

2012



INSTITUTE *of*
Museum and Library
SERVICES

Guide to Programs and Opportunities



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Printed 05/11

Connecting People

Equal Opportunity Statement: IMLS programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.

DEAR COLLEAGUES

I am pleased to present the Institute of Museum and Library Services (IMLS) *Guide to Programs and Opportunities* for the fiscal year beginning October 1, 2011.

Rapid societal shifts are challenging museums and libraries to reinvent themselves. We live in a world where the ability to learn throughout one's lifetime and to access and use information is essential to individual success and our nation's competitiveness. IMLS places a priority on helping frontline institutions meet the challenges and use new technology, create learning experiences both online and in person, and work in partnership with a host of community organizations to meet essential lifelong learning needs.

IMLS is the primary source of federal support for the nation's libraries and museums. We offer a wide range of funding opportunities, from institutional assessment to national leadership awards. We also collect data and publish policy analysis to help practitioners and policymakers advance the roles of libraries and museums in supporting education, workforce and civic engagement.

We believe that libraries and museums have the power to change lives and build strong communities. We welcome you to explore this book, get in touch with our staff, participate in opportunities for program development, sign up for our newsletter, and apply for grants.

We look forward to working with you.

Sincerely,



Susan H. Hildreth
Director



to Information and Ideas

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INFORMATION FOR APPLICANTS

Application Deadlines and Announcements

Unless otherwise stated in the respective program guidelines, applicants must submit their complete applications via Grants.gov by 11:59 PM EST on the deadline date. Please note that IMLS generally will not accept applications that have not been validated by Grants.gov. Fiscal Year (FY) 2012 deadlines are listed in chronological order below.

Deadline	Program	Awards Announced
Oct. 3, 2011	Conservation Project Support	Mid-April
Nov. 1, 2011	Museums for America	Mid-July
Dec. 1, 2011	Conservation Assessment Program	Mid-April
Dec. 1, 2011	Museum Assessment Program	Mid-February
Dec. 15, 2011	Laura Bush 21st Century Librarian Program	Mid-June
Dec. 15, 2011	National Medals for Museum and Library Service	Fall
Jan. 17, 2012	Museum Grants for African American History and Culture	Mid-July
Feb. 1, 2012	National Leadership Grants	Mid-September
Feb. 1, 2012	Sparks! Ignition Grants for Libraries and Museums	Mid-July
Feb. 1, 2012	Connecting to Collections Statewide Implementation Grants	Mid-September
Mar. 1, 2012	Native American Library Services: Basic Grants with Education/Assessment Option	Mid-June
Mar. 15, 2012	21st Century Museum Professionals Grants	Mid-September
April/May 2012	Learning Labs in Libraries and Museums	August/September
Apr. 2, 2012	Native American/Native Hawaiian Museum Services Program	Mid-September
Apr. 2, 2012	Revisions (if needed) to five-year plans are due for Grants to State Library Administrative Agencies	Mid-September
May 1, 2012	Native American Library Services: Enhancement Grants	Mid-September
May 15, 2012	Native Hawaiian Library Services Grants	Mid-September
July 1, 2012	Museum Assessment Program	Mid-September

Getting Started

The best place for interested applicants to start is our Web site, www.imls.gov. Our “Grant Applicants” section provides resources to help grant seekers develop competitive applications, including grant program guidelines and samples of successful applications. The site is a one-stop shop for libraries and museums that want to apply for grants, read publications, and learn about community partnerships, planning, evaluation, and much more.

Other resources are available to applicants. IMLS holds Web-assisted conference calls prior to the application deadline for most programs. You may call in, listen to a brief presentation by IMLS program staff, ask questions over the phone or through a chat box, and hear questions from other applicants answered. IMLS staff members also participate in many national and regional meetings, providing general information and answering specific questions. Additionally, applicants should feel free to contact the program staff by phone or e-mail with any questions as they develop their proposals.

Please note that this guide is intended to provide general information. The specific program opportunities, eligibility, and requirements will be found in the individual program guidelines. Grant program guidelines and applications become available on our Web site approximately 60–90 days before the program deadline. Until the FY 2012 guidelines are available, the FY 2011 versions will remain available for reference. Please note that you must submit a current complete FY 2012 application to be eligible for a grant. Printed copies of guidelines are available upon request by e-mailing imlsinfo@imls.gov. Upon request, the Institute will provide an audio recording of our publications.

INFORMATION FOR APPLICANTS

Project Results and Evaluation

The Institute expects each application budget to include specific and sufficient resources for project evaluation, and expects institutions to use interim findings to strengthen project results. An application's proposed plan for project evaluation is a significant element in competitive review. The Institute promotes outcomes-based planning and evaluation as one important way for museums and libraries to measure results. For projects that intend to effect changes in behavior or knowledge, whether for professional peers or end users, applicants should identify their specific audiences and say how the project will objectively and concretely measure outcomes.

In cooperation with Indiana University–Purdue University Indianapolis, the Institute has supported Shaping Outcomes, an online course on outcomes-based planning and evaluation (OBPE), which can help applicants improve program design and evaluation. Available at www.shapingoutcomes.org, this resource

- provides an online curriculum in OBPE,
- is designed for library and museum professionals as well as students in those fields,
- teaches the concepts and vocabulary of OBPE, and
- helps participants develop the skills necessary for producing a logic model using OBPE.

International Partnerships

While IMLS does not make grants to non-U.S. libraries and museums, such institutions, whether located abroad or within the U.S., may partner with eligible U.S. institutions on an IMLS grant project. A Frequently Asked Questions (FAQs) document is available on the IMLS Web site at www.imls.gov/pdf/InternationalFAQs.pdf. More specific information for each grant program can be obtained by contacting individual program staff at the agency.

