

Iowa Library Services
Web site and E-mail Hosting for Public Libraries

Letter of Intent

December 16, 2011 – Letter of Intent must be received by State Library.

My library plans to take advantage of the Web site and e-mail hosting service provided by the State Library. I understand that the library:

- Must have high speed Internet access and continue to pay for it
- Must complete and return this Letter of Intent
- Must be able to devote at least one staff hour per week to update your Web site
- May decide not to participate at a later date
- Must attend the two training classes

Training

There are two required classes in which library staff will be given instruction in how to administer and create content for the Web site. Someone from this library must attend the two required classes.

Class 1 will be February 2, 2011 -OR- February 8, 2012 in **Des Moines** at The State Library of Iowa, 1112 E Grand Ave, Des Moines.

Class 2 will be March 1, 2, 6, 7, or 8 at various sites around Iowa. *You only need to attend one of these.*

Name of Library: _____

City _____

Contact Person: _____

Telephone: _____ **Email:** _____

Signature _____ **Date** _____

Title _____

MAIL OR FAX TO:

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QUESTIONS?

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