-wired internet ports and/or Wi-Fi,
  - proximity to a window that opens (to accommodate the laser cutter), and
  - other physical features that might be of importance.

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). Refer to <http://libraries.ne.gov/studio/> for space needs for the various studio stations.

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 electronic 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 governmental entity, Nebraska Extension office, and your chamber/economic development organization are highly recommended.

We thank you for your time and look forward to working with you on this exciting effort. If you have any questions about the project, the selection process, or about the questions included in this application, please contact JoAnn McManus at [joann.mcmanus@nebraska.gov](mailto:joann.mcmanus@nebraska.gov) or 402-471-4870, 800-307-2665.

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

***NCompass Live, June 7th at 10:00 a.m. (Central Time)***  
**Library Innovation Studios: Transforming Rural Communities:**  
**A project introduction and a review of the application process**

To sign up for the webinar, visit:

<http://nlc.nebraska.gov/scripts/calendar/eventshow.asp?ProgId=16351>

If you can't tune in live, you may access a recorded version beginning June 8. Archived *NCompass* sessions can be found at: <http://nlc.nebraska.gov/ncompasslive/ncarchivelist.asp>

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Note: See next page for "Optional Hosting Period Priority Form."

## Optional Hosting Period Priority Form (You may wish to complete and submit this)

The following form provides you with information about the “tentative” Hosting Periods available for participating public libraries. You are **not required** to complete this optional form. However, if you would like to submit the form at the time of the application (or shortly thereafter), we will consider these Hosting Period requests first. After the libraries have been selected in July, JoAnn McManus, project manager for the Library Innovation Studios project, will be in contact with the selected libraries to gather additional information so that libraries can be matched with available Hosting Periods.

Indicate by numbering the Hosting Periods below to represent your preference for particular Hosting Periods. Note that you can use numbers more than once **and** you are not required to assign a number to each Hosting Period. (Dates are approximate and tentative.)

Use 1: if the time would be a great time *(if you use #1 more than once but want to indicate your favorite hosting period—indicate: “Best 1”)*

Use 2: if the time would be pretty good

Use 3: if you could make the time work

Use 0: if the time just does **NOT** work for you

Note: Libraries selected in **this first** of two application cycles can select a hosting period later in the project period. However we do plan to at least fill the first two three cycles with the libraries that are selected in July 2017. Libraries that can help with this by indicating optimal times in the first two cycles, are appreciated.

Cycle 1 Training: Week of Sept 25, 2017

_____ Installation: Week of Oct 9, 2017	Pick up: Week of Feb 19, 2018	#1—19 wks
_____ Installation: Week of Oct 23, 2017	Pick up: Week of March 19, 2018	#2—21 wks
_____ Installation: Week of Nov 6, 2017	Pick up: Week of April 2, 2018	#3—21 wks
_____ Installation: Week of Nov 20, 2017	Pick up: Week of April 16, 2018	#4—21 wks

Cycle 2 Training: Week of Feb 26, 2018

_____ Installation: Week of Mar 5, 2018	Pick up: Week of July 9, 2018	#5—19 wks
_____ Installation: Week of Mar 19, 2018	Pick up: Week of Aug 6, 2018	#6—20 wks
_____ Installation: Week of Apr 2, 2018	Pick up: Week of Aug 20, 2018	#7—20 wks
_____ Installation: Week of Apr 16, 2018	Pick up: Week of Sep 3, 2018	#8—20 wks

Cycle 3 Training & 1<sup>st</sup> Annual Inventors Showcase: Week of July 16, 2018

_____ Installation: Week of July 23, 2018	Pick up: Week of Nov 26, 2018	#9—19 wks
_____ Installation: Week of Aug 6, 2018	Pick up: Week of Dec 17, 2018	#10—19 wks
_____ Installation: Week of Aug 20, 2018	Pick up: Week of Dec 31, 2018	#11—19 wks
_____ Installation: Week of Sept 3, 2018	Pick up: Week of Jan 15, 2019	#12—19 wks

Cycle 4 Training: Week of Dec 3, 2018 (the cycle serves 5 libraries)

_____ Installation: Week of Dec 10, 2018	Pick up: Week of May 14, 2019	MS #13&14 11+11wks
*Switch Installation Week of Feb 19 for these two Mini Studios		
_____ Installation: Week of Dec 17, 2018	Pick up: Week of April 16, 2019	#15—18 wks
_____ Installation: Week of Dec 31, 2018	Pick up: Week of May 21, 2019	#16—20 wks
_____ Installation: Week of Jan 15, 2019	Pick up: Week of June 4, 2019	#17—20 wks

Cycle 5 Training & **2<sup>nd</sup> Annual Inventors Showcase:** Week of April 23, 2019

_____	Installation: Week of April 30, 2019	Pick up: Week of Aug 27, 2019	#18—18 wks
_____	Installation: Week of May 14, 2018	Pick up: Week of Sept 17, 2019	#19—18 wks
_____	Installation: Week of May 21, 2019	Pick up: Week of Oct 1, 2019	#20—19 wks
_____	Installation: Week of June 4, 2019	Pick up: Week of Oct 15, 2019	#21—19 wks

Cycle 6 Training: Week of Sep 3, 2019

_____	Installation: Week of Sep 10, 2019	Pick up: Week of Feb 12, 2020	MS #22&23 11+11wks
*Switch Installation Week of Nov 26 for these two Mini Studios			
_____	Installation: Week of Sep 27, 2019	Pick up: Week of Jan 22, 2020	#24—18 wks
_____	Installation: Week of Oct 1, 2019	Pick up: Week of Feb 19, 2020	#25—20 wks
_____	Installation: Week of Oct 15, 2019	Pick up: Week of Feb 26, 2020	#26—19 wks

Cycle 7 Training: Week of January 29, 2020

_____	Installation: Week of Feb 5, 2020	Pick up: Week of June 18, 2020	#27—20 wks
_____	Installation: Week of Feb 12, 2020	Pick up: Week of June 18, 2020	#28—19 wks
_____	Installation: Week of Feb 19, 2020	Pick up: Week of June 25, 2020	#29—19 wks
_____	Installation: Week of Feb 26, 2020	Pick up: Week of June 25, 2020	#30—18 wks

**3<sup>rd</sup> Annual Inventors Showcase:** Week of May 28, 2020

Note: Even though the Mini Studios are shown above in Cycles 4 and 6, it is possible for project staff to switch those to other cycles when working with participating libraries.

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)