Process to propose a new one time event/program/webinar*

*NOTE: Not all ideas for suggested programs, events, or trainings require completing the concept paper process outlined below. The following are considerations for whether a concept paper is required:
- Does it directly address a core job responsibility of an employee? (Example: Providing training on how to use our online resources/databases). If so, concept paper most likely not required.
- Staff time required and Cost – If minimal, concept paper most likely not required

Concept Paper Process

Employee provides the following:
- State library strategic goal and objective the idea meets
- IMLS federal purpose the idea meets
- Target audience;
- Summary of project;
- How you determined need for project;
- Budget
- Partnership

Requests are made through the agency's online dashboard
- Requests are completed and approved through the agency's online dashboard
- The system notifies the Deputy Director whenever a submission is entered to ensure a department head cannot unilaterally shut down an employee's ideas
- Independent Project Manager monitoring online dashboard and movement of "concept paper"

Employee
- Comes up with idea for new program
- Submits "concept paper" to explain the idea

↓

Department Head
- reviews concept paper
- approves and sends to Director

↓

Deputy Director
- reviews concept paper
- approves and sends to Director

↓

Director
- reviews original concept paper
- reviews Deputy Director recommendations
- determines whether to approve

Decision to conduct an event, program, or webinar may be determined by the following factors:

First Time Event/Program/Webinar

In response to an **external circumstance/occurrence**. Examples include:

- *#SC Stronger* (Exhibit containing artwork and literature depicting the historic floods commemorating the disaster of October 2015.)
- *Preparing for the Next Wave of Pandemic Fatigued Customers* (2-part webinar offered training to help organizations and their employees create and maintain safe workplace practices and prepare them to better handle customer conflicts.)

In response to **new/changing library best practices**. Examples include:

- *Cataloging Monographs in RDA/Marc21: A Practical Guide* (Introduction to cataloging monographs with RDA (Resource Description & Access). Includes line-by-line explanations of using RDA rules in MARC 21 format.)

In response to **patron/user questions**. Examples include:

- *African American Genealogy Webinar: Beginner Strategies for African American Genealogy*

To support an **existing program or mandate**. Examples include:

- *Letters about Literature* (A reading-writing contest that encourages students to write a personal letter to an author, living or dead, from any genre, explaining how that author's work changed your way of thinking about the world or yourself.)

Whether First Time Event/Program Becomes Ongoing

- Attendance and content of the post evaluations submitted by the attendees.
- Feedback/requests from public library staff or State Library patrons/users on a topic.
- Whether it correlates to a single one-time event (e.g., *Eclipse of 2017; 10th anniversary of 9/11*)