Review Process

The Institute uses a peer review process to competitively evaluate all eligible and complete applications. Reviewers are professionals in the field who have relevant knowledge and expertise in the types of activities and organizations identified in the applications. Reviewers are instructed to evaluate proposed projects according to the criteria identified in the program guidelines. The Institute's director makes funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency.

How to Serve as a Reviewer

All competitive awards are reviewed by library and museum professionals who know the needs of communities, can share best practices, and are well versed in the issues and concerns of museums and libraries today. There are many benefits to volunteering to review applications. If you are selected to serve, you will help the Institute and the museum and library communities and strengthen the grant review process. If you are interested in serving as a reviewer for the Institute, you can be included in our database of potential reviewers by completing the online application and submitting your resume through our online reviewer application at www.imls.gov.

Staying Informed

The following resources are available to help applicants get current information about our initiatives and grant programs, reminders of important deadlines, and valuable links to information:

- **Primary Source, the Institute's free monthly e-mail newsletter.** Every month, the newsletter alerts readers to new information about grants, monthly highlights of best practices, and important agency news. To read past issues or to subscribe, visit www.imls.gov.
- **The RSS feed for the IMLS Web site.** Subscribers to the RSS feed (located at www.imls.gov/rss.xml) will receive immediate notice of new content on our Web site.
- **The official IMLS Twitter feed.** Follow IMLS on Twitter: @US_IMLS.

Central Contractor Registration and Universal Identifier Requirements

Effective October 1, 2010, unless you are exempted from this requirement under 2 CFR 25.110, as an applicant for federal financial assistance, you must 1) be registered in the Central Contractor Registration (CCR) prior to submitting an application; 2) maintain an active CCR registration with current information at all times during which you have an active federal award or an application under consideration by an agency; and 3) provide your DUNS number in each application or plan you submit to an agency.

Grants.gov

As part of the E-Government initiative, the federal government developed Grants.gov, a single Web site for organizations to electronically find and apply for competitive grant opportunities from all 26 federal grant-making agencies. The Institute requires all applicants to apply online through Grants.gov. Applicants who are unable to use Grants.gov should contact an IMLS program officer immediately. For more information on the process of applying through Grants.gov, visit www.grants.gov.

Five Tips for Working Successfully with Grants.gov

1. Start early! Go to www.grants.gov/applicants/get_registered.jsp to register. Utilize Grants.gov resources at www.grants.gov/applicants/applicant_faqs.jsp. The Grants.gov Web site has checklists, FAQs, and online tutorials to assist you in preparing your organization to submit applications. You should also utilize the CCR user's guide at www.bpn.gov/ccr/doc/CCRUsersGuide.pdf. Please note that your CCR registration must be active in order to apply through Grants.gov, and it must be renewed annually.
2. Consider designating more than one Authorized Organization Representative (AOR) for your organization when you register. This will help to avoid last-minute crises in the event that a single AOR is unavailable when you are ready to submit your application. This person might not be the same person that you list as the Authorized Representative for IMLS. Also, you should update the AOR at Grants.gov each year or when staff at your organization changes.
3. Make technological choices that help you:
 - Download the most recent version of Adobe® Acrobat® Reader® onto your computer for best results. Make sure to submit all documents in Adobe® PDF format.
 - Follow the instructions in the Grant Guidelines to convert your documents into PDFs. (See www.imls.gov/pdf/PDFConversion.pdf.)
 - Use Internet Explorer® for your browser when submitting the application to Grants.gov. Mozilla® Firefox® and Apple Safari® are not currently compatible with this process.
4. The Grant Program Guidelines contain guidance and hints to help you with this entire process. Read through these materials. You will be more likely to receive the assistance you need if you take the time to familiarize yourself with the basic instructions and guidance provided in the Guidelines.
5. Contact Grants.gov help (www.grants.gov/help/help.jsp or 800-518-4726) for assistance with hardware and software issues, registration issues, or technical problems. The Grants.gov help desk is open 24 hours a day, seven days a week, except for federal holidays, when it is closed. Please keep this in mind when submitting an application with a deadline on a Monday or close to a federal holiday. Contact your IMLS program officer for assistance with guidelines, eligibility, project, or timeline (schedule of completion) questions.

Complete Applications

IMLS will only consider complete applications. Do not assume that a validation message from Grants.gov is an indication that your application is complete. Applicants are encouraged to use the checklist of required documents included in the individual funding program guidelines as a tool to assist them in ensuring that all required components of an application are uploaded to Grants.gov.

INFORMATION FOR APPLICANTS

General Library Eligibility

An eligible library applicant must be:

- either a unit of state or local government or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- located in one of the 50 states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- one of the six types of organizations listed below:
 1. A library or a parent organization, such as a school district, a municipality, a state agency, or an academic institution, that is responsible for the administration of a library. Eligible libraries include public libraries, elementary and secondary school libraries, college and university libraries, research libraries, and archives that are not an integral part of an institution of higher education and that make publicly available library services and materials that are suitable for scholarly research and not otherwise available, and private or special libraries that have been deemed eligible to participate in this program by the state in which the library is located.
 2. An academic or administrative unit, such as a graduate school of library and information science, which is a part of an institution of higher education through which it would apply.
 3. A digital library, if it makes library materials publicly available and provides library services, including selection, organization, description, reference, and preservation, under the supervision of at least one permanent professional staff librarian.
 4. A library agency that is an official agency of a state or other unit of government and is charged by the law governing it with the extension and development of public library services within its jurisdiction.
 5. A library consortium that is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of the resources of eligible libraries, as defined above, and information centers that work to improve the services delivered to the clientele of these libraries.
 6. A library association that exists on a permanent basis; serves libraries or library professionals on a national, regional, state, or local level; and engages in activities designed to advance the well-being of libraries and the library profession.

