

FY 2018-2019 STATE GRANTS TO LIBRARIES
SCHOOL LIBRARY GUIDELINES
COLORADO STATE LIBRARY
July 2, 2018



FY 2018-2019 State Grants to 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. Friday, September 14, 2018

Colorado State Library
201 E. Colfax Ave.
Denver, Colorado 80203-1799
Phone 303.866.6900
Fax 303.866.6940



COLORADO
Department of Education
Colorado State Library

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. Where applicable, participates 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. The State Grants to Libraries funding is to be used by the recipient to obtain educational resources that they would otherwise be unable to afford. The purpose of the educational resources is to support efforts to improve literacy and learning, including early literacy and other education-related needs identified by the grantee.
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 on the [State Grants to Libraries site](#)

Timeline for Expenditure of Funds

The funding cycle for State Grants to Libraries begins October 1, 2018. This does not mean funds will be transferred 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, 2019. Approved grantees will be notified of their grant amount early October, and funds will be mailed by check to the address on record with the Colorado Department of Education soon thereafter.

Reporting Requirements

1. All State Grants to Libraries recipients must complete a final report by July 15, 2019 certifying that all moneys received were used for the purposes outlined in the State Grants to 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: [2018-2019 Report Form Preview](#)
3. Grant recipients must complete the online final report through a link provided to the Grant Reporting Contact Person listed in the Grant Eligibility Form or to the link made available on the State Grants website in the spring of 2019.
4. The report may be filled out whenever all funds have been spent, but at least by July 15, 2019.
5. The reporting form must be completed to be eligible for future State Grants to Libraries funding.

Process for Completing the Grant Eligibility Form

1. Complete and submit the [School Library Grant Eligibility Form](#) by **5pm on September 14, 2018** 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. If submitting the form by email, scan the signed copy of the form to send as an attachment. 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 email or postmarked by Friday, September 14, 2018 5:00pm.**
 - Completed forms may be provided via E-mail, Mail, Fed-Ex, Courier, OR Hand-Delivered (only send once).

Send original (OR scanned, signed copy) to:

Colorado Department of Education
Colorado State Library
Attn: Melissa Carlson
201 East Colfax Avenue, Room 309
Denver, Colorado 80203-1799
Email: carlson_m@cde.state.co.us
Courier Code: C912

Appendix How State Grants Can Be Used – an Eligible Uses Checklist

Revised May 1, 2018

(Please refer to Checklist posted on [State Grants to Libraries site](#) for the most updated version)

The intended purpose of these funds, according to statute (24-90-401, CRS) is for libraries to obtain educational resources they would otherwise be unable to afford. The Joint Budget Committee has encouraged a focus on early literacy materials. In an effort to accommodate both directives, latitude is provided to honor local control of these funds within established guidelines. This list is intended as a rough guide to materials eligible for purchase with these grants. Contact the State Library with questions or clarification of items or products being considered that are not described here.

	Eligible?	
	Yes	No
1. Books, periodicals, or any other form of print media. <i>This may include: bilingual or books in other languages, multiple copies of books, high interest/low reading level, family or adult literacy, developmental education resources, etc. Fiction and non-fiction books (of all ages) are eligible.</i>	✓	
2. Ebooks & Audiobooks – the content is eligible, but not the Ereader device. A vendor-based ebook subscription is also eligible, as are self-contained audio or video ebooks devices that are pre-loaded with educational content (e.g. “Playaway” type materials). <i>Ebook & audiobook content may include: bilingual or books in other languages, multiple copies of books, high interest/low reading level, family or adult literacy, developmental education resources, etc. Fiction and non-fiction books (of all ages) are eligible.</i>	✓	
3. Audiovisual materials – CDs, DVDs, other non-print media <i>Content must relate to educational or early childhood-related purposes. “Top 40” music and general release movies are not eligible. Media geared toward students and learning are eligible.</i>	✓	
4. Purchase books for storytime collections.	✓	
5. Non-circulating collections for staff use in storytimes and other literacy-based early childhood events.	✓	
6. Collections used by staff or volunteers in preschools or offsite settings that are returned to the library.	✓	
7. Early literacy activities and educational manipulatives (including robotics) that are packaged for public use and circulated (e.g. kits or backpacks for home use, returned to the library)	✓	
8. Books and subscriptions for staff professional development.	✓	
9. Purchase or renew subscriptions to electronic resources such as databases that provide learning and educational content. These could include early literacy focused databases, or general purpose databases.	✓	
10. Apps for tablets or computers, focused on literacy apps, not entertainment or general office apps	✓	
11. Circulating technology for accessing learning or educational content, such as ereaders, tablets, wi-fi hotspots, that are available for check-out for patrons and students to take home.	✓	
12. Processing, postage or shipping related to purchase of new materials	✓	
13. Purchase or renew subscriptions to electronic resources such as databases that are primarily used for entertainment purposes (such as vendor-based video or music streaming services) or for hobbyists (such as vendor-based genealogy services).		✓
14. Hardware such as computers or tablets for accessing learning or educational content, including AWE Early Literacy stations.		✓
15. Non-circulating ereaders and other technology. EBook readers and other technology, such as tablets and wi-fi-hotspots, that nor for use only in the library, are not eligible.		✓

	Eligible?	
	Yes	No
16. Books or other gifts to giveaway as prizes, rewards, or reading incentives		✓
17. Early literacy cards given to parents after storytimes, or early literacy brochures distributed to parents or the public		✓
18. Quizzes related to accelerated reader programs		✓
19. Furniture for children's areas to facilitate learning and educational use of the library.		✓
20. Remodeling, rewiring, or other building projects related to improving learning and educational use of the library.		✓
21. Wi-Fi, internet costs and other telecommunication purposes.		✓
22. Fees for programming events (such as performers, authors, or speakers).		✓
23. Fees for membership to cooperative purchased services (such as AspenCat).		✓
24. Early literacy collections that are housed in classrooms, preschools and other partner agencies		✓
25. Early literacy activities, manipulatives, or furnishing in the children's area that are not circulated		✓
26. Overhead, grants administration charges, staffing costs		✓