



2011 eBook Reader Pilot Program Circulation Application

Project name		
Library submitting this application		
Please indicate the number of each reader you wish to test. No more than 10 total will be given to any one applicant.	Kindle Wifi _____	Sony Reader _____
	Nook _____	Apple iPad _____
Type of library	Public (service size) <input type="checkbox"/> Over 100,001 <input type="checkbox"/> 5,001 to 100,000 <input type="checkbox"/> 5,000 and under	<input type="checkbox"/> Tribal <input type="checkbox"/> Four-year Academic <input type="checkbox"/> Community College <input type="checkbox"/> K-12 School
Library or system director	Ms. <input type="checkbox"/> / Mr. <input type="checkbox"/> / Dr. <input type="checkbox"/> / Other _____	
Person with contracting authority, if different	Ms. <input type="checkbox"/> / Mr. <input type="checkbox"/> / Dr. <input type="checkbox"/> / Other _____	
Title		
Organization name		
Mailing address		
City		
Zip		
Telephone		
Fax:		
E-mail		

EBook reader pilot project

Your library will qualify to apply if you answer yes to all of the following criteria. This completed form must be returned with your application in order for the application to be accepted for review.

The following criteria will be used to review and evaluate all parts of the application. In general, reviewers will look for:

- A clearly represented and concisely written proposal
- Sufficient detail to understand the problem, need or opportunity
- Sufficient detail to understand how the proposal will be implemented
- Evidence of planning for the future in terms of project sustainability

<u>CRITERIA</u>		<u>Yes</u>	<u>No</u>
1.	The applicant library certifies that it will be able to participate in the three online Elluminate sessions.	<input type="checkbox"/>	<input type="checkbox"/>
2.	The applicant library is eligible to apply—see library eligibility guidelines question 2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The applicant library's plan describes a strategy to create the policies and procedures that will be necessary for the library to circulate the eBook readers.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The applicant library has submitted a list of titles for purchase amounting to no more \$500.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The applicant library has demonstrated that it has an adequate evaluation plan. Please refer to section 5 in the application guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
6.	The applicant library is willing to share their experiences with other libraries in Washington State via Elluminate sessions.	<input type="checkbox"/>	<input type="checkbox"/>
7.	The application arrived via email by midnight on July 29 th .	<input type="checkbox"/>	<input type="checkbox"/>
8.	The library describes in their proposal how they remain CIPA compliant as they circulate eBook Readers.	<input type="checkbox"/>	<input type="checkbox"/>

Please respond to the following:

1. **How will the library's participation in this pilot project benefit its customers?** Please limit your answer to one page. This question is worth 50 points.
2. **Describe how the library plans to circulate eBook readers. Describe the policies and procedures the library plans to implement before it begins circulation of the eBook reader.** Please limit your response to one page. This question is worth 50 points.

Consider the following items in developing the response:

- What policies and procedure do you anticipate will need to be developed before the library can circulate the eBook reader(s)?
- What training do you anticipate library staff will need on the device?
- How will the library prepare its staff to help customers use the device?
- What type of physical packaging will you use to circulate the reader?
- What policies or procedures are necessary to cover the cost of the eBook reader so that its replacement, if lost or stolen, is not a barrier to its use?
- What types of materials will the library select to load on the eBook reader and why?
- How will the library promote the eBook reader in the community?
- How will the library capture what their customers think about the eBook reader?
- Given there will be multiple titles loaded on the eBook readers, how will the library count circulation?
- How will your library remain CIPA compliant when you circulate the eBook reader?

3. **Please indicate which of the following eBook readers you would use. Also indicate how many would be needed and why.** This answer is worth 10 points.
4. **Describe the measures that will be used to evaluate the project.** This answer will be worth 10 points.