

A Technology Plan describes the ways the library will use technology to accomplish its mission. Templates can be found on the [E-rate](#) page of the KDLA website.

A plan must be submitted to KDLA to meet the Essential Level of the [Kentucky Public Library Standards](#). To meet the Essential Level, technology plans must be board-approved, and include provisions for the proper disposal of used equipment. Plans must also address the implementation and maintenance of all hardware, software, and network equipment. Plans typically cover a three-year period.

The goals in your technology plan can be leveraged as a communication tool. Numbers and comparisons help stakeholders visualize impact. For example, “adding 3 new computers meant 50 additional people took workforce training classes last year” has a greater impact than “class attendance is up.” Quantifying library return on investment is critical, and begins with planning.

Libraries applying for E-rate funding for Priority 2 Services (Internal Connections and Basic Maintenance) must have a certified Technology Plan on file at KDLA as specified by the FCC in the Sixth Report and Order (FCC 10-175). This plan must be approved by KDLA before the E-rate funding year begins on July 1<sup>st</sup>. For E-rate purposes, Technology Plans must include realistic goals and strategies for using technology to improve library services, a needs assessment, a strategy for professional development, and an evaluation process. For more information about E-rate and technology plans, see the [Technology Planning](#) page on the USAC website.

Technology plans can also be valuable in disaster planning, and succession planning for IT staff. For more information about technology planning, see the [E-rate](#) page of the KDLA website or email the Technology Consultant.