

## LSTA Grant Category Summaries

### Strengthening Communities Grant Category 1

#### Program Award Cap:

Program	Award Cap
Strengthening Communities, population any size	\$20,000

#### Eligible Items and Program Stipulations

- ❑ Required local match must equal 25% of the LSTA grant award. Up to 25% may come from salaries paid to employees for work done on the project.
- ❑ An applicant may apply for only one grant per grant cycle under this program.
- ❑ The following items are eligible to be acquired with project funds, but certain stipulations are noted:

#### Strengthening Communities

##### Description / Stipulations

- Contractual expenses, including printing, programs and services
- Equipment, including computers, display shelving, and other equipment to support the purposes of a project
- Library materials
- Mileage for staff at the current state rate to provide direct services (not exceeding 10% of the total project cost)
- Outreach projects for persons who are homebound and for persons located in such places as institutions, hospitals, nursing homes, and senior citizen centers
- Programs and services to enable disabled library users to access library resources and services
- Projects to promote adult literacy
- Staff training in providing services
- Supplies

#### **Stipulations:**

- Federal and required local matching funds for **library materials** may not exceed 75% of the total project cost.

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### Strengthening Information Services Grant Category 2

#### Program Award Caps

Program	Award Cap
Collection Development–Small Library Development, population 10,000 or less	\$10,000
Collection Development–General, population 10,001 or more	\$20,000
Library Vehicles, population any size	\$90,000
Professional Training for MLS	An amount per credit hour not to exceed the in-state allowable charges of the University of Alabama

#### Eligible Items and Program Stipulations

- ❑ For the vehicle program, the required local match must be in cash and must equal 100% of the LSTA award.
- ❑ For the continuing education and professional training programs, no match is required.
- ❑ For all other programs, required local match must equal 25% of the LSTA grant award. Up to 25% may come from salaries paid to employees for work done on the project.
- ❑ The following items are eligible to be acquired with LSTA or required local matching funds, but certain stipulations are noted:

Collection Development	
An applicant may apply for only one grant per grant cycle under this program.	
Eligible Items	Description / Stipulations
Library materials	<ul style="list-style-type: none"> <li>• Books and periodicals (print and e-resources)</li> <li>• AV materials</li> <li>• Materials for books-by-mail projects</li> <li>• Materials for the disabled</li> </ul>

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	<ul style="list-style-type: none"> <li>• Materials in languages other than English</li> </ul> <p><b>Stipulations:</b></p> <ul style="list-style-type: none"> <li>➤ Focus should be on one or more <b>specific</b> areas.</li> <li>➤ 100% of the project cost may be used for materials</li> <li>➤ Preprocessing expenses are eligible when invoiced with the materials.</li> </ul>
<p>Programs and promotional materials</p>	<ul style="list-style-type: none"> <li>• Bookmarks</li> <li>• Contractual expenses for programs and services</li> <li>• Corkboard &amp; foam board</li> <li>• Display equipment</li> <li>• Display shelving</li> <li>• Posters</li> <li>• Promotional supplies in English and other languages</li> <li>• Professional presenters</li> </ul> <p><b>Stipulation:</b> Federal and required local matching funds for <b>programs to promote the use of library materials</b> may not exceed 25% of the total project cost.</p>

### Library Vehicles

**An applicant may apply for only one grant per grant cycle under this program.**

#### Description / Stipulations

- Bookmobile
  - Air conditioning
  - Handicapped accessibility equipment
  - Other attached equipment or seating
  - Shelving
  - Technology equipment (including computers, wireless computer communication equipment, printers, and pre-developed software)
- Library service van
  - Air conditioning
  - Handicapped accessibility equipment
  - Installation of shelving
  - Other attached equipment or seating
  - Re-painting
  - Redesign
  - Technology equipment (including computers, wireless computer communication

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equipment, printers, and pre-developed software)

- Vehicle structural modifications

### Stipulations:

- Vehicles shall be used primarily for the purposes of:
  - ✓ Providing direct services to patrons
  - ✓ Transporting library materials between library buildings and between other locations at which patrons will be served
- A vehicle may be used as a mobile computer lab for training the public to use computers and access information.
- The grant application must include the following information:
  - ✓ Pictures or drawings of the proposed vehicle
  - ✓ Proposed specifications of the vehicle and its equipment
  - ✓ Estimate of the number of years in which the vehicle will remain in service
  - ✓ Description of the direct services to patrons to be provided including the average number of service hours per week
  - ✓ Description of the transportation of library materials between library buildings and between other locations at which patrons will be served
  - ✓ Description of the users to be served
  - ✓ Information about the age, mileage, and condition of any existing vehicle to be replaced

A recipient of an award under this program may not apply to replace a vehicle acquired under this program sooner than ten years after the first year of the award for the vehicle. However, extenuating circumstances will be considered by the APLS Executive Board for earlier replacement (such as accidental destruction of the vehicle where insurance will not completely cover the cost of a new vehicle).

