



How Edge Works

Register for Edge

Go to www.libraryedge.org and click Sign Up. Complete the information on the registration page and click Request New Account at the bottom of the page

*Be sure to select the correct library system from the System dropdown box. Edge is based on library systems, rather than individual branch libraries. If you are a branch library, please contact your library system about participating in Edge.

Prepare for the Assessment

Download the [Assessment Workbook](#) and assemble a staff team who will gather the information you'll need to fill out the assessment. Recommendations for assembling your staff team are included in the Assessment Workbook.

Take the Assessment

Review the Assessment Workbook with your staff. If appropriate, “divide and conquer” by assigning sections of the Assessment to appropriate staff members/departments. Some libraries have preferred to have each staff member complete the entire Assessment on paper and review the replies together.

Once the library staff has finalized their Assessment answers, enter your library's replies into the Assessment tool and submit the Assessment. The remainder of the Toolkit will be available when the Assessment is submitted.

View Results and Reports

Your library's results and reports will be available immediately when you submit your Assessment. You will see an online Results Summary as well as detailed reports of your library's replies for each Strategic Area.

The following reports are available for PDF download:

- Your Edge Assessment Results: a detailed report of your library's responses and results.
- Your Peer Comparison Report: your library's results and how they compare to libraries of similar size (your peer group).
- All Peer Group Scores: a summary report of average responses and results from a balanced sample of libraries representing all peer groups.



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Take Action

Create an Action Plan

Edge will generate a list of recommendations and curated resources to help you identify opportunities to improve and increase your library's services and community engagement. Use the Action Plan tool, your reports, and the related resources to prioritize the recommendations that are most appropriate for your library and community. You can use the Action Plan to track your progress, providing a concise record of achievement.

Attend training

The Edge Toolkit includes a series of four training webinars designed to help your library in planning, advocacy, and outreach activities to enhance as well as build technology services. The sessions currently offered are:

- Assessing Your Community's Needs
- Building Public Access Technology
- Fostering Library Leadership
- Strengthening Library Partnerships

Other webinars are offered on an ad hoc basis.

Create Customized Tools and Engage Community Leaders

The Edge Executive Tools are designed to help tell your story of how your technology-related services support the local economy, promote lifelong learning, and connect the community.

By using the online Executive Tool, you will have access to several downloadable resources that you can use in your presentations to leaders and community groups, including:

- Executive Presentation: A short PowerPoint presentation to help you speak at a high level about the Edge Initiative and how your participation will benefit the community. You'll find two presentation templates, one for speaking with local leaders or elected officials and another to facilitate engagement with community organizations.
- One Page Leave-Behind: A one page summary highlighting your library's focus areas and identifying specific ways local leaders can support your efforts.
- Fact Sheet: A double-sided designed piece that provides detailed information about the Edge Initiative.

You can read more about the Edge Executive Tools [here](#).

Tell Edge About Your Successes and Become an Inspiration to Other Libraries!

You can read how other libraries have used Edge to connect with their community leaders, improve staff morale, increase funding, and more in the Edge [Library Profiles](#). Share your story with us and help inspire other libraries to effect change in their libraries and their communities.