

Missouri State Library
WORKPLACE ESSENTIAL SKILLS (WES) MATERIALS
Information and Guidelines

Libraries in the state of Missouri are eligible to receive the Kentucky Educational Television series *Workplace Essential Skills (WES)*. The curriculum for this program consists of 13 DVDs with two programs per disc and accompanying workbooks. The series teaches workplace readiness skills to students entering the workforce for the first time or adults who are re-entering the workforce and have not used academic skills for a few years. *WES* not only teaches reading, math, and communication in the context of a work environment, but offers resume preparation, interview skills, and tools for problem solving in the workplace as well.

Regular LSTA grant calls offer funding for libraries to form study groups using the *WES* materials. Through a partnership with the Missouri Department of Elementary and Secondary Education, the State Library now has a limited number of *WES* DVDs and workbooks available to libraries that can justify their use as part of the collection without accompanying programming. Materials from the series may not be reproduced, but libraries that have received these materials in the past may apply for an additional set at any time and each library will receive three sets of DVDs and workbooks with their initial request.

If you are interested in adding Workplace Essential Skills to your library's collection, complete the accompanying application and submit it to:

Ann Roberts, Adult Services Consultant
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387

Applications may be submitted at any time. If you have questions or need additional information, you may contact Ann Roberts at 1-800-325-0131 ext. 5, 573-751-1821, or Ann.Roberts@sos.mo.gov.

Missouri State Library
WORKPLACE ESSENTIAL SKILLS MATERIALS
APPLICATION FORM

Use this sheet as page 1 of your application.

Section I

Name of library: _____

TIN#: _____ (Tax Identification Number)

Address: _____

City: _____ Zip code: _____

County: _____ Phone: _____ Fax: _____

Library Director: _____

Contact person: _____

E-mail address of contact person: _____

Section II: SIGNATURES

Signature of the Library Director is required, or the application will not be considered.

The _____ Library requests *Workplace Essential Skills* materials from the Missouri State Library through that agency's partnership with the Department of Elementary and Secondary Education, Division of Adult Education and Literacy.

Library Director: _____ Date: _____

(Sign in blue ink)

Name typed or printed: _____

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WORKPLACE ESSENTIAL SKILLS MATERIALS
APPLICATION QUESTIONS

Provide brief descriptions of:

1. How these *Workplace Essential Skills* materials will fit into your collection and/or your current programming.
2. Your library's need for the *Workplace Essential Skills* materials. You may include community need, existing partnerships or programs, congruity or diversity in regard to your existing collection, or other factors.
3. How patrons will be able to use the *Workplace Essential Skills* materials.
4. How you will record and evaluate the use of these *Workplace Essential Skills* materials.
Note: *An annual survey will be distributed regarding the circulation and use of these materials and shared with our partner agency at DESE.*

Submit both pages of the application (form and questions) to:

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