Note: Special conditions of eligibility apply to many of the library funding programs, including the Grants to States program, some categories of the Laura Bush 21st Century Librarian Program, the National Leadership Grants program, and the Native American and Native Hawaiian Library Services programs. Please see the individual guidelines for these programs for specific eligibility requirements.

General Museum Eligibility

All types of museums, large and small, are eligible for funding. Eligible museums include aquariums, arboretums and botanical gardens, art museums, youth museums, general museums, historic houses and sites, history museums, nature centers, natural history and anthropology museums, planetariums, science and technology centers, specialized museums, and zoological parks. Federally operated and for-profit museums may not apply for funds from the Institute. An eligible applicant must be:

- either a unit of state or local government or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- located in one of the 50 states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- a museum that, using a professional staff, (1) is organized on a permanent basis for essentially educational or aesthetic purposes; (2) owns or uses tangible objects, either animate or inanimate; (3) cares for these objects; and (4) exhibits these objects to the general public on a regular basis through facilities that it owns or operates.

An organization uses a professional staff if it employs at least one professional staff member, or the full-time equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.

An organization “exhibits objects to the general public” if such exhibition is a primary purpose of the institution. Further, an organization that exhibits objects to the general public for at least 120 days a year shall be deemed to exhibit objects to the general public on a regular basis. An organization that exhibits objects by appointment may meet the requirement to exhibit objects to the general public on a regular basis if it can establish, in light of the facts under all the relevant circumstances, that this method of exhibition does not unreasonably restrict the accessibility of the institution’s exhibits to the general public. Please note that an organization that does not have as a primary purpose the exhibition of objects to the general public, but that can demonstrate that it exhibits objects to the general public on a regular basis as a significant, separate, distinct, and continuing portion of its activities, and that it otherwise meets the museum eligibility requirements, may be determined to be eligible as a museum under these guidelines.

A museum located within a parent organization that is a state or local government or multipurpose nonprofit entity, such as a university, historical society, foundation, or a cultural center, may apply on its own behalf if the museum (1) is able to independently fulfill all the eligibility requirements listed above, (2) functions as a discrete unit within the parent organization, (3) has its own fully segregated and itemized operating budget, and (4) has the authority to make the application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization.

Prospective applicants that are not sure whether they fulfill all of these requirements should contact the Institute to discuss their eligibility before applying. The Institute may require additional supporting documentation from the applicant to determine the museum’s autonomy. Each eligible applicant within a single parent organization should clearly delineate its own programs and operations in the application narrative. A parent organization that controls multiple museums that are not autonomous but are otherwise eligible may submit only one application per grant program; the application may be submitted by the parent organization on behalf of one or more of the eligible museums.

Special conditions of eligibility apply to many of the museum funding programs. Please see the individual guidelines for specific eligibility requirements.

OPPORTUNITIES FOR BOTH LIBRARIES AND MUSEUMS

National Leadership Grants

Deadline: February 1, 2012

Grant Amounts:

- Project Grants: \$50,000–\$1,000,000
- Planning Grants: up to \$50,000
- National Forum Grants: up to \$100,000

Grant Period: Up to three years for Project Grants. Up to one year for Planning Grants and National Forum Grants.

Matching Requirement: 1:1 for requests over \$250,000, except research projects. Cost sharing of at least one-third is encouraged for requests under \$250,000 and for research projects.

Eligibility: Libraries that fulfill the general criteria for libraries may apply (see page 4). See program guidelines for special conditions of eligibility for this program. Museums that fulfill the eligibility criteria for museums (see page 5) may apply. Public or private nonprofit agencies, organizations, or associations that engage in activities designed to advance museums and the museum profession may also apply. In addition, institutions of higher education, including public and nonprofit universities, are eligible.

Program Overview: National Leadership Grants support projects that have the potential to advance museum, library, and archival practice. The Institute also encourages grant proposals that promote the skills necessary to develop 21st century communities, citizens, and workers. Proposals should address key needs and challenges that face libraries, museums, and archives. Successful proposals will be innovative responses to these challenges and will have national impact.

National Leadership Grants are divided into four main categories:

- *Advancing Digital Resources*—Support the creation, use, presentation, and preservation of significant digital resources as well as the development of tools to enhance access, use, and management of digital assets.
- *Research*—Support research with the potential to improve museum, library, and archival practice, resource use, programs, and services. Both basic and applied research projects are encouraged.
- *Demonstration*—Support projects that produce a replicable model or practice that is usable by other institutions for improving services and performance.
- *Library-Museum Collaboration Grants*—Support collaborative projects (including, at a minimum, an eligible library organization and eligible museum organization) that address the educational, economic, cultural, and social needs of a community.

An applicant may choose to submit a Project Grant, Planning Grant, or National Forum Grant proposal in any of the above categories.

- *Project Grants* support fully developed project plans in which participants and partnership plans already are established, and feasibility analysis and other aspects of preliminary planning already have been completed.
- *Planning Grants* enable project teams to plan a project for a National Leadership Grant and support planning activities such as solidifying partnerships, and developing project plans, prototypes, or proofs of concept, which could lead to a

subsequent National Leadership Grant proposal. Applications for Planning Grants must include at least one formal partner in addition to the lead applicant.

- *National Forum Grants* provide the opportunity to convene qualified groups of experts and stakeholders to consider issues or challenges that are nationally important to libraries, museums, and/or archives. Grant-supported meetings are expected to actively engage their intended communities and produce widely disseminated reports with expert recommendations on an action or research agenda to address these challenges. These expert recommendations are intended to guide future potential proposals to the National Leadership Grants program.

