The Technology Academy provides an opportunity for library staff with limited computer skills\* to participate in a six-month training to hone technology skills to enable them to not only perform their jobs better, but also be better able to assist library patrons with limited computer skills. The Technology Academy is for library staff members, whose job responsibility requires them to interact with library patrons who need technical assistance, yet are not proficient on utilizing computer resources such as word processing software, databases, and Internet resources. Purdue University Extension Service will provide the training sessions once a month in Indianapolis during the duration of the academy.

Participation in the Technology Academy will be limited to fifteen (15) individuals who will be selected in a competitive application process. To be considered for participation, applicants must be nominated by their library director and possess limited computer skills\*. Potential participants should complete sections 1-5 of the application form. Directors should complete section 6 of the application form, and email the nomination to Wendy Knapp at (wknapp@library.in.gov) or mail the nomination to:

Attn: Wendy Knapp

Indiana State Library

140 N Senate AVe

Indianapolis, IN 46204

Nominations must be postmarked by **November 29, 2019.**

\* Limited computers skills include basic terminology, functionality, and navigation of computers and commonly used software and tools.

**1. Personal Information**

|  |  |
| --- | --- |
| Name | Email |
| Home Phone | Work Phone |

**2. Professional Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Library System Where Currently Employed | | | |
| Position and Branch | | Years in This Position | |
| Street Number or P.O. Box of Library System | City | State | Zip |
| Director | | Phone | |
| Population Served by Library (Estimate for branch. Not the entire library system) | | No. of Staff in Library | |
| Years in Library Field | Highest Education Level | | |

**3. Statement of Interest**

Attach a brief statement (no more than 1 page) summarizing your library experience or employment. Identify specific challenges and successes. Comment on why you are interested in public librarianship and your commitment to the field. Describe how participation in the Technology Academy will impact your contribution to your library and community.

**4. Computer Skills**

Using the scale below, please rate your knowledge and familiarity of using the following technology concepts or programs:

1-Not Familiar/Comfortable

2-A Little Familiar/Comfortable

3-Somewhat Familiar/Comfortable

4-Familiar/Comfortable

5-Very Familiar/Comfortable

|  |  |
| --- | --- |
| **Topic** | **Rating: 1 (Not Familiar)-5 (Very Familiar)** |
| Computer Operating Systems |  |
| Keyboard Shortcuts |  |
| Microsoft Word |  |
| Microsoft Excel |  |
| Microsoft PowerPoint |  |
| Testing and Education Reference Center |  |
| Conducting Searches within Databases (such as INSPIRE) |  |
| Conducting Searches on the Internet |  |
| “The Cloud” and Online Collaborative Tools |  |
| Social Media |  |

**5. Applicant’s Signature**

I hereby certify that the above information is true and correct to the best of my knowledge.

Applicant’s Signature Date

**6. Director’s Signature**

I have reviewed this application and certify that the answers are correct so far as they pertain to this library.

In addition, if the candidate is selected, I agree to allow the participant to attend the technology academy on the public library system’s time and to allow the participant to develop and implement concepts learned at the Academy through given assignments on the library system’s time.

Director’s/Board President Signature Date