



USF E-RATE LIBRARY TECHNOLOGY PLAN APPLICATION

Library Name:	
Street Address:	
Address Line 2:	
City:	State: Zip:
URL for Library:	
Library Class Size:	
Contact Person:	
Title:	
Telephone:	Extension:
Fax Number:	
E-mail Address for Contact Person:	

Dates Covered by Plan.	From:	To:
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Libraries and consortia must submit a technology plan to the Library of Michigan for approval in order to be eligible to receive Universal Service Fund (E-rate) discounts. The program accepts technology plans up to three years in length and E-rate years begin July 1 and end June 30. The Library of Michigan will approve plans with different start dates but all approved plans end June 30 of the last year for which E-rate approval has been sought (up to three years).

If your library or consortium already has a technology plan that answers all of the criteria in this document, email or send this cover sheet and two copies of the plan to the Library of Michigan. If your library or consortium does not already have a technology plan that meets E-rate guidelines, please complete this form and submit two copies to the Library of Michigan. We will keep one copy of your plan on file. The copy returned to you with an approval letter should be maintained to demonstrate that your library has received the proper certification to receive discounted telecommunications rates. Incomplete plans/forms will be returned for further explanation, and may result in delays in receiving your discounts.

Send your technology plan or completed form to:
 USF Technology Plans
 Library of Michigan
 702 West Kalamazoo St.
 PO Box 30007
 Lansing, MI 48909-7507

Or email your technology plan or completed application to:
 Sonya Schryer Norris
Norriss2@michigan.gov
 IF YOU HAVE NOT HAD A RESPONSE IN 7 BUSINESS DAYS CALL SONYA AT 517-373-4457

If you have questions, please contact Sonya Schryer Norris at the Library of Michigan via e-mail: norriss2@michigan.gov or phone (517) 373-4457.

PLEASE DO NOT WRITE IN THIS BOX/LIBRARY OF MICHIGAN USE ONLY	
Dates of plan coverage: from _____	to _____
Date of plan approval: _____	
Signature of State Librarian designee: _____	



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Important Information Regarding Technology Plans for E-rate

If you request more than basic telephone service (e.g., local, cellular, long distance and/or voice mail), FCC rules require you to have an approved technology plan. For example, if you request discounts for a T-1 line, Internet access, or internal connections, you must have a plan that has been approved by a USAC-certified technology plan approver. In the case of libraries in Michigan, this entity is the Library of Michigan. A technology plan designed to improve education or library services should cover the entire funding year (July 1 to June 30) but not more than three years.

The technology plan must:

- Be written before you submit the Description of Services Requested and Certification Form (Form 470);
- Cover the entire period of discounted services that you request; and
- Be approved before you file the Receipt of Service Confirmation Form (Form 486) or before discounted services begin, whichever is earlier.

A technology plan should establish explicit connections between the technology and the strategies that will lead to educational goals, specific curriculum reforms, or library service improvements. You cannot receive E-rate funds for technologies that you have not listed in your technology plan. FCC rules require that technology plans contain goals and implementation strategies, assessment of needed services, budget resources, and an evaluation process.

Refer to Technology Planning on USAC's website at www.usac.org and www.Michigan.gov/erateforlibraries for additional information.



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1. What is the mission of your library or consortium? Please note that the goals and strategies you list to answer the next question should be tied to this mission.

2. Provide clear goals and a realistic strategy for using telecommunications and information technology to improve library services. Please use the strategies to provide measurable milestones to meet your mission. This plan should cover a period of three years. E-rate years begin July 1 and end June 30. If your institution is required by local authorities to operate under a longer planning cycle, you may provide us a copy of that plan. For the purposes of E-rate, we cannot approve plans beyond three years.

3. What is your library's professional development strategy to ensure that staff knows how to use the new technologies to improve library services?



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4. Provide an assessment of the telecommunications services, hardware, software, and other services that will be needed to improve library services. Include your plans for replacement of outdated equipment. Include or attach an inventory of your current equipment.

5. Use this space to provide a budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved library services.

	7/1/ 20 __ -6/30/20__	7/1/ 20 __ -6/30/20__	7/1/ 20 __ -6/30/20__
Hardware			
Software			
Telecommunications			
Contract services for information technology:			
Staff training			
Other:			
Other:			
Other:			
Total:			

6. Provide an evaluation process that will enable your library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.