PROGRAM CONTACTS

For Libraries:

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OPPORTUNITIES FOR BOTH LIBRARIES AND MUSEUMS

Sparks! Ignition Grants for Libraries and Museums

Deadline: February 1, 2012

Grant Amount: Up to \$25,000

Grant Period: Up to one year

Matching: No matching requirements

Eligibility: Library entities that fulfill the general criteria for libraries may apply (see page 4). Museum entities that fulfill the general criteria for museums may apply (see page 5). Public or private nonprofit agencies, organizations, or associations that engage in activities designed to advance museums and the museum profession may also apply. In addition, institutions of higher education, including public and nonprofit universities, are eligible.

Program Overview: The Sparks! Ignition Grants for Libraries and Museums initiative is a fund-

ing opportunity developed by IMLS to expand and test the boundaries of library, museum, and archival services and practices. It provides small, targeted investments in high-risk, innovative responses to the challenges and opportunities facing cultural heritage institutions in a rapidly changing information environment. Innovation is the key to using time, money, and staff more productively, and to helping cultural heritage institutions improve their services, processes, programs, and products. These grants will support the testing of specific innovations and foster broad sharing of information about what works and what does not. Because innovations can emerge in a variety of settings, the Sparks! Ignition Grants initiative is structured to encourage participation by organizations of all types and sizes. Partnerships are permitted, but not required.

Sparks! Ignition Grant funds may not be used for:

- evaluation of an existing program or service;
- planning projects;
- research projects;
- projects supporting traditional exhibitions, performances, or other types of public programs,
- projects that involve mainly digitization, unless the applicant is proposing an innovative method for digitization;
- activities that will produce only incremental improvements in existing operational or business processes;
- support of conferences or professional meetings; and
- acquisition of supplies or equipment in excess of 50 percent of the grant total.

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Connecting to Collections Statewide Implementation Grants

Deadline: February 1, 2012

Grant Amount: Up to \$250,000

Grant Period: Up to two years

Eligibility: Institutions that fulfill the general eligibility criteria for museums and/or libraries may apply (see pages 4–5). Public or private nonprofit agencies, organizations, or associations that engage in activities designed to advance museums and the museum profession may also apply. In addition, institutions of higher education, including public and nonprofit universities, are eligible. Preference will be given to projects that build on successful IMLS Connecting to Collections Statewide Planning Grants and that involve multiple partnerships among libraries, museums, archives, statewide service organizations, and state agencies.

Program Overview: Connecting to Collections Statewide Implementation Grants will fund a limited number of grants to implement the plans or models created through IMLS Statewide Planning Grants, and addressing priorities identified in the *Heritage Health Index*, to:

- provide safe conditions for their collections;
- develop an emergency plan;
- assign responsibility for collections care; and
- work together to raise public awareness about collections care.

These grants are designed to encourage people and institutions in each state to collaborate on the implementation of a plan that addresses the specific and most pressing needs of its collections-holding institutions. Applicants should report what has already been done, name the organizations and people to be involved in the implementation process, and outline their plan's specific steps to improve collections care.

PROGRAM CONTACTS

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LIBRARY OPPORTUNITIES

Laura Bush 21st Century Librarian Program

Deadline: December 15, 2011

Grant Amount: \$50,000–\$500,000

Grant Period: Up to three years for project grants, except for doctoral program projects, which may be up to four years.

Matching Requirement: Funds requested for student support and for research projects are not subject to matching requirements.

All other funds requested from IMLS must be matched on a 1:1 basis.

Eligibility: Libraries that fulfill the general eligibility criteria for libraries may apply (see page 4). See program guidelines for special conditions of eligibility for this program.

Program Overview: This program supports projects to recruit and educate the next generation of librarians, faculty, and library leaders; to conduct research on the library profession; and to support early career research. It also assists in the professional development of librarians and library staff. All members of the library community are invited to play an active role in ensuring that the profession is prepared to meet the challenges of the 21st century. See program guidelines for additional information.

PROGRAM CONTACTS

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Native American Library Services Basic Grants with Education/Assessment Option

Deadline: March 1, 2012

Grant Amount: Varies

Grant Period: One year

Eligibility: Indian tribes, Alaska Native villages, regional corporations, and village corporations are eligible to apply for funding under the Native American Library Services grant program. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with an eligible applicant.

For purposes of funding under this program, "Indian tribe" means any tribe, band, nation, or other organized group or community, including any Alaska Native village, regional corporation, or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act [43 U.S.C. § 1601 et seq.]), that is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs, except for the recognized Alaska Native villages, regional

corporations, and village corporations, which should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above.

Program Overview: The Native American Library Services Basic Grant is noncompetitive and distributed in equal amounts among eligible applicants. Basic Grants are available to support existing library operations and to maintain core library services. The Education/Assessment Option is supplemental to the Basic Grants. It also is noncompetitive and must be requested. The purpose of the Education/Assessment Option is to provide funding for library staff to attend continuing education courses and training workshops on- or off-site, for library staff to attend or give presentations at conferences related to library services, and to hire a consultant for an on-site professional library assessment.

PROGRAM CONTACTS

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LIBRARY OPPORTUNITIES

Native American Library Services Enhancement Grants

Deadline: May 1, 2012

Grant Amount: Up to \$150,000

Grant Period: Up to two years

Eligibility: See eligibility requirements for the Basic Grant. Indian tribes and Alaska Native villages and corporations are eligible to apply for the Enhancement Grant only if they have applied for a Native American Library Services Basic Grant in the same fiscal year. See program guidelines for specific eligibility criteria.

