

**Pacific Library Partnership  
Innovation and Technology Opportunity Grant Program**

**Due Friday, October 10, 2014**

Please provide the following information in a Microsoft Word document. Please email the completed form to Wendy Cao at [caow@plsinfo.org](mailto:caow@plsinfo.org).

1. Title of Project Let's Make a Maker[Space]Ship!
  
2. Library/Committee applying for funding San José Public Library Foundation  
Name Mary McLane, Executive Director  
Email mary.mclane@sjplf.org  
Mailing Address 150 East San Fernando Street, San José, CA 95112
  
3. Amount of funding requested \$15,000

# PLP Innovation and Technology Opportunity Grant Program

## 1. One paragraph project summary.

San José Public Library (SJPL) has secured \$300,000 for a mobile Library technology / digital maker lab - the Maker[Space]Ship. This unique vehicle will unite the traditional services of a bookmobile with technology instruction and maker programs. It will be a place that inspires everyone's inner learner and maker. A grant from the Pacific Library Partnership will enable SJPL to develop best practices for designing the services and interior of a mobile lab and create the *Design Guide for Mobile Library Technology / Makerspaces*. This primer on the design process will include easy-to-use tools and templates for other libraries to use when designing their mobile labs.

## 2. Explain how this project fits with the library's strategic directions.

The Maker[Space]Ship aligns with five of San José Public Library's eight Strategic Priorities.

### **Connect people to current technologies and tools.**

This mobile technology / digital maker lab will meet a broad spectrum of public needs and interests ranging from basic technology instruction to advanced coding and content creation to maker programs using a variety of tools and technologies.

### **Increase access to collections and try new methods to access content.**

In the Maker[space]Ship, residents who may not be using the library will checkout library materials including books and hands-on maker kits and learn to use the Library's e-resources.

### **Enrich life-long learning programs and services for all ages.**

Multiple literacies will be supported and taught in the Maker[Space]Ship including digital literacy, literacy, and maker literacy. The lab increases the Library's ability to expand its "Innovate, Create, Discover" and STEAMstacks programs that provide maker experiences and STEAM education.

### **Strengthen and seek partnerships that enhance services.**

The Maker[Space]Ship has unlimited potential for partnerships. For instance, the Library would collaborate with CreaTV, a non-profit community media center; and TechShop to develop media and maker skills programs.

### **Engage staff and volunteers with opportunities for growth and development.**

Integrating the enthusiasm and know-how of high-tech professionals as volunteers is an important component of the Maker[Space]Ship. Library staff would also learn new skills so they can lead maker activities.

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### 3. A description of the proposed project including the population served and the demographics of that population.

Developing a building program is critical to planning a new facility. It is the building program that articulates how the space will be used, the design for the space, and the needed furnishings, fixtures, and equipment. The program defines the experience the user should have in the space, the services that will be offered, and the branding elements that will be included including color, materials, and signage. Funding from the Pacific Library Partnership would enable San José Public Library to develop a building program, per se, for its new mobile technology / digital maker lab - the Maker[Space]Ship. Integral to this project would be creating the *Design Guide for Mobile Library Technology / Makerspaces*, an easy to use primer on the design process complete with tools and templates that will be available online to other Libraries.

The Maker[Space]Ship will be compact, with space for small group technology instruction and maker programs as well as a supporting material collection. A flexible design will allow expansion beyond the vehicle walls. By using Wi-Fi and portable equipment, the lab can set-up shop anywhere including schools, after-school sites, community events, and senior centers. While there is a growing body of information on mobile makerspaces, a Library technology / digital maker lab is different, as it supports a wider variety of programs including literacy and digital literacy attainment as well as maker skill development.

#### The Maker[Space]Ship Program

This project will determine the essential elements of the Maker[Space]Ship including:

- The learning outcomes for the lab
- The literacy, digital literacy, and maker experiences that support the learning outcomes
- Evaluation techniques to ensure learning outcomes are met
- Furniture, fixtures, equipment, and tools that will be needed both for the identified programs and to offer future flexibility
- Branding and signage
- Collection materials that will best augment lab experiences
- Roles for library staff and volunteers in the lab
- Training that staff and volunteers may need
- Safety considerations for participants, staff, and volunteers including rules and signage
- Opportunities to engage partners

#### Project Consultant

Essential to this project's success is collaboration with a knowledgeable designer of maker environments. Parker Thomas is the Library's preferred project consultant based on his experience, human-centered approach to makerspaces, and maker philosophies. Mr. Thomas is a maker, facilitator, and consultant. He was an author of the *Makerspace Playbook*, a guide for starting a makerspace and led education initiatives at Maker Media – home of Make Magazine and Maker Faire. Currently his consulting focuses on school and community maker spaces that unlock new ways of learning and integrate into the organization's existing culture. He also

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works to identify and use the products and methods that best develop the creative skills and confidence people need to be makers.

