

**Public Library Innovation Programme**

**Innovation Award 18**

**For Public Libraries that Integrate Digital Reading and Writing to Enhance Services**

**Application form**

**Type of Library (please mark one):**

o **A public library** is a library that is open to the general public, and which makes all kinds of knowledge and information available. The main source of funding is the local/regional/national government.

o **A community library** is a library which is primarily supported by community contributions, and which makes all kinds of knowledge and information available.

**Name/Title of the digital reading and writing programme/activity:**

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**Select focus area of your programme / activity:**

* Digital reading
* Digital writing
* Combined digital reading and writing

**Library contact information:**

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| Name of the library |  |
| Address |  |
| Telephone number/s |  |
| Country |  |
| URL of the library website / Facebook page (If applicable) |  |
| Library application primary contact person (name and surname) |  |
| E-mail address of the primary contact person\* |  |
| Head of the library (name and surname, e-mail/phone) |  |

*\* Please, make sure your email address is correct as we will use it for informing about application evaluation*

1. **General information about Your library:** Provide a short description of your library to give the context of this application. Please include a short overview of your library’s other services, programmes and activities, and about the community that the library serves. [Note: We are not seeking a history of the library. We want to know about the current activities and how the library is addressing community needs.] (No more than **200 words**)

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**2. Background of the programme/activity**. Please describe when and why your library started the digital reading or writing programme/activity you are presenting for this award. Consider including relevant context information on the programme/activity, like community statistics, data about living environment, family life and income, available educational and social infrastructure. Conclude with information about the chosen target group for the programme. (No more than **200 words)**

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**3. Describe the programme/activity**: Please give an account of your library’s digital reading or writing programme’s approach, strategy, and key activities. Do not forget to provide details on digital devices (e.g. tablet computers, e-readers) and digital content and resources that you have selected for the programme/activity. Say where it takes place (inside a library, across a library network, outdoors or in other locations in the community). (No more than **500 words)**

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**4. Why do you believe your programme/activity should win this Award?** Explain what is new and novel about your digital reading or writing programme? How do you know that your approach works well and produces the best results? (No more than **100 words)**

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**5. Describe the results of your programme/activity:** Start with a general statement about the overall impact of the digital reading or writing programme. Then provide key data showing the use of the programme, i.e. the number and demographics of people reached, other quantitative and qualitative information and evidence, captured through service evaluation (e.g. user surveys, and follow up interviews with beneficiaries, if relevant). Please include short testimonials/quotes from users showing how the library’s digital reading or writing programme helped them. You can also add quotes from other community stakeholders, for example, teachers, parents or, if applicable, partners involved in delivery of this service. Conclude with a highlight – that is, a special story that shows the impact of the library’s service on individual and community lives. **(No more than 500 words)**

**Note:** *Take care to protect people’s privacy: if you are using personal information, like name, surname, age, or information that can identify an address/location of a person, or images, make sure you have permission from the relevant person/people to use this information; especially ask permission from a parent/guardian to use information about children.*

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* **Link/s** to the library’s Photo gallery/Articles/Blog/Facebook page, related to the programme/activity (optional).

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**6. Supporting material** (All attachments must be uploaded through [the EIFL electronic submission system](http://esms2.eifl.net/) - <https://esms2.eifl.net/>).

* **At least 3 photos** showing the programme in action in the library or any other place your service takes place. Take care to protect people’s privacy, as noted under Section 5, above.
* **The ‘Application Signature’ page** (below), signed by the authorized representative of the library.

**APPLICATION SIGNATURE**

**By signing below, I declare that all statements in the application are accurate and complete.**

By submitting this application, you consent to EIFL collecting, storing and processing personal information, such as names, surnames and e-mails for the purpose of EIFL-PLIP work. We will not sell, distribute, or lease your personal data to third parties unless disclosure is required by law.Read more about EIFL’s Privacy Policy -[*https://eifl.net/page/data-protection-policy*](https://eifl.net/page/data-protection-policy)*.*

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| Signature of authorized representative | Date |
| Please print your name | |
| Title | |