

Mass Workforce Issuance

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☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Board Chairs
Workforce Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: May 5, 2016

Subject: **Encouraging Collaborations between the Workforce Investment System and Public Libraries to Meet Career and Employment Needs**

Purpose: To notify Local Workforce Boards, One-Stop Career Center Operators, and other local workforce partners of U.S. Department of Labor (USDOL) Employment and Training Administration (ETA), Training and Employment Notice [\(TEN\) No. 35-15](#), *Encouraging Collaborations between the Workforce Investment System and Public Libraries to Meet Career and Employment Needs*.

Background: Public libraries have played an important role in addressing the varied employment-related needs of American workers, job seekers, and employers. Collaboration with public libraries can increase the quality and quantity of access points for individuals to receive needed career information and assistance.

In addition to offering public computers and Internet access for job seekers and individuals, many libraries also provide space for employers as they host career fairs and networking events. As trusted institutions within their communities, libraries are often at the front-line of employment and training related inquiries. Additionally, libraries also serve school-aged youth who can use public resources for career and education planning along with the traditional adult job seeker.

ETA encourages collaborative efforts such as:

- Leveraging of digital literacy activities occurring in public libraries;
- Collaborating to train library staff about in-person and virtual employment and training resources available through the public workforce system;
- Inclusion of libraries as a stop on the route of mobile American Job Centers;

- Using space available at a library to provide career assistance and employment services to library patrons or to host career events;
- Sharing workforce and labor market information, including data on high-growth industries and occupations from the public workforce system to libraries;
- Signing of memoranda of understanding or other formal agreements; and
- Co-locations between American Job Centers and libraries.

Action

Requested: State and local workforce development boards, state workforce agencies, and American Job Centers are encouraged to collaborate with public libraries to complement and extend the career and employment services available through the public workforce system to job seekers and unemployed workers.