



Application for the Library Website Development Project

Libraries that satisfy the following are eligible to apply for this project:

1. Provide an application statement relating to the evaluation criteria (see the criteria on page 3).
2. Document the applying library is a member in good standing of *INFOLINK*.
3. DreamWeaver and Contribute software are the two preferred web development tools for this project.
 - a. For school libraries that plan to host on their school's server, the school must either allow the use of DreamWeaver, or must identify and provide access to the web development tools used.
 - b. Other types of libraries must meet the system requirements to use DreamWeaver and Contribute.¹
4. Commitment to collaborate with *INFOLINK* staff, the project manager, library administration or district administration, and IT staff so that the website is built and launched within the timeframe specified.
5. Commitment to complete the project and attend training sessions (estimated at 36 hours).
6. Commitment to provide guidance, where feasible, to other libraries.
7. Commitment to participate in the project evaluation at the project completion.
8. Commitment to submit a yearly update to *INFOLINK* for three years after the project completion.

This statement is between *INFOLINK* and the member library designated below.

I have read this document, commit to its contents, and have the authority to sign for this member library.

Your Signature: _____ Date: _____

Your Name (Print): _____

Member Library Name: _____

Member Library Address: _____

Your Phone Number: _____

Your Email: _____

URL of Your Current Website (including eboard, etc):

Internet access requirements:

In order to publish your website, your library or school must provide you with reliable Internet access. Please describe the kind of Internet access available at your library/school, e.g., broadband (such as T1, cable, DSL), or dialup. If access is dialup, please include name of provider and transmission rate.

1. "Web development is a broad term that incorporates all areas of developing a web site for the World Wide Web. This can include graphical web design, actual coding of pages, backend programming, and web server configuration."
Taken from http://en.wikipedia.org/wiki/Web_development.

PC requirements:

In order to install Dreamweaver and Contribute CS version software, you must have an available PC that meets the following requirements:

- Intel Pentium 4, Intel Centrino, Intel Xeon, or Intel Core™ Duo (or compatible) processor
- Microsoft Windows XP with Service Pack 2 or Windows Vista™ Home Premium, Business, Ultimate, or Enterprise (certified for 32-bit editions)
- 1GB of RAM
- 5GB of available hard-disk space (additional free space required during installation)
- 1,024x768 monitor resolution with 16-bit video card
- DVD-ROM drive
- QuickTime 7.1.2 software required for multimedia features
- Some 3D features in Adobe Photoshop CS3 Extended require a Microsoft DirectX 9 capable graphics card with at least 64MB of VRAM
- Internet or phone connection required for product activation
- Broadband Internet connection required for additional services

Involvement of your local IT department:

Only for school libraries or libraries that utilize independent IT staff to maintain the library's website.

This project is designed and intended so that library staff can do the work with little dependence on their IT staff. However, the IT staff are not excluded from participating, and can be involved, if that is required. In situations where the school elects to host their own website, the IT staff must agree to grant limited access rights to the library staff for posting and updating purposes. Please explain the role that your IT department would play in this project.

For All Libraries except Public Libraries: Web Hosting Preference [Please check one]

* Public Libraries will either use the State Library's web hosting service or provide their own web server.

- I wish to have my library's website hosted on my library organization's/school district's server.
- I do not wish to have my library's website hosted on my library organization's/school district's server; instead, I wish to have my library's website hosted on a server provided by *INFOLINK*.

Provide an application statement relating to the evaluation criteria below:

| Evaluation criteria | Point value |
|--|-------------|
| 1. Application statement including: (a) description of the library and its mission; (b) relation of INFOLINK's project goals to library's strategic goals; (c) commitment to all project goals and requirements; (d) self-evaluation of library's current web presence; (e) expansion of local needs and challenges (if any) relating to this project. | 85 |
| 2. Commitment to work with INFOLINK in the project documentation (wiki), promotion and evaluation. | 5 |
| 3. Inclusion of a sustainability statement. | 5 |
| 4. Geographical distribution and multi-type library representation of applicant within cooperative. | 5 |
| Total Points | 100 |



Letter of Agreement for Library and/or School Administration

Name of Library and/or School: _____

Statement:

My Library/School agrees to the following:

1. We will allocate the staff time necessary to complete this project (estimated on page 2).
2. We will pay the ongoing costs associated with this project (estimated on page 2) if we choose to have our library's website hosted on a server provided by *INFOLINK*.
3. We will maintain the website for the next three years.
4. We will allow library staff to attend the required training (estimated at 36 hours).
5. We will collaborate with *INFOLINK* and the project manager, to complete the project in the established timeframe, estimated below.

My signature below indicates my agreement with the above statement and that I have the authority to sign for our library/school.

Signature: _____ Date: _____

Name (Print): _____

Title: _____

Email: _____

Library or School Name: _____

Library or School Address: _____

Your Phone and Fax Number: PH: _____ FAX: _____

For All Libraries except Public Libraries: Web Hosting Preference [Please check one]

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Estimated Timeframe of the Project

| | |
|-------------------------------|--|
| December 2007 - February 2008 | Application posted for eligible libraries - Deadline for application submission: February 11, 2008 |
| February 15, 2008 | Selected libraries informed by INFOLINK |
| Mid-late February 2008 | Website: The project manager and participating libraries meet to gather information on requirements and to discuss website design, as necessary. Project manager will facilitate group meetings with all ten libraries and one meeting with each library individually for planning and design purposes. DreamWeaver and Contribute training for two staff members from each library. |
| May 15, 2008 | Website soft-launch and testing with modifications made as needed |
| May 30, 2008 | Official website launch |
| June 2008 | Promotion: The website project completion will be promoted through <i>INFOLINK</i> and the community at the ten participating libraries. |

Estimated Costs of the Project

Initial Costs for FY2008: \$249.50/Year

1. Software Purchase: **\$249.50**

- * Adobe Creative Web Premium (Education): \$499. INFOLINK will subsidize 50% of it.
- * For libraries that have equal or higher version of DreamWeaver 8 & Contribute 3, no software purchase necessary.

Ongoing Costs: Participating Libraries for two subsequent years (Year 2-3): 174.59/year
For Participating Libraries that would use a web hosting server provided by INFOLINK

1. Web Hosting: **\$159.60/Year**

* *N/A for public libraries.*

Sample Pricing:

- \$13.30/month with annual purchase at networksolutions.com
 - » **15GB** Disk Space
 - » **400GB** Monthly Traffic
 - » **6** FTP Accounts
 - » **100** Email Accounts

2. Domain Registration Renewal: **\$14.99/Year**

* This fee can be saved with Web hosting annual purchase at networksolutions.com