



Literacy Readiness Inventory

The Literacy Readiness Inventory (LRI) will help you conduct an inventory of your library's literacy and outreach services, resources, and community collaborations. You can complete and submit the LRI online at www.BuildLiteracy.org.

Your yes or no responses generate resources from the LRI library. These resources are related to your library's specific needs and assets. The LRI library is an up-to-date, online collection that includes articles, web links, notes, and examples of sound literacy practices from libraries across the country.

There's a feedback button at the bottom of each section of the LRI. We want to hear from you! Did you find the resources you were looking for? Were these materials useful? What else do you need? Finally, what can you contribute to the LRI library?

LIBRARY ACTION	RESOURCES AND NOTES	KEY LINKS
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I. The library understands and supports the community’s literacy needs.		
Understanding community literacy needs includes:		
<p>Conducting or participating in community-wide needs assessments or asset mapping activities to identify:</p> <p>– the range and location of community literacy resources and services, changing literacy needs, and gaps in current literacy services and programs.</p>	<p>Building Communities from the Inside Out: A Path Toward Finding and Mobilizing a Community's Assets, by John P. Kretzmann and John L. McKnight, Institute for Policy Research, Northwestern University, 1993.</p> <p><i>Provides a step-by-step guide on “asset-based community development”. The publication features capacity-focused development strategy building on the assets of a community including individuals, associations, and institutions.</i></p>	<p>http://www.northwestern.edu/ipr/publications/community/introd-building.html</p>
	<p>Let Data Be Your Guide: A Planning Handbook for and by Library Adult Literacy Programs. Illinois Literacy Resource Development Center. Champaign, IL: ILRDC, 2000.</p> <p><i>Includes information to design an effective planning</i></p>	<p>http://www.ilrdc.org/PDFLetDataBeYourGuide.pdf</p>

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	<p><i>process, involve stakeholders in planning, conduct environmental scans for creative planning, develop questionnaires and surveys, go from data to findings to implementation, and manage the planning process.</i></p>	
<p>Supporting community literacy needs includes:</p>		
<p>Developing outreach strategies that bring literacy services to the community and the community to the library.</p>	<p>Florida Library Literacy Tip Sheet #6, Creating Successful Literacy Partnership, Parts I and II. State Library and Archives of Florida. http://dlis.dos.state.fl.us/bld/Literacy/index.html</p> <p><i>Provides tips on building successful partnerships with a wide range of community partners.</i></p>	<p>http://dlis.dos.state.fl.us/bld/Literacy/tip_sheets/tip6_all.html</p>
<p>Raising the community's awareness of the library's literacy services and advocating for increased local, state, and federal funding for adult literacy, family literacy, and English language services.</p>	<p>Different Issues, Distinctive Approaches: Addressing Literacy in Children and Adults. Georgetown County (South Carolina) Public Library. www.buildliteracy.org, 2004.</p> <p><i>Learn how the Georgetown County (South Carolina) Public Library developed essential partnerships to build an Adult Literacy Council and the First Steps Children's Literacy Partnership. The article, written by the library director, includes the library's step-by-step approach to partnership building and advocacy, as well as keys to success, and lessons learned.</i></p>	<p>http://www.buildliteracy.org/collective_wisdom/Georgetown%20Final%20Check.p</p>

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<p>Working with a wide range of community partners to meet the community's literacy needs.</p>	<p>Connecting with all the Right People: How Political Awareness and Tenacity Pay Off for Literacy. Calhoun County (Florida) Public Library. www.buildliteracy.org , 2004.</p> <p><i>A first-hand account from the director of the Calhoun County (Florida) Public Library. Learn how a small, rural library built community partnerships, developed outreach strategies, and learned lessons in collaboration and community building.</i></p>	<p>http://www.buildliteracy.org/collective_wisdom/Florida%20Final%20check.pdf</p>
	<p>Getting the Job Done: Making Literacy an Integral Part of Community Services. Greensboro (North Carolina) Public Library. www.buildliteracy.org, 2004</p> <p><i>The Greensboro Public Library started the Community of Readers, a community-wide library literacy partnership. The narrative offers a step-by-step description of the partnership, as well as keys to success and lessons learned.</i></p>	<p>http://www.buildliteracy.org/collective_wisdom/Greensboro%20Final%20Check.pdf</p>

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II. The library demonstrates a financial commitment to literacy and outreach services.

