FY 2013-2014 STATE GRANTS FOR LIBRARIES
SCHOOL LIBRARY GUIDELINES
COLORADO STATE LIBRARY

September 1, 2013

Required
(To Obtain Benefit)
FORM # STL-106
EDAC APPROVED
Approved 9/6/2013 for 2013-2014

FY 2013-2014 State Grants for Libraries are provided by the Colorado State Library to enable public libraries, school libraries, and academic libraries to obtain educational resources they would otherwise be unable to afford, to the end that the state will receive the corresponding benefits of a better educated and informed population. (C.R.S. 24-90-402)

Due Date: 5:00p.m Tuesday, October 1, 2013

Colorado State Library
201 E. Colfax Ave.
Denver, Colorado 80203-1799
Phone 303.866.6900
Fax 303.866.6940
http://www.cde.state.co.us/

Colorado State Library

cde

COLORADO DEPARTMENT *of* EDUCATION

Eligibility Requirements

SCHOOL LIBRARIES

1. Must be a publicly supported library. Such libraries are supported with money derived from taxation; this includes public libraries, academic libraries, and school libraries.
2. Will participate in interlibrary sharing of resources at no charge to other Colorado libraries.
3. Have existing local and/or state funding for libraries. The library must maintain its current effort to obtain funds to the end that moneys received under this Act do not replace or displace existing local revenue sources.
4. Make no charges to Colorado residents:
    a. To use an Interlibrary loan service (can pass on fees charged/assessed by other libraries) for primary clientele of the library.
    b. To access the Internet.
5. School districts are the sole applicant on behalf of all the school libraries in the district. The district may purchase materials for use in all school libraries (e.g. databases) or target funds to specific schools for defined library needs.
6. A School District must have at least one school library, which is defined as a dedicated facility located in and administered by the school that provides at least the following:
    a. an organized, circulating collection of printed and/or audiovisual and/or computer-based resources, or a combination thereof;
    b. paid staff;
    c. an established schedule during which services of the staff are available to students and faculty; and
    d. instruction on using library materials to support classroom standards and improve student research and literacy skills.
7. Schools that provide computers for student access must:
    a. Equip each computer with software that will limit the ability of minors to gain computer access to material that is obscene or illegal; OR
    b. Purchase Internet connectivity from an Internet service provider that provides filter services to limit the computer access of minors to material that is obscene or illegal; OR
    c. Develop and implement a policy, publicly adopted by the governing body of such library that establishes and enforces measures to restrict minors from obtaining computer information that is obscene or illegal.

Eligible Use of Funds

1. Grant funds will be used for the purchase of educational resources to support the educational and informational needs and activities of residents, students, or faculty.
2. Educational resources are defined as any of the following: books, periodicals, or any other form of print media; audiovisual materials; and electronic information resources.
3. Electronic Information Resources are defined as material of an education or informational nature that may only be accessed electronically.
4. Educational materials purchased by school libraries must support content-based standards and student achievement.
5. Libraries should refer to the chart of *How State Grants Can Be Used* in the Appendix and the *Frequently Asked Questions* resource at http://www.cde.state.co.us/cdelib/stategrants

Timeline for Expenditure of Funds

The funding cycle for State Grants for Libraries begins October 1, 2013. This does not mean checks will be issued on October 1, but expenses incurred by libraries from October 1 may be applied to funds once they are received. All funds from this grant must be spent by June 30, 2014.

Reporting Requirements

1. All State Grants for Libraries recipients must complete a final report by August 15, 2014 certifying that all moneys received were used for the purposes outlined in the State Grants for Libraries Act and these Guidelines. The report will include:
    a. A description of how the grant funds were used.
    b. Statistical and/or anecdotal reports on the benefits of the grant funded resources.
2. A sample report form is available online at: http://www.cde.state.co.us/sites/default/files/previewofreportform.pdf
3. Grant recipients must complete the online final report through a link provided to the Contact Person listed in the Grant Eligibility Form.
4. The report may be filled out whenever all funds have been spent, but at least by August 15, 2014.

