

# LIBRARY VISION 2020 COMPETITIVE GRANTS PROGRAM GUIDELINES FOR FISCAL YEAR 2016

## I. Grants Calendar

The North Dakota State Library (NDSL) and the North Dakota Library Coordinating Council (NDLCC) will begin a grant round September 1, 2015.

- The deadline for electronic receipt of the Application Form is October 16, 2015
- Grant awards will be made by November 19, 2015
- Projects begin November 19, 2015
- Grant projects must be completed by grant library with reimbursement requested by May 15, 2016 for Categories 2 & 3; and May 15, 2017 for Category 1.

All libraries who wish to apply for Library Vision 2020 grants should contact the State Library at [ndsladm@nd.gov](mailto:ndsladm@nd.gov) to request a login and password for access to our new grant system facilitated through Counting Opinions. If you have a login and password for Counting Opinions from the State Library, you will not need to request another. Contact the NDSL for any questions regarding your login information. See the Grant Application section of this document on page 5.

## II. Grant Categories

All grants must correlate with the goals or a goal described in *Library Vision 2020* located at: <http://library.nd.gov/publications/libraryvision2020.pdf>. Grant narrative must address the correlation.

**Category 2 & 3 Grants Are Available to North Dakota Public Libraries, Public School Libraries, and Public Academic Libraries; Category 1 Grants Are Available to Public Libraries and Public School Libraries**

### GRANT CATEGORIES:

1. Participate in the Statewide Online Catalog through WorldCat Grant - No Match Required
2. Collection Development Grant up to \$5,000 – 10% Match Required
3. Tablet Grant to Provide Access to Information up to \$1,500 – 10% Match Required

The North Dakota Library Coordinating Council (NDLCC) will use a rubric (an evaluation scoring tool) to assess each grant application for the grant award process. The scoring rubric is the last page of this document and may be referenced to aide in the development of grant proposal(s).

## **GRANT DETAILS:**

### **1.PARTICIPATE IN THE STATEWIDE ONLINE CATALOG THROUGH WORLDCAT:**

**Eligibility: The Library must meet the eligibility criteria in PART IV of these guidelines for all grants.**

#### **Objective:**

The objective of this grant category is to add library's bibliographic records to WorldCat. WorldCat serves as a method to locate books and materials in the collections of North Dakota libraries, as well as libraries around the world, and allows for the common objectives agreed to in Library Vision 2020. MARC records may be exported to local circulation systems that allow importing of records.

#### **Advantages:**

- With one search through OCLC, library staff and patrons can search within their own collection, the collections of other North Dakota libraries, and the collections of over 100,000 libraries worldwide.
- Individual libraries can select circulation and interlibrary loan systems of their choice.
- Individual libraries can retain local options for policies and practices.

A library that receives a grant is making a long term commitment to remain in WorldCat, participate in the North Dakota Interlibrary Loan System, add all new materials to WorldCat, withdraw discarded materials from WorldCat, and participate in the statewide Online Library Resources contract.

The costs for a circulation system will be the library's responsibility. The library can choose to use ODIN's circulation system, participate in another consortium in the state, or purchase a stand alone automation product from a vendor.

It is recommended that you take the time to investigate your options, involve your governing entity in the decision-making process, review your budget, and weed your collection in preparation for a WorldCat project. If you have questions or need more detailed information about these issues, please contact Cynthia Clairmont-Schmidt at 1-800-472-2104.

#### **Description of Project:**

The purpose of this project is to add a library's bibliographic records to WorldCat using OCLC's cataloging product CatExpress.

Each library can select a circulation system of their choice. Please indicate whether you will be using a manual or automated circulation system. If you choose an automated system, list the name of the system that you will be using for circulation and for your catalog.

After retrospective conversion is completed, ongoing cataloging may be done by either State Library staff or your library staff. If your library staff performs the ongoing cataloging, they are required to have formal cataloging training and will receive CatExpress training from the State Library staff. The State Library staff will catalog all materials at no charge for a grant library, beyond the per-record WorldCat charge.

