Activity Worksheet

Completing this worksheet will help you gather the information needed when submitting your Final Report. Identify each applicable activities & modes, describe the selected activities, and enter relevant outputs.

Activity Type	Mode: how & to whom it was provided	Project details: describe this activity in 90-160 words	Output Totals	
Instruction *(Knowledge or skill transfer to participants)*	**Program, survey required when directed at General Public; different survey required when directed at library staff** *(Active participation like a computer skills class.)*		Session length (minutes)	
			Number of sessions in program	
			Total number in attendance, all sessions in program	
			Average number in attendance per session	
			Number of times program administered	
	Presentation *(Passive participation like an author talk or performer.)*		Presentation/performance length (total minutes)	
			Number of presentations/sessions administered	
			Average number in attendance per session	
	Consultation *(Informal advice or services provided by library staff or other professionals.)*		Number of consultations	
	Other *(Conference attendance by library staff.)*		Number of staff funded to attend	
Planning *(Planning Grants only)*	**Planning & Assessment, survey required only when target beneficiary is library staff (not patrons)**		Number of assessments and/or plans funded	
Content *(Acquisition, development, or transfer of information)*	**Acquisition, survey required when directed at library staff** *(Selecting and receiving library collection materials including books, software, or information resources.)*		Number of hardware items acquired	
			Number of software acquired	
			Number of print materials acquired	
			Number of electronic materials acquired	
			Number of audio/visual units acquired (audio discs, talking books, other recordings)	
	Creation, survey required when directed at library staff *(Design or production of an information resource, including digitization.)*		Number of items digitized	
			Number of items digitized and available to the public	
			Number of learning resources (e.g. toolkits, guides) created	