Embedding Evaluation in Libraries: Developing Internal Evaluators
Application Form

1. Library Name:

   Mailing Address:

2. Please complete the following information for each team member (Teams must consist of 2-4 members – see the [Embedding Evaluation website](#) for more information about team requirements):

Name:

Title:

Email Address:

Phone Number:

Role within team:

  Evaluation coordinator Supervisor of evaluation coordinator Team member

Does this person have previous education and/or experience in evaluation, assessment, or research methods? Yes No

Name:

Title:

Email Address:

Phone Number:

Role within team:

  Evaluation coordinator Supervisor of evaluation coordinator Team member

Does this person have previous education and/or experience in evaluation, assessment, or research methods? Yes No

Name:

Title:

Email Address:

Phone Number:

Role within team:

    Evaluation coordinator   Supervisor of evaluation coordinator   Team member

Does this person have previous education and/or experience in evaluation, assessment, or research

methods?   Yes   No

Name:

Title:

Email Address:

Phone Number:

Role within team:

    Evaluation coordinator   Supervisor of evaluation coordinator   Team member

Does this person have previous education and/or experience in evaluation, assessment, or research

methods?   Yes   No

3. Do you consider your library to be small and/or rural?

     Yes   No

4. If you responded yes to question #3, please describe the community in which your library is located and/or the size of the population your library serves:

5. If accepted to the *Embedding Evaluation* cohort, (select "yes" or "no" for each item):

- All team members will attend the **Kickoff Institute during the week of May 16-20 OR May 23-27, 2022.** *Exact dates and location will be announced soon; the institute will be two days in length if we are able to meet in person, or three shorter days if we need to meet online.*

    Yes   No

- All team members are committed to attending the **Wrap-Up Institute the week of March 20-24, 2023** (exact dates and location to be determined after the cohort has been formed). *The institute will be two days in length if we are able to meet in person, or three shorter days if we need to meet online.*

    Yes   No

- All team members are committed to completing their evaluation project by the time of the Wrap-Up Institute.

    Yes   No

Please respond to questions #6-#9 in a separate document:

6. Please describe how one or more team member's previous education and/or experience in evaluation, assessment, or research methods positioned the team to participate in this training. Previous education and/or experience may include:

    a) participation in a Research Institute for Public Libraries (RIPL) national, regional, or preconference event,
    b) completion of an undergraduate- or graduate-level course in evaluation, assessment, or research methods,
    c) participation in a continuing education event similar to RIPL, and/or
    d) experience conducting evaluation in a current or previous position.

    Recommended length of response: 150-300 words, depending on the number of team members with previous education/experience.

    If you have questions about whether something counts as previous education or experience, please contact info@libraryeval.org.

7. What library program or service does your team propose to evaluate for *Embedding Evaluation*? Your answer must a) describe the library program or service, b) identify its target audience (for example, parents of children ages 0-3), c) identify the goals of the program or service (for example, for parents of children ages 0-3 to learn everyday activities that will help their children be ready to learn to read in kindergarten), and d) explain why the team selected this particular program or service as the subject of the evaluation project. This webpage contains examples of appropriate projects. *Recommended length of response: 200-300 words*

8. Why are the members of this team interested in participating in *Embedding Evaluation*? *Recommended length of response: 200-300 words*

9. How would the team share what they've learned with their library as well as with other public libraries in their region, state, and/or nationally? *Recommended length of response: 150-250 words*

Your application must also include the following items:

- Resumes for each team member
- A letter of support from the library director. If the library director is a member of the team, a letter of support must come from their reporting authority (board member, city manager, etc.).

Applications are due January 14, 2022 at 5:00 PM EST. Please combine all items into one PDF file and send it to info@libraryeval.org. Applicants will be notified of their acceptance status by February 11, 2022.