**Arkansas State Library**

**American Rescue Plan in Arkansas Public Libraries**

**Activity Worksheet**  Completing this worksheet will help you gather the information needed when submitting your Final Report.

Identify each applicable activity/mode, describe the selected activities, and enter relevant outputs.

**Use a separate worksheet for each Project Category: Information Access, Institutional Capacity, Targeted Audiences, Enhanced Technology.**

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| --- | --- | --- | --- | --- |
| **Activity Type** | **Mode: how was the activity provided?** | **Project details: describe this activity**  **in 90-160 words** | **Output Totals** | |
| **Instruction**  *(Knowledge or skill transfer to participants)*  ***Library staff training will be counted in Institutional Capacity*** | **Program, survey required when target is public OR library staff**  *(Active participation like a computer skills class.)*  **The information for this activity is collected on the *Total Survey Results* form that will be submitted with the Final Report.** | | | |
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| **Content**  *(Acquisition, development, or transfer of information)* | **Acquisition,**  *(Selecting and receiving library collection materials including books, software, or information resources.)* | Click here to enter text. | **Number of hardware items acquired** |  |
| **Number of software acquired** |  |
| **Number of print materials acquired** |  |
| **Number of licensed databases acquired** |  |
| **Number of electronic materials (e-books, e-audio) acquired** |  |
| **Number of physical audio/visual units acquired (audio discs, talking books, other recordings)** |  |
| **Creation**  *(Design or production of an information resource, including digitization.)* | Click here to enter text. Item = a “work” e.g. a book, map, score, album, photograph, etc. For newspapers, if 25 issues of a newspaper were digitized, enter 25 items. | **Number of items digitized** |  |
| **Number of learning resources (e.g. toolkits, guides) created** |  |
|  | | | | |
| **Procurement**  (*Purchasing facilities, equipment, supplies, hardware, software, or other materials (not content) that support general library infrastructure)* |  | Click here to enter text. | **Number of equipment items acquired ($5,000 per item, prior approval)** |  |
| **Number of hardware items acquired**  **(Institutional Capacity)** |  |
| **Number of software items acquired**  **(Institutional Capacity)** |  |
| **Number of materials/supplies acquired** |  |