Project Team Application

# **ILEAD USA**

## **Innovative Librarians Explore, Apply and Discover**

**The 21st Century Technology and Leadership Skills Institute for the States**

**ILEAD** (Innovative Librarians Explore, Apply and Discover) USA is a new kind of leadership and technology initiative started by the State Library of Illinois that is funded by a grant received from the Institute of Museum and Library Services. The Pennsylvania State Library joined the initiative in 2015.   
  
***The primary goal of this program is to develop the knowledge, skills and abilities of library staff to understand and respond to user needs by applying participatory technology.***

The ILEAD USA Pennsylvania State Steering Committee is looking for five teams to be part of this amazing immersion experience. Each team, comprised of five Pennsylvania librarystaff members, will select a community need and address it using participatory technology skills. Examples of participatory technology tools include: blogging tools, digital audio/podcasting, digital photography, digital video, gaming, instant messaging, photo sharing sites, RSS, Social bookmarking, social networking, tagging, virtual reference, virtual worlds, web conferencing, and wikis.

Participants will develop leadership and project management skills as well as foster community participation. Technology skills are not required!

**ILEAD TEAMS**

This program is designed around working, learning, and creating in teams. The primary role of each ILEAD Team is to create an innovative program directly addressing an identified user need. Individual participants join together in diverse teams, including public, school, academic, as well as specialized library staff members. Each team will be assigned a qualified mentor who will work with participants throughout their program development process.

ILEAD USA has a direct impact on end users by engaging communities in conversations to identify needs, involving community user representatives to provide critical feedback during product development, and using team products to meet identified needs and to improve quality of life in Pennsylvania communities.

Each team member will recruit a community user (or “user/patron”) representative who will provide feedback during the project, bringing the total number of community user representatives perteam to five.These representatives will give direct feedback about plans and the team’s products, and will help assess whether the team’s products are reaching the intended audience or addressing a constituent need. Team members will regularly consult their user representatives, asking for opinions and assessments, as well as allowing experimentation with prototypes of the team’s products.

All ILEAD project materials will be available online to participants. Following the project term, participants will be encouraged to present programs at library and education conferences nationwide. Team members will decide which library will own any related equipment. This equipment must be used to further that library’s efforts in participatory technology products, even after the ILEAD participant ends his/her involvement with the program. 

**EXPECTATIONS OF TEAM PARTICIPANTS**

* Participate actively from March 14, 2016 – October 6, 2016 in ALL ILEAD in-person sessions and virtual meetings
* Select a team project and work to see it through planning, development, and implementation phases
* Communicate with team members, mentors, instructors, group facilitators, and the Program Director
* Form strong ties with community user/representatives who will provide project feedback
* Present a marketing plan for the team project during the final in-person session
* Participate actively in ILEAD USA evaluations

**2016 ILEAD USA SESSIONS & MEETINGS**

The 2016 ILEAD USA program consists of three in-person intensive learning sessions and a minimum of five mandatory virtual team meetings.

**IN-PERSON SESSIONS**

* March 14-17, 2016
* July 11-14, 2016
* October 3-6 2016

*All in-person sessions will be at Harrisburg University and other locations within Harrisburg, including the State Library of Pennsylvania.*

**VIRTUAL TEAM MEETINGS**

Each team will be responsible for scheduling its own mandatory virtual sessions (a minimum of 5) in between in-person sessions (April-June 2015 and August-September 2015).

### TEAM APPLICATION SUBMISSION INSTRUCTIONS

**One team member is required to submit the Team Application, and should follow these simple steps:**

1. Complete the Project Team Application Checklist and Cover Page and Project Team Statement of Need

1. Collect individual team member applications (there should be five)
2. Assemble complete application to include: *Project Team Application Checklist and Cover Page*,

*Project Team Statement of Need*, and *individual team member applications* into one file or package.

1. Submit a complete application by mail or in Microsoft Word format (as one file--please do not email each component as a separate file) via email to be received by 5:00pm **January 29, 2016.**

**MAIL**

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**EMAIL**

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**NOTIFICATION OF ACCEPTANCE**

Email notifications of acceptance will be sent by February 15, 2015.

**QUESTIONS?**

If you have any questions, please do not hesitate to contact   
Diana Megdad, Pennsylvania ILEAD Program Director.

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EMAIL: [dmegdad@pa.gov](mailto:dmegdad@pa.gov)

**PROJECT TEAM APPLICATION CHECKLIST AND COVER PAGE**

|  |  |
| --- | --- |
| Project Team Name:  *Name may be changed later* | |
| Team Member 1: | |
| Team Member 2: | |
| Team Member 3: | |
| Team Member 4: | |
| Team Member 5: | |
| SIGNATURE of team member  submitting this package: | Date: |

□ I confirm that a minimum of one team member is from more than one library type – academic, public, school and/or special.

□ I understand that only complete application packages that have met all individual and team requirements will be considered. The Pennsylvania State Steering Committee will evaluate application packages based on the following criteria:

|  |  |  |
| --- | --- | --- |
| Selection Criteria | Total  Possible Points | Points Awarded |
| Is the team application package complete?  Personal information forms  Letters of Commitment  Letters of Support  Involvement of other organizations  Community description | 20 |  |
| Is the Statement of Need compelling and well-thought out? | 20 |  |
| Is the “problem or shared community” need identified and documented? | 20 |  |
| Does the team have five members? | 10 |  |
| Is there an identified community user representative for each team member? | 5 |  |
| Are at least three of the five applicants from different libraries? | 15 |  |
| Would the team members benefit from attending ILEAD USA? | 10 |  |
| TOTAL POINTS | 100 |  |

□ I understand that if a team member must miss a meeting or withdraw his/her participation in the project due to unforeseen circumstances, then my team will work with the Pennsylvania State Steering Committee, and our team mentor, to make the appropriate arrangements.

**Please attach a STATEMENT OF NEED that responds to the following:**

Each team will produce a single team product from the ILEAD USA program. Describe the community need that your team has identified to address. This need will help you define your team’s product. Please include a description of the blend of team members and the qualities that each member brings to the team. In what way(s) do(es) your team members’ communities share a need? Why should this project team be part of ILEAD USA? Why does your constituency need your participation in the online environment?