**Project Title:** Creation of a “Tech Tuesday” Monthly Forum for Familiarizing National Library of Medicine (NLM) Staff with Current Emerging and Converging Technologies

**Description: Background:**
New technologies are constantly changing the way libraries work. Librarians are now responsible for implementing online trainings using diverse platforms, for communicating with staff and consumers using social media, for making information available in various online and social media formats, and for having concrete knowledge of specific apps, platforms, and trends. Staying on top of all the changes can be a daunting task.

**Project:**
Investigate new technologies and determine which ones would be most useful for a monthly brown bag session. Session goals:
1. Familiarize NLM staff, in a low stress, informal way, with a range of free, or low-cost technologies that could be easily adopted or implemented.
2. Share tips on using existing technologies more efficiently
3. Teach tricks for getting the most out of specific platforms and apps
4. Answer staff questions about using new and old technologies, share changes in privacy settings or platform functionality, explain differences between apps, locate sites that offer reviews of existing technology, etc.

**Primary Learning Objectives for Intern:**
- Understand the use of social media in the workplace to further staff communication
- Develop and use skills in social media
- Develop and use skills in instruction and informal one-on-one distance training

**Expected Outcomes/Products:**
- Proposal, in report (no more than 2 pages) and PowerPoint (presentation) format
- List of relevant topics and emerging technologies to be reviewed
- Suggested Curriculum

**Methodologies/Tasks:**
1. Research technologies being used in government for internal (staff) and external (partner, consumer, and contractor) communications. (example: Yammer)
2. Review existing technology for changes or improvements that could easily be shared with staff.
3. Choose at least 12 topics that would be good for a monthly “Tech Tuesday” staff brown bag. Advise on curriculum and approach.
4. Unforeseen tasks that arise out of the research and planning.
5. Expected Time: 120 hours
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