



## Welcome to Libraries and Literacy

**T**hank you for your interest in hosting **FREE Computer classes** at your library or in your adult education, literacy and/or workforce programs! We are excited to work with you towards our shared goal of **bridging the digital divide**. As the skills necessary to work, prosper and participate in society are increasingly tied to computers and access the internet, we know that you are getting more questions about new technologies than ever before. It is our hope that the *Libraries and Literacy* Initiatives will help you meet this demand and all your program clients to upgrade their skills.

### What Will *Libraries and Literacy* Provide?

- Free Training of Technology Trainers
- Promotional Materials in digital format
- Teacher Materials in digital format
- Student Materials in digital format

### What Do You Need To Do?

- Select, register, and send your technology trainer(s) to the *Libraries and Literacy* Training for Technology Trainers
- As needed, have your trained *Libraries and Literacy* Trainer train additional program staff to deliver the Libraries and Literacy curriculum.
- Schedule, promote, and register students for your local *Libraries and Literacy classes*.
- Provide a computer lab for training that meets the following specifications:
  - Computers, laptops, or tablets with Microsoft Word and Excel
  - Access to the Internet and Internet-based email such as Yahoo and Gmail
  - Presentation computer as above connected to an LCD Projector
  - Screen or blank white space to display the presentation
  - Ability for the instructor to print out student handout
  - Individual student USB or online network drives