

Key Terminology

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What is a Project?

- Set of discrete and interdependent activities carried out to achieve an intended outcome
- Allocable resources (dollars spent, people responsible for accomplishing tasks, venue or service location(s), time spent)

What is an Intent?

- An objective or expected result in a project.

Focal Area	Intent
Institutional Capacity <i>Add, improve or update a library function or operation in order to further its effectiveness</i>	Improve the library workforce
	Improve the library's physical and technological infrastructure
	Improve library operations
Information Access <i>Improve access to information</i>	Improve users' ability to discover information.
	Improve users' ability to obtain information resources.
Lifelong Learning <i>Improve users' knowledge or abilities beyond basic access to information</i>	Improve users' formal education
	Improve users' general knowledge and skills
Human Services <i>Improve users' ability to apply information that furthers their personal, family or household circumstances</i>	Improve users' ability to apply information that furthers their personal, family, or household finances
	Improve users' ability to apply information that furthers their personal or family health & wellness
	Improve users' ability to apply information that furthers their parenting and family skills
Employment & Economic Development <i>Improve users' ability to apply information that furthers the status of their jobs and/or business</i>	Improve users' ability to use resources and apply information for employment support
	Improve users' ability to use and apply business resources
Civic engagement <i>Improve user engagement through their library that furthers the common or community good</i>	Improve users' ability to participate in their community
	Improve users' ability to participate in community conversations around topics of concern.
OR	
<i>Improve users' ability to engage in their community.</i>	

What is an Activity?

- Action(s) through which the intent of a project is accomplished.
- Action accounts for at least 10% of the total amount of resources committed to the project
- Further specified by Mode and Format.

Activity	Definition
Instruction	Involves an interaction for knowledge or skill transfer.
Content	Involves the acquisition, development, or transfer of information.
Planning/Evaluation	Involves design, development, or assessment of operations, services, or resources.
Procurement	Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

Mode: How an activity is delivered, created, or experienced (such as program, presentation, acquisition, or preservation).

Activity	Notes on Mode
Instruction	How learning is delivered or experienced.
Content	How information is made accessible.
Planning/Evaluation	When information is collected, analyzed, and/or disseminated.
Procurement	Not applicable.

Activity	Mode	Definition
Instruction	Program	Formal interaction and active user engagement (e.g., a class on computer skills).
	Presentation	Formal interaction and passive user engagement (e.g., an author's talk).
	Consultation	Informal interaction with an individual or group of individuals. These library staff or other professionals provide expert advice or reference services to individuals, units, or organizations.

Activity	Mode	Definition
Content	Acquisition	Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
	Creation	Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
	Description	Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.
	Lending	Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.
	Preservation	Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.

Activity	Mode	Definition
Planning & Evaluation	Retrospective	Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
	Prospective	Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.
Procurement	Not applicable	Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

Format: A characteristic of a mode.

Mode	Format	Definition
Instruction	In-person	Carried out face-to-face.
	Virtual	Mediated by a computer, computer network, or mobile device.
	In-person/Virtual	Delivered both in-person and via a computer, computer network, or mobile device
Content	Physical	Medium in or on which information (data, sound, images, etc.) is stored (for example, paper, film, magnetic tape or disk, etc.). The medium may be encased in a protective housing made of another material (plastic, metal, etc.).
	Digital	Computer-mediated. The term includes commercial or non-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.

Partner: A cooperating institution, designated through a formal agreement that contributes material resources (materials/funds/staff) to the activity.

Beneficiary: The people who will use, visit, participate, or otherwise experience a project activity.

Budget Categories	Notes on Budget
Salaries/Wages/Benefits	Includes all salaries, wages, and fringe benefits paid to staff directly contributing to the project. Narrative should include position titles (but not names) and number of FTEs in description.
Consultant Fees	All expenses related to acquiring the services of a consultant for a specific activity within the project can be included in this category. Costs may include fees, travel, accommodation, and support services hired directly by the consultant. Narrative should include description of expertise of consultant along with actions/contributions to project. Include consultant name.
Travel	Travel costs must be related to the project activities and must be incurred by the staff working on the project. The costs include airfare, ground transportation, accommodation, meals, etc. For airfare, economy class must be used at all times. Narrative should include number of travelers and description of types of travel expenditures.
Supplies/Materials	Include costs for supplies and materials including computing devices (if the acquisition cost per unit is less than the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000) purchased specifically for the project. Narrative should include descriptions and quantities of supplies/materials acquired.
Equipment	Means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. (2 CFR 200.33)
Services	List the costs of project activities to be undertaken by a third-party contractor or vendor, including a formal partner. Narrative should include description of services provided. Databases should be described here and names of vendors included.