Process for Completing the Grant Eligibility Form

1. Complete and submit the School Library Grant Eligibility Form by **5pm on October 1, 2013** to certify that the district meets the requirements to receive funding and intends to use the funds as required by law.

2. Secure the appropriate signatures on the Grant Eligibility Form. Omitting required signatures may disqualify the applicant. School Districts must include a signature of:
    a. District Board Chair, Superintendent, or other designated authority, AND
    b. designated library coordinator (when applicable).

3. **Grant Eligibility Form must be received by Tuesday, October 1, 2013 5:00pm. Allow at least 3 business days for processing.**
    - Completed forms may be provided via E-mail, Mail, Fed-Ex, Courier, or Hand-Delivered.
    - The State Library receives no Mail or Fed-Ex deliveries on the weekends.
    - All Mail goes to a central processing unit before delivery to State Library which can delay receipt.

Send original (or scanned, signed copy) to:

Colorado Department of Education
Colorado State Library
Attn: Susan Burkholder
201 East Colfax Avenue, Room 304
Denver, Colorado 80203-1799
email: Burkholder_s@cde.state.co.us
Courier Code: C912

Appendix

How Can State Grants be Used – an Eligible Uses Checklist

Revised August 15, 2013

(Please refer to Checklist posted on http://www.cde.state.co.us/cdelib/stategrants for the most updated version)

	Eligible?	
	Yes	No
Books, periodicals, or any other form of print media. *Content must relate to educational or early childhood-related purposes. This may include (but not required): bilingual or books in other languages, multiple copies of books, high interest/low reading level, family or adult literacy, developmental education resources, etc. The focus should be on early literacy, but if not relevant in your setting, the purchases need to be educational resources.*	✓	
Audiovisual materials – CDs, DVDs, other non-print media *Content must relate to educational and early childhood-related purposes. "Top 40" music and general release movies are not eligible. Media geared toward students and learning are eligible.*	✓	
Purchase books for storytime collections.	✓	
Non-circulating collections for staff use in storytimes and other literacy-based early childhood events.	✓	
Collections used by staff or volunteers in preschools or offsite settings that are returned to the library.	✓	
Early literacy collections that are housed in preschools and other partner agencies		✓
Early literacy activities, manipulatives, or furnishing in the children's area that are not circulated		✓
Early literacy activities and manipulatives that are circulated or packaged for public use (e.g. family backpacks for home use, returned to the library)	✓	
Books about early literacy for staff professional development.	✓	
Purchase or renew subscriptions to electronic resources such as databases that provide learning and educational content. These could include early literacy focused databases such as Britannica Learning Zone, TumbleBooks Library, Pebble Go, World Book Early World of Learning, etc., or general databases such as LYNX, EBSCO, etc.	✓	
Hardware such as computers or tablets for accessing learning or educational content, including AWE Early Literacy stations.		✓
EBook readers, or self-contained audio or video ebooks (e.g. "Playaway" type materials). *EBook readers, being a device, not an 'educational material' as described in statute, are not eligible.*		✓
Ebooks – the content, not the reader device. An Overdrive subscription is also eligible.	✓	
Apps for tablets or computers, focused on literacy apps, not entertainment or general office apps	✓	
Books to giveaway as prizes, rewards, or reading incentives		✓
Early literacy cards given to parents after storytimes, or early literacy brochures distributed to parents or the public		✓
Quizzes related to accelerated reader programs		✓
Furniture for children's areas to facilitate learning and educational use of the library.		✓

	Eligible?	
	Yes	No
Remodeling, rewiring, or other building projects related to improving learning and educational use of the library.		✓
Wi-Fi, internet costs and other telecommunication purposes.		✓
Overhead, grants administration charges, staffing costs		✓