Program Overview: Enhancement Grants are competitive grants for projects that may enhance existing library services or implement new library services, particularly as they relate to the following goals in the updated IMLS statute (20 U.S.C. §9141):

- (1) expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;
- (2) establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 9134(b)(6), for the purpose of improving the quality

of and access to library and information services;

(3) (A) providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and

(B) enhancing efforts to recruit future professionals to the field of library and information services;

(4) developing public and private partnerships with other agencies and community-based organizations;

(5) targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;

(6) targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;

(7) developing library services that provide all users access to information through local, state, regional, national, and international collaborations and networks; and

(8) carrying out other activities consistent with the purposes set forth in section 9121.

PROGRAM CONTACTS

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Native Hawaiian Library Services

Deadline: May 15, 2012

Grant Amount: Varies

Grant Period: One year

Eligibility: Native Hawaiian Library Services grants are available to nonprofit organizations that primarily serve and represent Native Hawaiians (as the term is defined in 20 U.S.C. §7517). The term “Native Hawaiian” refers to an individual who is a citizen of the United States and a descendant of the aboriginal people who, before 1778, occupied and exercised sovereignty in the areas that now comprise the state of Hawaii. See program guidelines for specific eligibility criteria.

Program Overview: Native Hawaiian Library Services projects may enhance existing library services or implement new library services, particularly as they relate to the following goals in the updated IMLS statute (20 U.S.C. §9141):

(1) expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals’ needs for education, lifelong learning, workforce development, and digital literacy skills;

(2) establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 9134(b)(6), for the purpose of improving the quality of and access to library and information services;

(3) (A) providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and

(B) enhancing efforts to recruit future professionals to the field of library and information services;

(4) developing public and private partnerships with other agencies and community-based organizations;

(5) targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;

(6) targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;

(7) developing library services that provide all users access to information through local, state, regional, national, and international collaborations and networks; and

(8) carrying out other activities consistent with the purposes set forth in section 9121.

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MUSEUM OPPORTUNITIES

21st Century Museum Professionals Grants

Deadline: March 15, 2012

Grant Amount: \$15,000–\$250,000

Grant Period: Up to three years

Matching Requirement: 1:1

Eligibility: Museums that fulfill the eligibility criteria for museums (see page 5) may apply. Public or private nonprofit agencies, organizations, or associations that engage in activities designed to advance museums and the museum profession may also apply. In addition, institutions of higher education, including public and nonprofit universities, are eligible.

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Program Overview: Museum professionals need high levels of knowledge and expertise as they help create public value for the communities they serve. The purpose of the 21st Century Museum Professionals Grants program is to increase the capacity of museums by improving the knowledge and skills of museum professionals in multiple institutions. These grants are intended to reach broad groups of museum professionals throughout a city, county, state, region, or the nation. Grants fund a wide range of activities, including the development and implementation of classes, seminars, and workshops; resources to support leadership development; collection, assessment, development, and/or dissemination of information that leads to better museum operations; activities that strengthen the use of contemporary technology tools to deliver programs and services; support for the enhancement of pre-professional training programs; and organizational support for the development of internship and fellowship programs.

Conservation Assessment Program

Deadline: December 1, 2011

Program Overview: The Conservation Assessment Program (CAP) is supported through a cooperative agreement between IMLS and Heritage Preservation. Through CAP, professional conservators identify conservation priorities by spending two days at your location and three days writing a report about your museum's collection, environmental conditions, and site. The report can help your museum develop strategies for improving collections care and provide a tool for long-range planning and fund-raising.

CAP offers a maximum of two assessors per institution. Most museums are provided a conservator to assess the museum's collections.

If you have an historic structure (a building more than 50 years old), you may also qualify for a historic structure assessment. Zoos, aquariums, nature centers, botanical gardens, and arboreta can be provided a zoologist, botanist, or horticulturalist to assess living collections. For more information, visit www.heritagepreservation.org/CAP.

PROGRAM CONTACT

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Conservation Project Support

Deadline: October 3, 2011

Grant Amount: Up to \$150,000

Grant Period: Up to two years; three years with strong justification

Matching Requirement: 1:1 for total project request

Eligibility: Museums that fulfill the eligibility criteria for museums (see page 5) may apply.

Program Overview: The Conservation Project Support program helps museums identify conservation needs and priorities and perform activities that ensure the safekeeping of their collections. It assigns priority to the development and implementation of a logical, institution-wide approach to caring for their living and material collections. Grants are available for many types of conservation activities, including surveys, training, treatment, and environmental improvements.

Applicants seeking support for detailed surveys, treatment, or environmental improvements should define projects that address one of the institution's formally recognized highest conservation needs. In every case, applications must demonstrate that the primary goal of the project is conservation care—not collection management or maintenance.

Preference is given to projects that include a commitment to sharing the impact of conservation activities with their communities—public, professional, or both—through outreach and programs.

PROGRAM CONTACTS

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MUSEUM OPPORTUNITIES

Museum Assessment Program

Deadline: December 1, 2011 or July 1, 2012

Program Overview: The Museum Assessment Program (MAP) is supported through a cooperative agreement between IMLS and the American Association of Museums. It is designed to help museums assess their strengths and weaknesses, and plan for the future.

A MAP assessment requires members of the museum staff and governing authority to complete a self-study. After completion of the self-study, a site visit is conducted by one or more museum professionals, who tour the museum and meet with staff, governing officials, and volunteers. The surveyors work with the

museum and MAP staff to produce a report evaluating the museum's operations, making recommendations, and suggesting resources.

