



**Illinois State Library
LSTA Post-Project Report - Appendix B
Content Activity Report**

Please create a separate Activity Report for each unique activity of acquisition, creation, preservation, description or lending.

Electronically submit the Post-Project Report and Activity Report(s) as attachments to: ISL_grants@ilsos.net. Please put LSTA Post-Project Report followed by the project number in the subject line.

1. Project Number: _____
2. Title of Activity: _____
3. Which content related activity was administered? Select one primary content area (acquisition, creation, preservation, description or lending) and provide quantities. If activity occurred in more than one content area submit a separate Activity Report for each area.

Acquisition

a. Select one format:

- Physical
- Digital
- Both (physical and digital)

b. Provide the total number of acquired:

- 1) Hardware: _____
- 2) Software: _____
- 3) Licensed databases: _____
- 4) Print materials (books and government documents): _____
- 5) Electronic materials: _____
- 6) Audio/visual units: _____

Creation

a. Select one format:

- Physical
- Digital
- Both (physical and digital)

b. Provide the total number of:

- 1) Items digitized, scanned or reformatted: _____
- 2) Creation tools created or improved: _____
- 3) Websites developed or improved: _____
- 4) Learning resources (e.g. curricula) produced: _____

- Preservation
 - a. Select one format:
 - Physical
 - Digital
 - Both (physical and digital)
 - b. Provide the total number of:
 - 1) Items conserved, relocated to protective storage, re-housed, or for which other preservation appropriate physical action was taken: _____
 - 2) Items reformatted, migrated, or for which other digital preservation appropriate action was taken: _____

- Description
 - a. Select one format:
 - Physical
 - Digital
 - Both (physical and digital)
 - b. Provide the total number of:
 - 1) Items with new or enhanced accessibility: _____
 - 2) Items made accessible to users, other than grantee staff, for the first time: _____

- Lending
 - a. Select one format:
 - Physical
 - Digital
 - Both (physical and digital)
 - b. Provide the total number of:
 - 1) Loans provided: _____
 - 2) Items circulated: _____

4. Describe the activity and scope. Include subjects and/or intended uses of resources:

5. Check the types of partners who participated in this activity. Choose all that apply.

- Not applicable
- Federal government
- State government
- Local government (excludes school districts)
- School district
- Non-profit
- Private sector
- Tribe
- Other: _____

Activity Demographics:

6. Was the activity directed toward a targeted group or the general population?

- Targeted group (provide more details in questions 10-17)
- General population

7. Which best describes the geographic community of the targeted group?

- Urban
- Suburban
- Rural

8. Was the activity directed toward the library workforce (includes volunteers and trustees)?

- Yes
- No

9. Was the activity directed toward families?

- Yes
- No

If the activity benefited a targeted group (not library staff) provide more details about the participants.

10. Select one or more of the following activity targeted age groups:

- All ages
- 0-5 years
- 6-12 years
- 13-17 years
- 18-25 years
- 26-49 years
- 50-59 years
- 60-69 years
- 70+ years

11. Was the activity directed toward intergenerational groups (does not include families)?

- Yes
- No

12. Was the activity directed toward ethnic or racial minority populations?
- American Indian or Alaska Native
 - Asian
 - Black or African-American
 - Hispanic or Latino
 - Native Hawaiian or other Pacific Islander
 - Not Applicable
13. Was the activity directed toward immigrants/refugees?
- Yes
 - No
14. Was the activity directed toward individuals who are economically disadvantaged?
- Yes. If yes, select one or more:
 - Unemployed
 - People who are living below the poverty line
 - No
15. Was the activity directed toward individuals with disabilities?
- Yes
 - No
16. Was the activity directed toward individuals with limited functional literacy or informational skills?
- Yes
 - No
17. Was the activity directed toward groups that fall into a category not mentioned above?
- Yes. Explain: _____
 - No
18. Was this activity deployed statewide?
- Yes
 - No

If yes, provide the number of libraries where this activity was administered:

- _____ Academic libraries
- _____ Consortia (includes library systems)
- _____ Public libraries
- _____ School libraries
- _____ Special libraries
- _____ State libraries

If no, can you identify specific institutions?

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

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