

Plinkit Advisory Committee Recommendations

Approved by State Librarian Nancy Robertson

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Eligibility Priorities for Plinkit Libraries in Michigan

1. Libraries with no Web site
2. Libraries with sites they cannot make changes to without contacting an outside source/entity.
3. Small and/or rural libraries that wish to have a Plinkit site

Tentative Plinkit Planning Guidelines

- Plinkit will start with a quarterly "add" schedule (four groups per year) and re-evaluate the timeline after the first quarter
- Five libraries will be added each quarter
- Initial training will consist of one day of in-person training

Training Schedule

- Quarter 1
 - Intro training for libraries joining in the current quarter up to two members from each library with a maximum of ten participants. As space allows, staff members from libraries already participating, such as those who need a refresher or those who have new staff members working on Plinkit will be able to attend.
- Quarter 2
 - Intro training for libraries joining in the current quarter up to two members from each library with a maximum of ten participants. As space allows, staff members from libraries already participating, such as those who need a refresher or those who have new staff members working on Plinkit will be able to attend.
 - Advanced training workshop up to ten participants.
- Quarter 3 – Repeat of Quarter 1
- Quarter 4 – Repeat of Quarter 2

Training Location

- Location of training will take into consideration the feasibility of training groups geographically close to one another for ease of in-person training.

Library of Michigan Plinkit Coordinator Responsibilities

- Maintain the technological backbone of Plinkit in Michigan with the support of vendors chosen by the Library of Michigan
- Provide training and support to new and existing Plinkit libraries
- Serve as primary contact at the Library of Michigan

- Oversee the add schedule of Plinkit libraries
- Oversee Michigan's Advisory Committee
- Participate as member of national Plinkit Technology and Program Administration groups. Keep Library of Michigan Steering Committee representative advised of Michigan activities.
- Coordinate teaching assistants in Michigan
- Market Plinkit in Michigan

Advisory Committee Responsibilities

- The Advisory Committee will be made up of five libraries and one co-op director
 - Libraries coming up that quarter may have up to two participating members on the Committee
 - Advisory Committee members serve for two years, July 1 – June 30. On July 1, approximately half of the members will roll off and new members will roll on. Members may be staff from existing Plinkit libraries or staff from libraries coming up in the next quarter.
 - Attention in selecting Plinkit advisory committee members will take into account the interest of members to work as teaching assistants.
 - Two current or past Committee members will serve as teaching assistants each quarter.
- The Advisory Committee will represent at least five libraries and one co-op director
- Participate in quarterly conference calls
- Assist in locating free locations for training in their areas
- Provide one representative to national Plinkit User's Advisory Committee
- Advise on major changes to the state template

Plinkit Library Responsibilities

- Attend training and, as possible, send new staff members assigned to work on Plinkit to training.
- Provide the Library of Michigan with necessary information such as staff who will be editing content, color scheme choices and other data in a timely fashion.
- Dedicate staff time to setting up and maintaining their Plinkit site, particularly during the add cycle they are participating in.
- Use Plinkit within the technological specification of the product and do not share passwords with other libraries
- Maintain site standards (see below)

Site Standards

- Retain accessibility features of their sites
- Maintain links to MeL and MeL components including databases and other programs established by the Library of Michigan