

✉ **PAC HUG Mailing**

From: Bray, Ira

<ibray@library.ca.gov>

To: Bray, Ira <ibray@library.ca.gov>

CC: <LBAYre@galecia.com>

Date: Nov 15 2005 - 2:55pm

Hello,

You were recently sent a letter from me about the Bill and Melinda Gates Foundation Public Access Computer Upgrade Grant (PAC HUG) Project. In our mailing we neglected to include the "Library Quick Guide" packet.

Attached please find a PDF that includes the text of the letter you received as well as the "Library Quick Guide".

Your library's special email and password(s) for the TechAtlas account were included in the original mailing, but if you need those please let me know and I'll email it to you as well.

I am sorry for any inconvenience or confusion.

Lori Ayre is assisting us with this project, she can be contacted at:

LBAYre@galecia.com, (707)763-6869.

We do ask that you complete the TechAtlas survey by December 5th.

Thank you for your interest in this grant opportunity and your support for public access computing.

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November 14, 2005

Hello,

The purpose of this letter is to advise you that your library is eligible to participate in the Bill and Melinda Gates Foundation's Public Access Computer Hardware Upgrade Grant. The purpose of the grant is to help disadvantaged communities replace the Gates computers received in 2000. The California State Library Foundation is managing the administration of the grant in collaboration with the California State Library.

Each library will receive funds that are to be used to replace their Gates computers. If the Gates computers you received in 2000 are still functioning as public access computers, you will receive funds to replace them. The new computers must be purchased and installed by December 31st, 2006. If you have already replaced any Gates computers and the new computers are used as public access computers, you will receive funds to replace them. The library must replace those public access computers by December 2008.

In order to be eligible for funds, you must provide information about the status of the computers granted to you in 2000. To assist you with this process, the Gates Foundation has created accounts for your library in the TechAtlas program available at <http://webjunction.techatlas.org>.

For each library outlet (branch) that received a Gates computer in 2000 (per the Gates Foundation's records), a separate login and password has been set up for you to use to provide information about all computers originally granted to that outlet. The number of computers provided to each outlet is provided on a separate page and is part of this information packet.

It is important that you login under EACH account to provide information about all granted computers that were provided to that outlet (if your library already has an account in TechAtlas, you may use your existing account to provide this information).

A packet of instructions has been provided with this letter. Please follow the instructions provided, for each outlet, to ensure that your library is eligible for the PAC HUG grant.

Additional information and other helpful resources can be found at the following websites:

CSL Connection article announcing the program:

<http://www.library.ca.gov/newsletter/2005/2005fall/access.html>

Infopeople's Gates Foundation pages covering the Staying Connected and PAC HUG programs: <http://infopeople.org/partners/gates/>

WebJunction PAC HUG resources: <http://www.webjunction.org/hug>.

If you require assistance with TechAtlas or have questions about the program, please call Lori Ayre at (707) 763-6869 or email her at LBAYre@galecia.com.

Sincerely,

A handwritten signature in black ink that reads "Ira Bray". The signature is written in a cursive style with a long, sweeping underline.

Ira Bray

Task 1. Update Library's Profile

The first thing you should do after logging in for the first time is update your profile. There are two pieces of information you will be required to update.

- Click on **Update Library Profile**. The *Edit Your Profile* screen appears.
- Review the information on this page and update anything you see that is incorrect.
- The *Primary Contact* section will be blank. You must fill in a name here in order to save the Profile.
- The *Primary Contact E-Mail/Login* section will have the fake email address and the password you were given. You must change the password, and are highly encouraged to change the email address to a real address for your library.
- At the bottom, notice the *Consider my library for Hardware Upgrade Funds* checkbox. It should show as checked. If you accidentally chose **No** on the first screen, you can check this box here to qualify.
- When finished click the **Save** button at the bottom of the page.
- A *Thank You* screen appears, and then you are taken back to the *Dashboard* screen. Note that *Update Library Profile* is now marked Complete.

Task 2. Complete Technology Survey

The next step is optional. It contains a brief 11 question survey. The intent is to collection information about what technologies libraries are using to provide public access to information. You do not need to be technologically advanced to take this survey.

- Click on **Complete Technology Survey**. The *Library Technology Survey* screen appears.
- Answer the questions on this screen to the best of your ability.
- When finished, or if you wish to save your answers, click the **Save** button at the bottom of the page. You will be able to come back to the survey later to finish.
- If you have answered all the questions, you will see a *Thank You* screen, indicating you have completed the survey. Click **Continue**.
- Back at the *Dashboard*, you will see that *Complete Technology Survey* marked either Complete or In Progress.

Task 3. Inventory Computers

This is the central library requirement for the grant program. You will need to create an inventory that includes at least the computer name and operating system for your public access computers.

1. Click **Inventory Computers** button.
2. Choose **Quick** to use the manual tool for entering information.
3. Fill out three required fields:

- *Computer Name.* Every computer has a name that identifies it on the network. If you do not know how to find the name, click on *Help* in the upper right corner of the screen and then choose **Where to find Computer names.**
 - *Operating System.* This is the most important field to answer correctly. The majority of computers will be some version of Windows. The particular version is normally displayed when you first turn on the computer. Make sure to choose only one OS here.
 - *Public Access Computer.* This is checked by default. If you choose to inventory your staff computers as well, be sure to uncheck this box for those computers.
4. Review the Optional and User-Defined fields. These fields are provided for your use. Fill them out if you wish.
 5. Press **Save** when you have completed entering the information for one computer.
 6. You will receive a message saying the information has been uploaded to TechAtlas and then you will be asked “Do you have additional Windows computers to inventory?”
 - Answer **Yes** if you have more computers to enter (from the 2000 Gates program). You are returned to the *New Computer Profile* page.
 - If this was your last computer, choose **No** and then click **Continue**. You are returned to the *Computer Inventory* screen where all the computers you’ve entered are listed and available for editing.
 7. After the last computer, review the Computer Inventory list.

Submitting Your Inventory

It is important that you verify that all the information provided is correct before you press the **Complete Inventory** button at the bottom of the Computer Inventory page. Take your time reviewing the information. You can always return to your *Computer Inventory List* page by clicking on **Computer Inventory** from the *Dashboard*.

When are you ready to submit your information to the State Library, click on **Computer Inventory** from the *Dashboard*. You will be at the *Computer Inventory List* page. Scroll to the bottom and click the **Complete Inventory** button.