



## Labor & Literacy Library Program Registration

### **Mission Statement:**

To build on the success of the NJSL+ Partners Literacy program by supporting NJ Libraries as they provide assistance to their patrons seeking digital literacy skills, Adult Basic Education (ABE), English Language Learning (ELL/ESL), and job search assistance

### **Guiding Principles:**

The New Jersey Labor and Literacy Library program is guided by these principles:

- Libraries are a safe public space open to all patrons seeking information and education services.
- Library staff are committed to providing the highest levels of service and guidance to all patrons.
- Library patrons, including those from marginalized communities, rely on New Jersey public libraries to provide transformative access to technology as well as digital literacy skills, Adult Basic Education (ABE), English Language Learning (ELL/ESL), and job search assistance.
- Libraries are in a unique position to understand and respond to the specific needs of the community.
- A network of libraries working together can be strong advocates for their collective mission and better serve their communities.

### ***Ready to Do More?***

In addition to supporting the statements above, all New Jersey Labor & Literacy Libraries have access to the tools and resources developed by the NJSL+ Partners Literacy program, a collaborative effort between the New Jersey State Library and Plainfield Public Library. When your library is ready to use these tools and resources, you will have the support of the NJSL + Partners Team.

### **Training and Support Available:**

The NJSL + Partners team is committed to supporting all Labor & Literacy Libraries in the program. You can count on us to provide the following resources:

- Telephonic and virtual support to respond to all of your Labor & Literacy Library questions
- Access to standardized forms, marketing, and promotional materials, Workshops in a Box (WiaB), digital literacy training materials, and other documents to share with your community members
- Professional workshops for library staff to attend on a variety of important and timely Labor & Literacy Library topics, allowing them to earn certifications and stackable credentials (badges)
  - Interactive training workshops offered remotely on a regular basis and recordings available for self-guided learning
  - “Open Office Hours” one-two/month
- Access to a large professional learning network to share ideas, collaborate with your fellow library leaders, and learn from our collective experience
- Gain skills around working with potential funders and partners
- Listing on the New Jersey State Library’s website in a directory of Labor & Literacy Libraries to promote the Labor & Literacy Library services available in your library



**When you click the link to enter your information you will be asked to indicate if you have spoken with your director and received approval:**

- For library participation with a goal to expand services
- For individual professional development
- To learn more before making a commitment

**If you choose that your library's goal is to expand service, your library agrees to:**

- Allow staff to participate in professional learning workshops.
- Provide feedback on the workshop(s), when requested.
- Share success stories with other libraries and the communities they serve.
- Adhere to the NJSL+ style guide for all communications and promotional materials related to the Labor & Literacy Library program.
- Track data to complete and submit a monthly report form. This will include:
  - number of clients served
  - hours of service
  - number of workshops run
  - number of certifications achieved
  - success stories
- Encourage staff to keep learning—and keep earning certification badges.

**If you choose for individual professional development, you agree to:**

- Participate in professional learning workshops.
- Provide feedback on the workshop(s), when requested.
- If you start to use the information gained in a learning workshop to provide services, track data to complete and submit a monthly report form. This will include:
  - number of unique clients
  - number of client visits
  - hours of service
  - number of workshops run
  - success stories

NOTE: You can select both options above

**If you choose to learn more before making a commitment, you agree to:**

- Provide feedback on the workshop, when requested.
- Contact us at [laborandliteracylibraries@plfdpl.info](mailto:laborandliteracylibraries@plfdpl.info) if you decide to move forward with the program in any capacity.

**Whether expanding service or you are participating as an individual, you agree to:**

- Allow PPL to track your workshop participation, badges earned, etc. in our NJSL reporting.

**[CLICK HERE TO ELECTRONICALLY SIGN THIS AGREEMENT](#)**