A financial commitment includes literacy and outreach services in the library's annual budget.	<p>Florida Library Literacy Tip Sheet # 4, How the Literacy Program Fits Into the Library Culture. State Library and Archives of Florida. http://dlis.dos.state.fl.us/bld/Literacy/index.html</p> <p><i>Gives a rationale for considering the culture of the library while planning and implementing a literacy program. The tip sheet includes advice for literacy coordinators.</i></p>	<p>http://dlis.dos.state.fl.us/bld/Literacy/tip_sheets/tip4_all.html</p>
Applies annually for additional funding to support the library's literacy and outreach services and programs.	<p>Florida Library Literacy Tip Sheet # 3, Program Management – Fund-Raising, Parts I and II. State Library and Archives of Florida. Florida Department of State. http://dlis.dos.state.fl.us/bld/Literacy/index.html</p> <p><i>Describes stages of program development and the various sources of funding needed to initiate, sustain, and grow a literacy program.</i></p>	<p>http://dlis.dos.state.fl.us/bld/Literacy/tip_sheets/tip3_all.html</p>
	<p>Better World Books.</p>	<p>http://www.buildliteracy.org/reference_desk/index.html</p>
The Friends of the Library (501-c-3) supports annual literacy-related fundraising initiatives.	<p>Friends of the Libraries USA (FOLUSA), www.folusa.org</p> <p><i>FOLUSA provides resources to library support groups across the country. The FOLUSA homepage has information on advocacy, outreach services, and networking opportunities for Friends, Trustees, and</i></p>	<p>http://www.folusa.org/index.php</p>

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	<i>Foundations for libraries of all types.</i>	
	<p>Friends of the Libraries USA (FOLUSA), www.folusa.org</p> <p><i>How to Start a Friends Group:</i> <i>Includes information on how to organize a Friends Group by reaching out to community volunteers, developing a steering committee, determining purpose and mission, seeking financial advice, developing a membership drive, and writing a long-range plan.</i></p>	<p>http://www.folusa.org/resources/pdf-versions/fact-sheet-1.pdf</p>
	<p>Friends of the Libraries USA (FOLUSA), www.folusa.org</p> <p><i>Grants and Awards Available to Friends Groups:</i> <i>Information about grants and awards available to Friends Groups, as well as tips for effective grant writing. Includes a series of easy-to-access fact sheets on a broad range of topics, such as getting involved in literacy programs.</i></p>	<p>http://www.folusa.org/resources/html-versions/fact-sheet-8.php</p>
	<p>WebJunction, http://webjunction.org/do/Home</p> <p><i>Demonstrating Impact 2004. Focuses on developing and implementing strategies for demonstrating the impact your library has on the community. Resources include: the Demonstrating Impact Roadmap, Telling Your Library's Story, thought provoking essays, and real-world models.</i></p>	<p>http://webjunction.org/do/DisplayContent?id=1218</p>

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III. The library provides literacy and outreach services.

<p><i>Outreach Services</i></p> <p>The library operates and staffs a bookmobile and/or Mobile Lab.</p>	<p>American Library Association, Office of Literacy and Outreach Services, www.ala.org/olos</p> <p><i>Services to Bookmobile Communities</i> <i>Provides useful resources to bookmobile communities including examples of bookmobile services, tip sheets, facts and questions, and contacts with the Association of Bookmobile and Outreach Services (ABOS). The website also includes a handbook for mobile services staff and national bookmobile guidelines.</i></p>	<p>http://www.ala.org/ala/olos/outreachresource/servicesbookmobile.htm</p>
	<p>California State Library, California Library Literacy Services , http://literacyworks.org/cls/archive/index.html</p> <p><i>Mobile Library Literacy Services: MLLS vehicles deliver literacy and other services to "hard to reach" and other underserved families in many parts of the state.</i></p>	<p>http://literacyworks.org/cls/archive/mls/index.html</p>
<p>Distributes and maintains library literacy resources in the community.</p> <p>– deposit collections</p>	<p>Florida Library Literacy Tip Sheet #5, Marketing the Adult Literacy Collection. State Library and Archives of Florida.</p> <p><i>Information designed to help effectively place and market the adult literacy deposit collection within the library. Describes how the collection meets the needs of ELL students, new readers, tutors, teachers and literacy providers.</i></p>	<p>http://dlis.dos.state.fl.us/bld/Literacy/tip_sheets/tip5_all.html</p>
<p><i>Literacy services</i></p>		

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<i>and programs</i> for multiple populations with distinct needs, including:		
Incarcerated and Ex-Offenders	<p>Services to Incarcerated People and Ex-Offenders. American Library Association, Office for Literacy and Outreach Services, www.ala.org/olos, 2007.</p> <p>Provides information on library services for incarcerated and ex-offenders. Resources include a directory of state prison libraries in Maryland, tip sheets for librarians serving this population, and materials from ALA conference presentations.</p>	<p>http://www.ala.org/ala/olos/outreachresource/servicesincarcerated.htm</p>
People with Disabilities	<p>Library Services For People with Disabilities. by Mary Jo Venetis, American Library Association. www.ala.org/olos, 2002.</p> <p><i>The article identifies and defines disabilities, offers suggestions for communicating with people with disabilities, and provides examples of how libraries can provide basic services to meet the special needs of the community.</i></p>	<p>http://www.ala.org/ala/olos/outreachresource/services_disabilities.pdf</p>
	<p>American Foundation for the Blind, www.afb.org</p> <p><i>Information about assistive technology including video magnifiers, Braille technology, optical character recognition systems, speech systems, and more. The website also provides information on web accessibility, electronic books, buying a computer, screen reader tips,</i></p>	<p>http://www.disabilityresources.org/DRMLibs-ass.html</p>

