

NOVELNY-Ready Library Application Check List

	✓	Basic	✓	Advanced	✓	Leader
Bandwidth Capacity		<ul style="list-style-type: none"> Cable, DSL, Dedicated, or Frame Relay lines with data transfer rate of 1.5 megabits per second (mbps) or higher 		<ul style="list-style-type: none"> Internet connection with data transfer rate of 2 mbps or higher <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Wireless access (available to public at no cost) within library (wireless may be on a separate network) 		<ul style="list-style-type: none"> Internet connection with data transfer rate of 4 mbps or higher <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Wireless access (available to public at no cost) within library (wireless may be on a separate network)
Content/Access		<ul style="list-style-type: none"> Internet access to local/regional online public access catalog (OPAC) <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Access to NOVELNY databases <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Public access computing workstations with printing capability 		<ul style="list-style-type: none"> Must meet Basic Level criteria <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Commercial databases in addition to NOVELNY databases <p style="text-align: center;">AND</p> <p>Access to and capability to deliver down-loadable or streaming digital content (e-books, digital audiobooks, digital video, digital music, etc.)</p> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Remote public access to library services 		<ul style="list-style-type: none"> Must meet Advanced Level criteria <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Original digitized materials (such as exhibits/galleries, podcasts, digitized objects, original e-books, RSS feeds) created by the library and reliably available online <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Interactive online services (such as blogs, book discussions, book reviews, live reference sessions, patron-initiated ILL)
Technology Training		<ul style="list-style-type: none"> Regularly scheduled (at least quarterly) hands- 		<ul style="list-style-type: none"> Regularly scheduled (at least monthly) hands-on 		<ul style="list-style-type: none"> Regularly scheduled (at least monthly) hands-on

	<p>on basic Internet, software, and database training for users</p> <p>AND</p> <ul style="list-style-type: none"> • Staff training utilizing technology classes/workshops, Web-based conferencing, or online courses <p>AND</p> <ul style="list-style-type: none"> • Staff capability to provide technical assistance to users 	<p>basic Internet, software, and database training for users</p> <p>AND</p> <ul style="list-style-type: none"> • Staff training utilizing technology classes/workshops, Web-based conferencing, or online courses <p>AND</p> <ul style="list-style-type: none"> • Regularly scheduled (at least monthly) specialized or advanced Internet, software, and database training <p>AND</p> <ul style="list-style-type: none"> • Staff capability to provide technical assistance to users 	<p>basic and specialized/advanced Internet, software, and database training for users</p> <p>AND</p> <ul style="list-style-type: none"> • Staff training utilizing technology classes/workshops, Web-based conferencing, or online courses <ul style="list-style-type: none"> • <p>AND</p> <ul style="list-style-type: none"> • Staff capability to provide technical assistance to users <p>AND EITHER</p> <ul style="list-style-type: none"> • User training using Web-based conferencing <p>OR</p> <ul style="list-style-type: none"> • Digitally recorded original training presentations available remotely
--	--	--	---

Upon completion of this self-assessment, I certify that this library qualifies for NOVEL-Ready recognition at the _____ level.

Library Name: _____

Library Director: _____

Date: _____

A signed copy of this form should be returned to your Library System Director who will issue your NOVEL-Ready certificate.