There are three types of MAP assessments:

- **Organizational/Institutional Assessment:** Reviews all areas of operations.
- **Collections Stewardship/Collections Management Assessment:** Focuses on collections policies, planning access, documentation, and collections care within the context of the museum's total operations.
- **Community Engagement/Public Dimension Assessment:** Assesses the museum's understanding of and relationship with its communities as well as its communities' perceptions of and experiences with the museum.

Eligible organizations should select one of the assessment types and prepare an application for either the December 1 or July 1 deadline. Application materials and additional information are located at www.aam-us.org/map.

PROGRAM CONTACT

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Museum Grants for African American History and Culture

Deadline: January 17, 2012

Grant Amount: \$5,000–\$150,000

Grant Period: Up to two years

Matching Requirement: 1:1

Eligibility: Eligible applicants include museums whose primary purpose is African American life, art, history, and/or culture, encompassing the period of slavery; the era of reconstruction; the Harlem Renaissance; the civil rights movement; and other periods of the African Diaspora. Public

or private nonprofit organizations whose primary purpose is to support museums identified above may also apply. Historically Black Colleges or Universities (HBCUs) are also eligible. Please see program guidelines for specific eligibility criteria.

Program Overview: Museum Grants for African American History and Culture are intended to enhance institutional capacity and sustainability through professional training, technical assistance, internships, outside expertise, and other tools. Successful proposals will focus on one or more of the following three goals: (1) developing or strengthening knowledge, skills, and other expertise of current staff at African American museums; (2) attracting and retaining professionals with the skills needed to strengthen African American museums; and (3) attracting new staff to African American museum practice and providing them with the expertise needed to sustain them in the museum field.

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Museums for America

Deadline: November 1, 2011

Grant Amount: \$5,000–\$150,000

Grant Period: Up to three years

Matching Requirements: 1:1

Eligibility: Museums that fulfill the eligibility criteria for museums (see page 5) may apply.

Program Overview: Museums for America is the Institute's largest grant program for museums, supporting projects and ongoing activities that build museums' capacity to serve their communities.

Museums for America grants strengthen a museum's ability to serve the public more effectively by supporting high-priority activities that advance the institution's mission and strategic goals. Museums for America grants are designed to be flexible: funds can be used for a wide variety of new or ongoing museum activities and programs, such as improvement of institutional infrastructure, planning, management of collections, public access, professional development, purchase of equipment or services, research and scholarship, public programming and exhibitions, development and/or implementation of education programs, or efforts by museums to upgrade and integrate new technologies into their overall institutional effectiveness.

Grants are awarded in the following categories:

- **Engaging Communities (Education, Exhibitions, and Interpretation):** Support projects that represent a broad range of educational activities by which museums share collections, content, and knowledge to support learning.
- **Building Institutional Capacity (Management, Policy, and Training):** Support projects that serve to improve the infrastructure of museums to better serve their communities.
- **Collections Stewardship:** Support projects that museums undertake to maintain and improve the management of museum collections in order to fulfill a museum's public service mission.

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MUSEUM OPPORTUNITIES

Native American/Native Hawaiian Museum Services

Deadline: April 1, 2012

Grant Amount: \$5,000–\$50,000

Grant Period: Up to two years

Matching: No matching requirements

Eligibility: Eligible applicants are:

- federally recognized Indian tribes,
- Alaskan Native villages and corporations, and
- organizations that primarily serve and represent Native Hawaiians.

Entities such as museums, libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of the program and their staff may serve as project directors, in partnership with eligible applicants.

Program Overview: The Native American/Native Hawaiian Museum Services program promotes enhanced learning and innovation within museums and museum-related organizations, such as cultural centers. The program provides opportunities for Native American tribes and Native Hawaiian organizations to sustain heritage, cul-

ture, and knowledge by strengthened museum services in the following areas:

- *Programming:* Services and activities that support the educational mission of museums and museum-related organizations.
- *Professional development:* Education or training that builds skills, knowledge, or other professional capacity for persons who provide or manage museum service activities. Individuals may be paid or volunteers.
- *Enhancement of museum services:* Support for activities that enable and improve museum services.

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LSTA GRANTS TO STATES PROGRAM

For more than 50 years, the LSTA Grants to States Program and its predecessors have supported the delivery of library services in the United States. Few public sector agencies in the country have been as responsive as libraries to the extreme shifts brought on by the information age. Rapid changes in information technology resulted in significant reorganization of library work and major changes to library service in public, academic, school, and research settings. Over this period, libraries expanded their traditional mission of collecting and circulating physical holdings to one that also provides access to computers, software, and a host of new services, including an ever-increasing pool of digital information services.

The Grants to States Program is the largest grant program run by IMLS; it provides funds to State Library Administrative Agencies (SLAAs) using a population-based formula. SLAAs may use federal funds to support statewide initiatives and services; they also may distribute the funds through subgrant competitions or cooperative agreements to public, academic, research, school, and special libraries in their state. The program has the benefit of building the capacity of states to develop statewide plans for library services and to evaluate those services every five years.

SLAAs located in each of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau are eligible to submit five-year plans and receive funding from the Grants to States program. For information about funding opportunities at the state level, contact the specific SLAA.

The overall purposes of the Library Services and Technology Act are to

- enhance coordination among federal programs that relate to library and information services;
- promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
- facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
- encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;
- promote literacy, education, and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills, and digital literacy skills;



Catalyst for Change: LSTA Grants to States Program Activities and the Transformation of Library Services to the Public

IMLS supported a study of the program in 2008 called *Catalyst for Change: LSTA Grants to States Program Activities and the Transformation of Library Services to the Public*. It documents how the Grants to States Program has helped build the capacity of SLAAs to engage in statewide planning and contribute to meeting national policy goals for library services in the United

States. It includes an analysis of how public dollars support the development of human capital as well as information infrastructure and outreach services. It also includes profiles for each state including interviews with state librarians and examples of exemplary projects. The report has been widely disseminated and is being used at the federal, state, and local levels to support policy decisions about public funding for libraries.