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<p>Information and Referral Services</p> <p>The library: Maintains current information about community-based literacy programs and directs adult learners to:</p>	<p><i>and tips for computer users with low vision.</i></p>	
<p>Job training and employment opportunities</p>	<p>Firstfind.Info, www.firstfind.info</p> <p><i>Resources for library patrons with a range of literacy skills. The Jobs and Job Training Section includes information on finding and applying for a job, training for the workforce, interviewing tips, and a special section on jobs especially for young people.</i></p>	<p>http://www.firstfind.info/ffsubtopic1_qry.cfm?ID=10</p>
<p>Voter registration and voting</p>	<p>Easy Voter Guide, The Easy Voter Guide Project, California, 2006</p> <p><i>Helps new and busy voters make sense of California elections and government.</i></p>	<p>http://www.easyvoter.org/site/evguide/section.php?id=2</p>
	<p>Let Freedom Ring, United States Advocates for Youth Foundation, www.usayfoundation.org/</p> <p><i>Includes voting information and links to all states from a map of the United States. Information includes ways to</i></p>	<p>http://www.usayfoundation.org/</p>

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	<p><i>get involved, debate the issues, and learn the history of voting rights in the United States.</i></p>	
<p>Immigration issues and INS procedures</p>	<p>Library Services for Immigrants: A Report on Current Practices. Distributed by the Institute for Museum and Library Services for the U.S. Citizenship and Immigration Services, Department of Homeland Security, 2006.</p> <p><i>Provides information on topic areas including partnerships, collections, information services, programs and events, outreach, and planning. The report provides examples and service models.</i></p>	<p>http://www.uscis.gov/files/nativedocuments/Library_Services_Report.pdf</p>
	<p>Firstfind.info, www.firstfind.info</p> <p><i>Resources for librarians serving library patrons with a range of literacy and language skills. The Immigration Section includes information about knowing your rights, finding a lawyer, finding basic forms and paying initial fees, obtaining a green card, and becoming a citizen. The site also has information about services for refugees and asylum seekers.</i></p>	<p>http://www.firstfind.info/ffsubtopic1_qry.cfm?ID=9</p>
<p>Citizenship classes</p>	<p>Resources for Public Libraries, Office of Citizenship, the U.S. Citizenship and Immigration Services, Department of Homeland Security, 2006.</p> <p><i>Provides links to Civics and Citizenship Study Materials, Resources for Adult Educators, Resources for New Immigrants, and a glossary of terms.</i></p>	<p>http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=ee661e80895fd010VgnVCM1000000ecd190aRCRD&vgnnextchannel=ee661e80895fd010VgnVCM1000000ecd190aRCRD</p>
<p>Health care</p>	<p>FirstFind.Info: www.firstfind.info</p> <p><i>Resources for librarians serving library patrons with a</i></p>	<p>http://www.firstfind.info/ffsubtopic1_qry.cfm?ID=6</p>

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	<p><i>wide range of literacy skills. Provides information about the health care system, medical treatments, safe health care, choosing and talking to a doctor, and preparing for and recovering from surgery.</i></p>	

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IV. The Library Provides Access to Technology

s	<p>Toward Equality of Access, The Role of Public Libraries in Addressing the Digital Divide, The Bill and Melinda Gates Foundation, 2004</p> <p><i>95% of public libraries in the United States offer free access to computers and the Internet. This report evaluates the importance of these library-based computers in addressing the digital divide.</i></p>	<p>http://www.gatesfoundation.org/nr/Downloads/libraries/uslibraries/reports/TowardEqualityofAccess.pdf</p>
Computers and technology-related information for adult learners at multiple skill levels.	<p>Plymouth (MA) Public Library, Literacy Learning Center</p> <p><i>The Center is used by all students, tutors, and program staff. It has 6 computers with internet access, 2 printers, and a variety of reading, English, math, and reference programs. The list of web site suggestions include a broad range of resources for teachers, tutors, and learners.</i></p>	<p>http://users.adelphia.net/~litcenter/lab.htm</p>
	<p>Firstfind.info, www.firstfind.info</p> <p><i>Resources for librarians serving library patrons with a wide range of literacy skills. A series of clicks takes you to technology resources, including easy-to-access information about hardware, software, the Internet, and classes.</i></p>	<p>http://www.firstfind.info/ffsubtopic1_gry.cfm?ID=2</p>
Computer Assisted Instruction (CAI) for adults.	<p>Adult Literacy Education Software Recommendations</p> <p><i>An annotated list of instruction software (including</i></p>	<p>http://home.comcast.net/%7Edjrosen/software.html</p>

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	<p><i>tutorials and simulations, as well as skills practice. The list includes generic software which every computer lab should have, commercial software, and free (mostly web-based) instruction software.</i></p>	
<p>Assistive technology for people with disabilities.</p>	<p>American Foundation for the Blind www.afb.org</p> <p><i>Information about assistive technology including video magnifiers, Braille technology, optical character recognition systems, speech systems, and more. The website also provides information on web accessibility, electronic books, buying a computer, screen reader tips, and tips for computer users with low vision.</i></p>	<p>http://www.afb.org/Section.asp?SectionID=4&TopicID=31</p>