**Costs that may be included in the grant application:**

- a. WorldCat retrospective conversion costs of \$1.07 per record, using CatExpress.
- b. Local staffing costs for preparing bibliographic information of \$.30 per record.
- c. Rental of photocopier, if needed (cost varies).
- d. Equipment including one computer and one printer per library (ex. one per elementary, one per junior high, and one per high school library); maximum costs: each computer \$1,000; each printer \$500.

**Ongoing local costs:**

- a. Cost of circulation system (Integrated Library System or ILS).
- b. Annual subscription to the Online Library Resources (\$1.2045 per high school student for schools and \$.1205 per capita for public libraries.) (Note: this is subject to change).
- c. CatExpress at \$.78 per **new** title (the State Library contributes an additional \$.29 per record for a total of \$1.07 per record.)(Subject to change)
- d. Local interlibrary loan costs including staffing and postage.
- e. Supplying bibliographic information by making photocopies of materials to be cataloged by the State Library.

**Circulation System:**

For ongoing circulation system costs and information, contact the following:

- a. If you select the Online Dakota Information Network's (ODIN) circulation system, the State Library and the ODIN office will supply the technical support and training; (for ODIN, contact Tony Stukel @ 701-777-4777).
- b. If you select the Central Dakota Library Network's circulation system, technical support and training will be supplied by the system chosen; (for Central Dakota Library Network, contact Christine Kujawa at 701-355-1482).
- c. If you select a stand-alone circulation system from a vendor, your library will be responsible for learning how the system works, resolving questions or problems with the technical support staff of the chosen product, paying all costs associated with the circulation system, linking barcodes to bibliographic records and all other issues related to your chosen software; (contact the vendor).

## **2. COLLECTION DEVELOPMENT GRANT:**

**Eligibility: The Library must meet the eligibility criteria in PART IV of these Guidelines for all grants.**

**Match:**

This grant has a \$5,000 cap with a match of 10% (e.g., a request of \$5,000 plus the 10% match of \$500 would have a project total of \$5,500).

**Objective:**

This grant category provides a library the ability to develop their non-fiction collection to enhance services to patrons.

**Description of Project:**

Non-fiction materials in various categories will be purchased for the library's collection. As representative of the library, you must justify why the materials were chosen, and describe how they will enhance and improve services to your patrons. The materials must be placed in the library's ILS and made available through Interlibrary Loan. For libraries without an ILS, materials must be made available upon request.

## **3. TABLET GRANT TO PROVIDE ACCESS TO INFORMATION:**

**Eligibility: The Library must meet the eligibility criteria in PART IV of these Guidelines for all grants.**

**Match:**

This grant request has a \$1,500 cap with a match of 10% (e.g., a request of \$1,500 plus the 10% match of \$150 would have a project total of \$1,650).

**Objective:**

The objective of this grant category is to provide access to information for the community, patrons, and students, including the Online Library Resources, WorldCat, the Online Dakota Information Network (ODIN), and the wide array of information available electronically.

**Description of Project:**

As representative of the library, you will purchase a tablet(s) (including the accessories) to be owned by the library to meet the objective of accessing Online Library Resources, WorldCat, ODIN (Online Dakota Information Network), and other information available electronically.

### III. Grant Application

The completed original application must be submitted electronically through Counting Opinions @ <https://nd.countingopinions.com/> no later than October 16, 2015.

You may contact one of the following State Library staff for assistance with your grant application until it is submitted (locked) in Counting Opinions.

Eric Stroshane - [estroshane@nd.gov](mailto:estroshane@nd.gov) or 701-328-4661  
BreAnne Meier – [bmeier@nd.gov](mailto:bmeier@nd.gov) or 701-328-4680  
Sarah Matusz – [smatusz@nd.gov](mailto:smatusz@nd.gov) or 701-328-4663  
Mary Soucie- [msoucie@nd.gov](mailto:msoucie@nd.gov) or 701-328-4654  
Cynthia Clairmont-Schmidt – [ccclairmont@nd.gov](mailto:ccclairmont@nd.gov) or 701-328-4652

**Note:** Please print a copy of your application for your records before locking the document on the Counting Opinion website.