Catalyst for Change is available online at www.ims.gov, or printed copies are available upon request by emailing imsinfo@ims.gov.

- enhance the skills of the current library workforce and to recruit future professionals to the field of library and information services;
- ensure the preservation of knowledge and library collections in all formats and to enable libraries to serve their communities during disasters;
- enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation; and
- promote library services that provide users with access to information through national, state, local, regional, and international collaborations and networks.

The Act specifies the following priorities for the Grants to States Program:

- expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills;
- establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;
- provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services;
- enhance efforts to recruit future professionals to the field of library and information services;
- develop public and private partnerships with other agencies and community-based organizations;
- target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills;
- target library and information services to persons having difficulty using a library and to underserved urban and rural

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communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;

- develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks; and
- carry out other activities consistent with the purposes set forth in section 9121, as described in the SLAA's plan.

NATIONAL INITIATIVES

Museums and Libraries Strengthen 21st Century Skills

In the summer of 2009, the Institute released *Museums and Libraries and 21st Century Skills*. The report and accompanying Web site describe the role libraries and museums play in engaging their communities and contributing to workforce and education goals. Through a self-assessment tool, case studies, and policy analysis, the report establishes the essential role that libraries and museums play in creating an engaged citizenry and competitive workforce. The report highlights the ways in which these institutions support information, communications, and technology literacy; creativity and problem solving; civic literacy; global awareness; and other 21st century skills.

The report helps libraries and museums align institutional mission, infrastructure, staff, and programming to engage communities in learning. In 2011, IMLS facilitated a six-city *Making the Learning Connection* national tour, held webinars, and enhanced the initiative's Web-based resources. Look for additional Web resources this summer.

The Institute also encourages grant proposals that promote the skills necessary to develop 21st century individuals and communities.

21ST CENTURY SKILLS REPORT

The report and self-assessment tool are available online at www.imls.gov, or printed copies are available upon request by e-mailing imlsinfo@imls.gov.



Learning Labs in Libraries and Museums

This joint initiative between IMLS and the John D. and Catherine T. MacArthur Foundation is designed to support President Obama's "Educate to Innovate" call to action, a nationwide effort to bring American youth to the forefront in science and math achievement. Funding will support up to 30 "learning labs," innovative spaces in libraries and museums around the country that will offer creative place-based and digitally-connected learning experiences for teens that draw on recent research and promising practice in youth, learning, and new technologies. Visit the IMLS Web site for further details and information on application procedures.

Identifying Characteristics of Digitally-Inclusive Communities

IMLS is developing a Framework for Digitally-Inclusive Communities that can be used by local communities to assess their complex needs for public access technology. The framework is a response to the National Broadband Plan, which recognized the pivotal roles that libraries and community-based organizations play in providing access to high-speed internet. The National Broadband Plan called on IMLS to develop tools to help communities assess their needs for public access technology. IMLS is working with the University of Washington and the International City/County Management Association to identify the characteristics of digitally inclusive communities in order to guide strategic public and private investments. To date, the project has engaged nearly 100 individuals and organizations, representing a broad range of experts and constituency groups.

WebWise

Since 2000, the WebWise conference has brought together representatives of museums, libraries, archives, systems science, education, and other fields interested in the future of high-quality online content for inquiry and learning. This annual conference highlights recent research and innovations in digital technology, explores their potential impacts on library and museum services, and promotes effective museum and library practices in the digital environment. It also provides recipients of technology-based grants from the Institute with an opportunity to showcase their exemplary projects. The theme for the 2011 conference was “Libraries, Museums, and STEM (Science, Technology, Engineering, and Math) in Research, Education, and Practice.”

WEBWISE RESOURCES

(Available at www.ims.gov/webwise)

Check our Web site for proceedings, Webcasts, and more, including updates on the 2012 conference.



National Medals for Museum and Library Service

The National Medals honor outstanding institutions that make significant and exceptional contributions to their communities. Selected institutions demonstrate extraordinary and innovative approaches to public service, exceeding the expected levels of community outreach. Recipient institutions receive \$10,000 and are honored at an awards ceremony that is held in Washington, DC. The FY12 deadline for nominations is December 15, 2011; visit www.ims.gov/medals for nomination information.

National Arts and Humanities Youth Program Awards

Formerly Coming Up Taller, these awards recognize and support outstanding out-of-school and after-school arts and humanities programs that celebrate the creativity of America's young people by providing them with learning opportunities and chances to contribute to their communities. This awards program is a project of the President's Committee on the Arts and the Humanities in partnership with IMLS, the National Endowment for the Arts, and the National Endowment for the Humanities. The FY 2012 deadline for nominations is January 31, 2012; for more information see www.nahyp.org.

Connecting to Collections: A Call to Action

Connecting to Collections was an IMLS initiative to aid libraries and museums in their efforts to provide the best possible care for the collections. Opportunities for continued involvement in Connecting to Collections include:

- Connecting to Collections Statewide Implementation Grants (see page 9)
- Comprehensive online resources from the initiative's past events and programs at www.ims.gov/collections.
- A new online community, created by IMLS and Heritage Preservation, featuring resources, a discussion board, and access to webinars and other opportunities for discussion that is continuing the community of practice forged by the initiative, www.connectingtocollections.org.

PLANNING, RESEARCH, AND EVALUATION

IMLS conducts policy research, analysis, and data collection to extend and improve the Nation's museum, library, and information services. The research initiatives are conducted in collaboration and in consultation with State Library Administrative Agencies (SLAAs); national, state, and regional library and museum organizations; and other relevant agencies and organizations.

