



## SUGGESTED TIMELINE

### STEP 1: ASSESS

#### Prepare for and take the Assessment (Months 1-3)

Download the [Assessment Workbook](#). Assign sections of the Workbook to appropriate Edge Project Team members/departments for completion.

Once the Edge Project Team has finalized the Assessment answers, enter the responses in the online Assessment and click *Submit*.

Your library's results will be available immediately after submitting the Assessment, producing the following reports:

- Assessment Results: detailed report of your library's responses and results
- Peer Comparison Report: library's results compared to similarly sized libraries
- National Attribute Report of all Peer Groups: summary report of responses and results from a balanced sample of libraries representing all peer groups

### STEP 2: PLAN

#### Review Recommendations and create an Action Plan (Months 4-6)

View the short [You Did the Assessment, Now What? videos](#) on the Support Center.

Review the list of Recommendations your library received. Meet with your team to review your results reports and discuss the Recommendations.

Create an Action Plan by selecting 10-15 Recommendations to add and review the corresponding Resources.

Track your progress online by updating the status of your Action Items. Keeping your Action Plan up-to-date provides a quick reference of accomplishments that you can access any time!

### STEP 3: IMPLEMENT

#### Attend training and plan community engagement (Months 7-9)

Have interested staff members attend Edge training sessions:

- Assessing Community Need
- Building Public Access Technology
- Fostering Library Leadership
- Strengthening Library Partnerships

Make a list of internal and external stakeholders, library partners, potential partners, and anyone else with an interest in effecting community change with whom the library can partner.

Use the Edge Executive Tools to develop your presentations and hand-outs.

### STEP 4: COMMUNICATE

#### Engage with local leaders and communities (Months 10-12)

Schedule meetings with the list of stakeholders identified earlier. Present before stakeholders and share their story of how technology-related services at their library support the local economy, promote lifelong learning, and connect the community.

[Share your story](#) with the Edge Team!

#### Getting Started

##### **Login to your account**

Visit [libraryedge.org](http://libraryedge.org) and click *Sign In* at the upper right corner. If you need assistance, please [let us know](#).

##### **Assemble the Edge Project Team**

The Edge Project Team will gather the information needed to complete the Edge Assessment.

##### **Familiarize Yourself with Edge**

Review the [Edge Quick Start Guide](#) with the Edge Project Team for an introduction to the Toolkit. The guide covers all steps for fully engaging with the Edge Toolkit to ensure your successful participation.