**All sections of the application form must be completed.**

### IV. Eligibility Criteria for North Dakota Libraries

Grant funds are to be used as start-up money, not for ongoing operational costs. No administrative costs, construction, overhead charges, furnishings, or contingency funds will be approved in program budgets.

• **All eligible libraries must meet the following criteria:**

- All grant applicants must be publicly funded libraries to qualify.
- Participate in North Dakota Interlibrary Loan services without charges to other North Dakota libraries.
- Demonstrate the relevance of the requested project to *Library Vision 2020* goals. See (<http://library.nd.gov/publications/libraryvision2020.pdf>).
- Libraries whose records are currently on WorldCat or who have received grants in the past for retrospective conversion are not eligible for a WorldCat grant.
- For the OCLC (WorldCat) Grant only, you must subscribe annually to the licensed statewide Online Library Resources (\$1.2045 per high school student for school libraries and \$.1205 per resident for public libraries).
- Provide assurances describing how the project will be funded after grant funds are depleted.

- **All eligible public libraries must:**
  - A public library must be established according to NDCC 40-38-01 requirements.
  - Libraries serving communities of 5,000 or less must be open a minimum of 15 hours per week and must have paid staff.
  - Libraries serving communities of 5,001 or more must be open a minimum of 20 hours per week and must have paid staff.
  
- **All eligible public school libraries must:**
  - A school library must have a qualified librarian (as defined by the Department of Public Instruction) providing library services to students or faculty for a minimum of 15 hours per week.
  
- **All eligible public academic libraries must:**
  - Be a part of the North Dakota Public College/University System.
  - Apply for the Tablet Grant and/or Collection Development Grant.

## V. Evaluation

The evaluation includes measurable results (benefits) that matter to citizens including what participants say, feel, think, know, or become. Benefits must have changed or improved citizens' behavior, knowledge, skills, attitudes, conditions, or status. Through the evaluation you identify the benefits your project created for the citizens in your community.

### Reporting Procedures:

Grant recipients will be required to submit

- Final Grant Report SFN 59256 is due thirty (30) days after the end of the project.

Forms can be obtained on the State Library Website at <http://library.nd.gov/grants.html>.

Note: The North Dakota Library Coordinating Council and the North Dakota State Library reserve the right to examine and monitor the ongoing progress of the grant recipient during the grant period as well as after the completion of the grant.

## VI. Grants Administration

### Expenditure of Funds and Payments:

Grant reimbursements will be paid to libraries upon submission of the Final Expenditure/Grant Reimbursement Request Form (SFN 54009). After paying the bill, a copy of the paid invoice must accompany the form and be sent to the State Library for reimbursement. Actual expenses will be reimbursed up to the grant amount.

The State Library must receive requests for reimbursement by the last day of the grant period, May 15, 2016 for Categories 2 & 3; and May 15, 2017 for Category 1. A request for reimbursement is encouraged as soon as possible after the library has completed the project.

Grant Changes:

Changes to the grant by the grant recipient must have written approval from the State Librarian.

**VII. Application and Reporting Forms**

Grant Application Form available electronically at:

<https://nd.countingopinions.com/>

Final Grant Report Form (SFN 59256):

<http://library.nd.gov/grants/finalgrantreport.pdf>

Final Expenditure/Grant Reimbursement Request Form (SFN 54009):

<http://library.nd.gov/grants/finalexpenditure.pdf>

### Library Vision 2020 Scoring Rubric

Reviewer Name: \_\_\_\_\_

Library Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Award Amount: \_\_\_\_\_

Grant Category: \_\_\_\_\_

Fund Grant  Yes  No

Points/Ranking: 1 2 3 4 5

		Yes	No	Unsure	Comments
1.	The project is well described with appropriate activities				
2.	The project is aligned with the Library Vision missions and goals				
3.	The budget includes reasonable and allowable costs and clearly defines required match if any				
4.	Project elements comply with grant guidelines				
5.	The project is aligned with the library's own missions and goals				
6.	Description of partners included if applicable				
7.	Project addresses the identified needs of the library				
8.	Goals of the project are clearly identified and measurable				
9.	Application is well written, using correct grammar and punctuation				
10.	Evaluation measure is included and clearly defined				