



**SOUTH JERSEY REGIONAL LIBRARY COOPERATIVE**  
**Making the Most of Bad Times**  
**JOBS DEMONSTRATION PROJECT**  
Request for Applications

## 1. Intent

**Goal:** To help SJRLC member libraries respond efficiently and effectively to their customers' needs for assistance, training and information on job-hunting, career choice, unemployment and communication skills.

### Objectives

- To help libraries in their rapid response to customer needs in the recession.
- To demonstrate the use of libraries as information and self-help centers in the recession.
- To assist libraries in finding high-quality, affordable local speakers/trainers.
- To train library staff to provide the most commonly requested resume writing/job-hunting classes.
- To serve as a clearinghouse and promote sharing of information on recession-related programs, services, displays and publications developed by libraries in the Region.

## 2. Project Description

### Through the SJRLC JOBS Project, the Cooperative will:

- Provide funding to libraries in the region to support the cost of outside trainers for classes and training sessions for the general public on job-hunting, career development, and related areas.
- Provide information including expertise, price, etc. on speakers/trainers with experience in these subjects who will do training in your area. See <http://www.sjrlc.org/jobs/presenters/>
- Train library staff to provide resume writing/job hunting classes.
- Create a user's group and WIKI to share information on recession-related programs, services, displays and publications.
- Share our experience with other libraries and organizations in New Jersey and nationally.

### Requirements for Funding:

Eligible public libraries will:

- Use grant funds to pay trainer(s) for jobs-related training for the general public during the period September 1 through December 31, 2009.\*
- Send a representative to one meeting of the SJRLC Project Group.
- Send a staff person to one train-the-trainer session on resume writing/job hunting provided by SJRLC.
- Assess satisfaction level of attendees at your library training sessions.
- Share information on programming, attendance and evaluations with SJRLC and participating libraries in a timely fashion through listserv posting and sharing of materials.

\* Participants not required to use trainers identified by SJRLC (see <http://www.sjrlc.org/jobs/presenters/>)

### 3. **Funding**

Individual award per applicant library will be \$500 per library site\* which must be matched by:

- \$500 in library funding for programs on recession-related topics **or**
- A matching number of recession-related programs provided by library staff and/or volunteers.

In the event that additional funds are available to applicant libraries, the match will remain as described above.

*\* Library site is defined as a single-site library or a branch library in a multi-branch system. The match requirement applies to each library site.*

### 4. **Eligible Applicants**

SJRLC member libraries.

### 5. **Eligible Costs**

Eligible costs will include fees/expenses paid to trainers.

### 6. **Criteria for Approval**

All eligible applicants who complete the application and necessary certifications will be eligible to receive funding.

### 7. **Reporting**

The recipient agency must submit

- A posting to the SJRLC listerv with general information/brief evaluation of classes and training sessions within 10 days of each grant-funded session.
- A final fiscal and project report to the South Jersey Regional Library Cooperative, with copies of vendor invoices, no later than March 31, 2010.

### 8. **Due Date and Submission**

The South Jersey Regional Library Cooperative must receive the original and two copies of the completed application no later than 4:00 pm on July 30, 2009.

### 9. **Timeline**

- **Thursday, June 25, 10 am - Noon, at the SJRLC office:** Discussion and brainstorming with interested libraries. (Applicant libraries are not required to attend.)
- **Tuesday, June 30:** Final announcement/application issued.
- **Thursday, July 30:** Deadline for submissions.
- **Monday, August 17:** Announcement of award

Karen Hyman  
South Jersey Regional Library Cooperative  
10 Foster Avenue, Suite F-3  
Gibbsboro, NJ 08026