Mr. Thomas is a Design Thinking practitioner and will hold Design Thinking and prototyping workshops that include a variety of constituencies such as teens, community partners, and teachers to inform the Maker[Space]Ship program.

*The Design Guide for Mobile Library Technology / Makerspaces* will document the process and outcomes of this project. It will include best practices and easy-to-use tools that other libraries can use to design their own mobile labs. These could include questions for Design Thinking workshops, menus of tools and equipment to consider, volunteer job descriptions, and signage options. The *Guide* will be available on SJPL's website.

### City of San José Demographics

The Maker[Space]Ship will serve residents across San José, particularly communities that need expanded services to foster digital inclusion and enable residents to fully participate in society. With over one million residents, San José is the 3<sup>rd</sup> largest city in California and the 10<sup>th</sup> largest in the country. The ethnically diverse city's three largest populations are Asian (33%), Hispanic (33%), and White (27%). Immigrants comprise 39% of the city and more than half the population (500,000+ people) speak a language other than English at home. Educational attainment in the city varies widely. Although 39% of residents age 25 and older have at least a bachelor's degree, 35% have only a high school diploma / equivalent or did not graduate from high school. There are also great disparities in income among residents that range from successful high-tech entrepreneurs to newly arrived refugees.

#### **4. The goals and objectives of the project.**

Goal #1: Develop best practices for designing Library Mobile Technology / Digital Maker Labs

*Objective:* By the end of the project, SJPL will have produced the *Design Guide for Mobile Library Technology / Makerspaces* with information and tools that other Libraries can use to design a mobile lab.

Goal #2: Design SJPL's Maker[Space]Ship

*Objective #1:* By the end of the project, SJPL will have a *Maker[Space]Ship Program* similar to a building program used for a facility.

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## 5. The project timeline (activities).

Time Line	Primary Activities
Months One and Two	Contract with consultant Work with consultant to finalize project plan Conduct an information review on mobile technology labs and mobile makerspaces Hold Design Thinking and prototyping workshops with community members, potential partners, and staff to inform the program
Month Three	Synthesize findings from the Design Thinking workshops and finalize the user experience, services, and learning outcomes for the Maker[Space]Ship. Evaluator reviews plans to ensure best practices for and cohesion between experience, services, and learning outcomes.
Month Four	Begin development of specific design and programmatic elements of the Maker[Space]Ship Evaluator reviews plans to ensure design elements support learning outcomes and best practices.
Month Five	Continue Maker[Space]Ship development including cost analysis of options Evaluator reviews plans to ensure design elements support learning outcomes and best practices. Begin writing the <i>Design Guide for Mobile Library Technology / Makerspaces</i>
Month Six	Finalize <i>Maker[Space]Ship Program</i> Finalize <i>Design Guide for Mobile Library Technology / Makerspaces</i> , post online for other libraries and notify library community

## 6. The evaluation of the project.

Evaluation of the design will be on going throughout the project and will be conducted by Maryanna Rogers, Director of Innovation at the Tech Museum of Innovation in San José. Ms. Rogers is an interdisciplinary researcher and designer with a background in education research, design, and media arts. She completed a doctoral degree in Educational Psychology and a master's degree in Learning, Design, and Technology from the Stanford University School of Education. Her research investigates the ways individuals participate in and learn from creative collaboration in both educational and work settings. Through periodic reviews of the plans and engagement with the team, Ms. Rogers will ensure that the *Maker[Space]Ship Program* will successfully lead to the desired learning outcomes.

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### 7. The project budget.

Budget Item	PLP Request	SJPL In-Kind	Total Project
<b>Personnel</b>			
Technology and Innovations Division Manager (80 hrs. @ \$85.40 incl. 40% benefits)		\$6,832	\$6,832
Innovations Manager - Project Lead (150 hrs. @ 57.40 incl. 40% benefits)		8,610	8,610
Sr. Librarian, Instructional Program Services (40 hrs. @ \$57.40 incl. 40% benefits)		2,296	2,296
Librarian, Teen Services (40 hrs. @ \$46.20 incl. 40% benefits)		1,848	1,848
Manager, IT Services (32 hrs. @ \$74.20 incl. 40% benefits)		2,374	2,374
Maketing and Graphic Design (60 hrs @ \$46.20 incl. 40% benefits)		2,772	2,772
<b>Total Personnel</b>		<b>\$24,732</b>	<b>\$24,732</b>
<b>Operations</b>			
Maker[Space]Ship Vehicle		\$300,000	\$300,000
Consultant - Parker Thomas 12 days at \$1,200 per day	\$14,400		14,400
Incentives for participants in Design Thinking / prototyping workshops	140		140
Refreshments for workshops	60		60
Prototype materials and supplies	100		100
Indirect expenses for San José Public Library Foundation to administer the grant	300		300
<b>Total Operations</b>	<b>\$15,000</b>	<b>\$300,000</b>	<b>\$315,000</b>
<b>Total Project</b>	<b>\$15,000</b>	<b>\$324,732</b>	<b>\$339,732</b>