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 (2part 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*)

Background: The State Library provides advice and consultation to public libraries within the state based on requests from libraries. Among other things, the General Assembly instructed the State Library to "Provide leadership and guidance for the planning and coordinated development of adequate library service for the people of the State." (SC Code Section 60-1-60). While the agency has these responsibilities, the agency is not responsible for governing individual libraries or making final decisions on materials or programs offered within those libraries. ^State Library personnel are responsible for recommending to the State Library Board policies and regulations necessary for carrying out the provisions of S.C. Code Title 60, Chapter 1, and execute those adopted by the board (S.C. Code Section 60-1-50).