## Professional Training for MLS

### Description / Stipulations

- 1) The applicant must meet the following requirements:
  - a) be a citizen of the United States;
  - b) be an employee of an Alabama public library or APLS;
  - c) have written approval of his or her library administration and board (on the application form);
  - d) agree to continue to work for a minimum of 19 hours per week in an Alabama public library while completing the program of study.
  - e) agree, after the MLS degree is conferred, to the following terms:
    - i) to work for a total of 24 months within a three-year period in a full-time professional librarian position for one or more Alabama public libraries or for APLS;

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- ii) the number of hours per week for full-time employment shall be specified by the individual employer.
  - iii) if the recipient works less than 24 months within a three-year period, the recipient shall refund to APLS the amount of education grant funds paid, in proportion to the amount of time remaining on the 24-month commitment.
  - iv) in the event of extenuating circumstances for reasons other than personal convenience or other employment opportunities, the APLS Executive Board may grant a waiver of this section on a case-by-case basis.
- 2) Completed grant applications must be postmarked by the first official state business day of April. The LSTA Advisory Council will review the applications and forward their recommendations to the APLS Executive Board. The Board will make the final decisions on grants at a subsequent meeting. Grant applicants will be notified of the Board's decision no later than ten business days following the meeting.
- 3) Application must be made on forms supplied by APLS and must include proof of acceptance at a library school accredited by the American Library Association.
- 4) A recipient of a grant must agree that copies of grades from courses funded by the grant will be supplied to APLS.
- 5) Not all courses may be eligible for reimbursement. The student should send a list of potential courses to APLS prior to registering for the term so that a determination can be made regarding reimbursement. Payment for the courses not eligible for reimbursement will be the responsibility of the student.
- 6) Each grant is awarded for courses to be taken in only one academic year beginning in the fall after the award has been made, for the fall through summer sessions. For each subsequent academic year, the student must submit a new application postmarked by the first official state business day of April. Awards are for tuition as well as for fees which may not be waived by the student. All other costs, such as for books, fees that may be waived, insurance and travel are the responsibility of the student. Awards are for the actual tuition and allowable fees, not to exceed a per credit hour amount of the in-state allowable charges of the University of Alabama. Within any given semester, payments shall be for not more than 9 credit hours. For shorter sessions (such as a summer session) payments shall be for not more than 3 credit hours. Total credit hours for which tuition and allowable fees will be awarded for the entire MLS program shall not exceed 36.
- 7) Payment of grant funds will be made to the public library employing the grant recipient after successful completion of the term as determined by the educational institution. The public library by contract must agree to disburse the funds to the grant recipient each semester (or equivalent session) for only the actual cost of the tuition and allowable fees for the credit hours as stated in the employee's APLS application, not to exceed the amount stated in the contract. The library must agree to file an evaluation form with APLS.
- 8) The public library employing a grant recipient must agree to employ the recipient as a full-time professional librarian upon completion of the MLS degree, provided that funding is available.

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### Strengthening Information Technology Grant Category 3

#### Program Award Caps:

Program	Award Cap
Digitization of High-Demand Rare Library Materials, population any size	\$15,000
Library Technology and Automation—Small Library Development, population 10,000 or less	\$20,000
Library Technology and Automation—General for an individual library, population any size	\$50,000
Library Technology and Automation—General for a cooperative library network or public library system, population any size	\$150,000
Micrographic Equipment, population any size	\$5,000

#### Eligible Items and Program Stipulations

- ❑ Required local match must equal 25% of the LSTA grant award. Up to 25% may come from salaries paid to employees for work done on the project.
- ❑ The following items are eligible to be acquired with LSTA or required local matching funds, but certain stipulations are noted (ineligible items are listed at the end):