The purpose of the work is to (1) identify national needs for and trends in museum, library, and information services; (2) measure and report on the impact and effectiveness of museum, library, and information services throughout the United States, including the impact of federal programs authorized under this Act; (3) identify best practices; and (4) develop plans to improve museum, library, and information services of the United States and to strengthen national, state, local, regional, and international communications and cooperative networks.

Highlights

Research Brief No. 3: Majority of States Report Decline in Support for Library Services

Like many state-level agencies, SLAAs are experiencing serious cuts to their budgets. These cuts come at a time when record numbers of people, across a wide range of social and economic circumstances, are turning to libraries to meet some very basic information needs.

Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries

Conducted by the University of Washington Information School and funded by the Bill & Melinda Gates Foundation and IMLS, this report is based on the first large-scale study of who uses public computers and Internet access in public libraries.



Research Brief No. 2: State Library Agency Service Trends, 1999–2008

The second Research Brief gives an overview of the revenues, expenditures, and services provided by SLAAs during FY 2008.

Research Brief No. 1: Service Trends in U.S. Public Libraries, 1997–2007

The first Research Brief identifies important changes public libraries have made to address patron needs in an increasingly Internet-centric environment and explores service differences in urban and rural communities.



The Future of Museums and Libraries: A Discussion Guide

The result of a two-day meeting in which a diverse group of colleagues came together to share and debate, this guide is designed to provide a structure for future discussion among museum and library professionals, policy makers, funders, users, researchers, and partners.



Partnership for a Nation of Learners: Joining Forces, Creating Value

Together with the Corporation for Public Broadcasting, IMLS published this report documenting the successes and lessons learned from the 20 community collaboration grants supported by the Partnership for a Nation of Learners program in 2005 and 2006.

Data Note No. 1: Libraries Use Broadband Internet Service to Serve High Need Communities

The first Data Note to be released by IMLS presents recent statistics on broadband Internet access in U.S. public libraries. It discusses how libraries use technology and provide content to meet the needs of patrons in the digital age.



Exhibiting Public Value: Government Funding for Museums in the U.S.

This study provides the first major review of museum public finance in the United States. It explores public support from federal, state, and local government sources, focusing particular attention on levels of financial support and types of delivery mechanisms for public funding.

Program Evaluation

Museum for America Program Evaluation

Conducted by RMC Research Corporation, the mixed-method research design collected survey data from over 1,000 museums that applied and/or received grants from the Museums for America program. In addition to the survey research, RMC analyzed administrative data for the program, administered semi-structured interview across 26 sites and conducted in-depth case studies in six sites across the country. In addition to traditional research design methods, this project was the first agency program evaluation to incorporate video as part of the case study.

Catalyst for Change: LSTA Grants to States Program Activities and the Transformation of Library Services to the Public

This report underscores the value of the LSTA Grants to States Program in helping libraries embrace technology, establish new service models, and engage the public. It provides a snapshot of the program for the period from 2003 through 2006.

Statistical Collections

National Household Survey

IMLS will conduct a household survey in late 2011 to monitor expectations of and satisfaction with cultural programs and services, most especially library and museum services. This unique effort is a comprehensive survey program that is ideal for determining attitudes, assessing awareness of issues related to library and museum services, and tracking trends. The survey will be used to gather information on a wide range of cultural participation topics. The design will be a random digital dial telephone survey of the adult, non-institutionalized U.S. population which will yield a minimum of 3,000 cases.

Library Statistics

In FY 2008, the transfer of responsibility for the national collection of data about public and state libraries from the National Center for Education Statistics to IMLS was completed. These data are essential to inform good management practices in libraries as well as to inform policy. The data provide ongoing basic information about libraries and library service. Over the years, these data have been collected consistently and with an astounding 100 percent rate of public and state library participation. The Institute seeks to continue this record of participation and to ensure that the data collected are accurate and delivered to the public as quickly as possible.

Museum Statistics

IMLS is in the initial phases of building a comprehensive, real-time, online database of museums in the United States, called Museums Count. The project will provide the agency and the museum community with a reliable database of museums for policy analysis and for greater accountability in museum grantmaking. These data will help to identify information gaps and provide a basic foundation for institutional analysis and survey sampling. Throughout the process, the agency has consulted publically with a variety of stakeholders in the museum community including members of the academic community, museum service organizations, museum directors, research and evaluation professionals, and representatives from the philanthropic community as well as conduct a thorough review of existing public and private data on museums.



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ABOUT THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. Our mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local institutions and organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development.

The Institute supports the full range of museums, including art, history, science and technology, children's, natural history, historic houses, nature centers, botanical gardens, and zoos; and all types of libraries, including public, school, academic, research, and archival. Our robust capacity for research, evaluation, policy analysis, grantmaking, and partnerships helps make it possible for libraries and museums to be leaders in their communities.

Museums and libraries are among America's leading public institutions, making knowledge available to millions at little or no cost. As public institutions, they must meet a high threshold of mission accountability and use resources wisely for the public good.

Through grants and information resources, the Institute annually reaches thousands of museums and libraries in myriad ways—from providing much-needed technical assistance for small institutions to establishing national and replicable models, strengthening state networks, and supporting professional development. To aid institutions in program design, the Institute provides tools for strategic planning and evaluation. Funding from the Institute helps museums and libraries operate effectively and give value to their communities. It also leverages additional public and private support.

Collecting and disseminating results from funded projects, engaging in research, and publishing reports enables IMLS to make a significant contribution to library, museum, and information policy and practice in the United States.

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