

BTOP Reporting



Reports are due the first week of each month. This will be the data collected from the previous month. Example: September data will be submitted by October 7.

Computer usage:

One goal of the grant was to add additional computers to increase usage of public access computers in public libraries in Maine. What we would need reported monthly is computer usage for all your computers on a monthly basis. You should already be collecting this information for your annual reports so I am hopeful that this will not be any extra burden to report this figure.

There is an easy to use reporting tool online that Ellen Wood has developed for us to use.

You can access the reporting tool on the BTOP Resources for Public Libraries webpage found at:

<http://www.maine.gov/msl/libs/btop/index.shtml>

The link is titled: Usage for all public library access computers, and contains the following fields:

First Name:

Last Name:

Library Name: (drop down menu to select your library alphabetically)

Email:

Reporting Month: (drop down menu to select the month)

of Computer Users: (All public access computers in the library, not just BTOP)

NOTE: The only field from above that will be reported on the federal reports is the total number of average computer users per week for the entire state. The other fields are just so that the Maine State Library knows who is reporting to us. Therefore, details such as the name of the person reporting, the library name, e-mail are not submitted on the federal report.

Training:

The other goals of the grant are around training patrons and librarians. Patrick Therrien, the BTOP Trainer, will be available if you would like a trainer to come to your library. I will send more information about Patrick's role in another email.

I know many of you do training every day. We can report all training that takes 15 minutes or more. This includes assisting a patron with Internet searches, introducing them to Learning Express, MARVEL, etc. I believe how you go about reporting these training "interactions" will vary greatly by size of library, staff, etc. As long as you all know that the more we report, the better it looks for the grant, the sooner we meet our goal, and the sooner we can stop the reporting practice. We estimated that 2400 people could be trained per week – an average of approx. 24 people per library. I know some of you will do far more, and some of the very small libraries will do much less. That figure is just an average we used when writing the grant.

The reporting form is very short but has what we need to file on our federal reports.

First Name:

Last Name:

Library Name: (drop down menu to select your library alphabetically)

Email:

Date of Course/Training: [required format: mm/dd/yyyy]

Name of Course: (see suggestions)

Length of Course:* [per hour basis; i.e. 1.0 or .5]

NOTE: The only fields that will be reported on the federal reports are 1-3 listed below. The other fields are just so that the Maine State Library knows who is reporting to us. Therefore, details such as the name of the person reporting, the library name, email are not submitted on the federal report.

1. Name of Training Program
2. Length of Program (per hour basis)
3. Number of Participants per Program
4. Number of Training Hours per Program (this is calculated from the data you enter in our spreadsheet)

Guidance and suggestions for names of courses

Feel free to name any courses/training sessions (formal courses) what you want.

For informal, one-on-one training I have some guidance to make it easier for you.

Use short names such as:

- Email Help
- Internet Search Help
- Job search Help

We are developing courses (or pointing to already existing curriculum that can be found online) on the following topics:

- Computer Literacy – basic training for different levels of computer skills (how to use a computer, purchasing a computer, Internet basics, search methods, email);
- Internet Literacy – Internet safety and security, database searching, social networking and Web 2.0 applications;
- Finding a job using the internet – How to navigate job and employment websites, upload a resume, interview skills, and using crossover skills to bridge to another career;
- Using e-resources at Maine.gov – An introduction to the growing number of essential, online services provided via the state of Maine’s official website, Maine.gov.

You can access what has been developed or linked to at the Information Commons Portal.

<http://www.maine.gov/msl/commons/>

Learning Express courses don’t have to be reported. All course enrollments by registered patrons on their own are reported to us by Learning Express and will also count toward our training numbers.

If you have any questions, please don’t hesitate to email or call.