<b>Digitization Of High-Demand Rare Library Materials</b>	
<b>An applicant may apply for only one grant per grant cycle under this program.</b>	
Eligible Items	Description / Stipulations
Digitization of high-demand rare library materials	<p>Grants shall be for equipment, software, and contractual services necessary for the conversion of analog images of high-demand rare library materials (including text and pictures) into digital images for free worldwide Internet access.</p> <ul style="list-style-type: none"> <li>• Computer and pre-developed software to interface with the image capture device</li> <li>• Contractual services performed by a dedicated digitization agency to perform the digitization</li> <li>• Image capture device, such as a scanner or digital camera</li> </ul>

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	<ul style="list-style-type: none"> <li>• Staff training to learn how to perform the conversion process</li> </ul> <p><b>Stipulations:</b></p> <ul style="list-style-type: none"> <li>➤ Applicants must comply with all copyright laws.</li> <li>➤ Materials to be digitized must be of such a kind that they may be legally available for free worldwide Internet access.</li> </ul>
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### Library Technology and Automation

An applicant may apply for only one grant per grant cycle under this program.

Eligible Items	Description / Stipulations
Automation equipment for accessing information and library collections	<ul style="list-style-type: none"> <li>• ADA-compliant adaptive technology</li> <li>• Computers</li> <li>• Copy machines but only combination machines with scanning, fax, or networking features</li> <li>• Fax machines</li> <li>• Hubs</li> <li>• Printers</li> <li>• Routers</li> <li>• Scanners</li> <li>• Self-checkout equipment for checkout of library materials</li> <li>• Servers</li> <li>• Switches</li> <li>• Upgrades of existing computers</li> <li>• Wireless computer communication equipment</li> </ul> <p><b>Stipulations:</b></p> <ul style="list-style-type: none"> <li>➤ A diagram(s) of the proposed overall network configuration (including all locations) showing the existing equipment that will be retained for use and the equipment that will be placed by the new project (and equipment that will be placed by any current project or projects) can be submitted with the application. The diagram(s) should include workstations, servers, routers, and any other pertinent information related to the project. The diagram(s) should also include the function of each equipment item, such as electronic reference, public access catalog, or staff cataloging. The diagram(s) is optional and is intended as a supporting document.</li> <li>➤ For equipment costing \$5,000 or more per item, the</li> </ul>

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	<p>applicant must submit technical specifications and a justification for use with the project application.</p> <ul style="list-style-type: none"> <li>➤ Library materials security equipment which is physically separate from a checkout system, such as detection antennae at exits, or a physically separate device for sensitizing and desensitizing library materials may be acquired with required local matching funds, but no LSTA funds may be used for that purpose.</li> <li>➤ Security equipment directly connected to PCs, self-check equipment, and/or the local network hardware or software by wireless, cable, etc. (such as RFID) may be paid for with federal funds.</li> </ul>
Conversion of an existing bibliographic database for loading into a new system when migrating from an old automated system	<p><b>Stipulation:</b> Conversion must be performed by the system vendor or by a company under contract with, or recommended by, the system vendor.</p>
Database access	<p>Technological equipment and software necessary to contain and operate internal informational databases and necessary to assist libraries in accessing their own internal informational databases and/or in making those databases available for free worldwide Internet access (while complying with applicable copyright laws).</p>
Electronic information services	<ul style="list-style-type: none"> <li>• The one-time subscription to personal electronic information services (such as reference and tutoring services)</li> <li>• The one-time acquisition of equipment and software necessary to access these services</li> </ul>
Furnishings	<ul style="list-style-type: none"> <li>• Furnishings, such as workstations, stands, tables, and chairs</li> </ul> <p><b>Stipulation:</b> Federal and required local matching funds for <b>project-related furnishings</b> may not exceed 25% of the total project cost.</p>
Retrospective conversion (the process of converting information from a traditional card catalog to an electronic format)	<ul style="list-style-type: none"> <li>• Shelflist cards or copies of title and verso pages are sent to a company providing conversion services.</li> </ul> <p><b>Stipulations:</b> Federal and required local matching funds may <b>not</b> be used for:</p> <ul style="list-style-type: none"> <li>➤ In-house retrospective conversion procedures (including inventorying and cataloging)</li> <li>➤ Copying title and verso pages</li> </ul>
Software—collection and information access	<ul style="list-style-type: none"> <li>• Acquisitions</li> </ul>

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	<ul style="list-style-type: none"> <li>• Authority control</li> <li>• Cataloging</li> <li>• Circulation</li> <li>• Interlibrary loan</li> <li>• Operating software for LAN/WAN systems for sending or receiving information, including software for accessing the Internet and other electronic networks</li> <li>• Public access catalog (Z39.50 compliant only)</li> <li>• Serials control</li> <li>• Staff training to learn how to use the software</li> </ul> <p><b>Stipulations:</b></p> <ul style="list-style-type: none"> <li>➤ Federal and required local matching funds for <b>training</b> may not exceed 25% of the total project cost.</li> <li>➤ Funds may be used to pay for <b>first-year</b> service charges. Subsequent years are a local responsibility.</li> </ul>
Software–filtering	<p><b>Stipulation:</b> Filtering software may be acquired only when it is part of a project for equipment and other software.</p>
Software–library productivity	<ul style="list-style-type: none"> <li>• Database application</li> <li>• Disk preservation</li> <li>• E-mail application</li> <li>• Operating system</li> <li>• Presentation application</li> <li>• Print-management</li> <li>• Spreadsheet application</li> <li>• Time-management</li> <li>• Web development</li> <li>• Word processing</li> </ul> <p><b>Stipulation:</b> Library productivity software may be acquired only when it is part of a project for equipment and other software.</p>
Supplies for use with automated systems	<ul style="list-style-type: none"> <li>• Borrowers cards</li> <li>• Dumb barcodes</li> <li>• Printer supplies</li> <li>• RFID (radio frequency identification) tags</li> </ul> <p><b>Stipulations:</b></p> <ul style="list-style-type: none"> <li>➤ Federal and required local matching funds for</li> </ul>

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	<p><b>supplies</b> may not exceed 25% of the total project cost.</p> <ul style="list-style-type: none"> <li>➤ Installation of barcodes and tags is a local responsibility.</li> <li>➤ Security strips for insertion into library materials may be acquired with required local matching funds or other local funds, but no federal funds may be used for that purpose.</li> <li>➤ Supplies may be acquired only when they are part of a project for equipment and other software.</li> </ul>
Training equipment and software for staff and/or patron training to utilize acquired equipment and software, and to access information electronically	<ul style="list-style-type: none"> <li>• Computers</li> <li>• Computer projection equipment</li> <li>• Software</li> </ul>

### Micrographic Equipment

An applicant may apply for only one grant per grant cycle under this program.

Eligible Items	Description / Stipulations
Micrographic equipment	<ul style="list-style-type: none"> <li>• Microform readers</li> <li>• Microform reader/printers</li> <li>• Microform reader/scanners and vendor software for digitally transmitting microform images to a personal computer, or computer network, and then to a printer</li> <li>• Special lens systems and special attachments for using all microform types (including roll film and microfiche) may be acquired as part of the equipment.</li> </ul> <p><b>Stipulations:</b> Regular printers are ineligible.</p>

### Ineligible Items

The following items are ineligible for all grants in the program Strengthening Information Technology:

- Software development
- Ongoing Internet and telecommunications costs
- Parts and maintenance
- Warranties not included in the initial equipment purchase contract

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**Strengthening Youth and Family  
Grant Category 4**

**Program Award Caps:**

Program	Award Cap
Strengthening Youth and Family–Small Library Development, population 10,000 or less	\$10,000
Strengthening Youth and Family–General, population any size	\$20,000

**Eligible Items and Program Stipulations**

- ❑ Required local match must equal 25% of the LSTA grant award. Up to 25% may come from salaries paid to employees for work done on the project.
- ❑ An applicant may apply for only one grant per grant cycle under this program.
- ❑ The following items are eligible to be acquired with LSTA or required local matching funds, but certain stipulations are noted:

<b>Strengthening Youth and Family</b>
Description / Stipulations
<ul style="list-style-type: none"> <li>• Contractual expenses, including printing, programs, and services</li> <li>• Equipment, including computers, display shelving, and other equipment to support the purposes of a project</li> <li>• Library materials</li> <li>• Mileage for staff at the current state rate to provide direct services (not exceeding 10% of the total project cost)</li> <li>• Staff training in providing services</li> <li>• Supplies</li> </ul> <p><b>Stipulations:</b></p> <ul style="list-style-type: none"> <li>➤ Federal and required local matching funds for <u>library materials</u> may not exceed 75% of the total project cost.</li> <li>➤ Programs presented by contractors must be for an educational or cultural purpose. The subject matter of the programs must relate directly to the library's collection, and the programs must specifically promote use of the library's collection by program participants. LSTA funds may not be used for contractors who are clowns, jugglers, magicians, or musicians; however, required local matching funds or other local funds may be used for these types of contractors.</li> </ul>

