

FY 2019-2020 STATE GRANTS TO LIBRARIES
SCHOOL LIBRARY GUIDELINES
COLORADO STATE LIBRARY
July 1, 2019



FY 2019-2020 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. Monday, September 16, 2019

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, 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, 2019. 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 May 31, 2020.**

Approved grantees will be notified of their grant amount in October, and funds will begin to be distributed to the address on record with the Colorado Department of Education soon thereafter.

Funds will need to be requested via drawdown form no later than June 15, 2020.

Reporting Requirements

1. All State Grants to Libraries recipients must complete a final report by July 15, 2020 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: [2019-2020 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 2020.
4. The report may be filled out whenever all funds have been spent, but at least by July 15, 2020.
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 **5:00pm on September 16, 2019** 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 5:00pm Monday, September 16, 2019 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 July 1, 2019

(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. 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>Fiction and non-fiction books (of all ages) are eligible</i>	✓	
2. Ebooks & Audiobooks 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>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 purposes. "Top 40" music and general release movies are not eligible. Media geared toward students and learning are eligible</i>	✓	
4. Non-circulating collections for staff use in storytimes and other literacy-based early childhood events	✓	
5. Collections used by staff or volunteers in preschools or offsite settings that are returned to the library	✓	
6. Educational activities and manipulatives (including robotics) that are packaged for public use and circulated (e.g. kits or backpacks for home use, returned to the library)	✓	
7. Books and subscriptions for staff professional development	✓	
8. 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	✓	
9. Apps for tablets or computers, focused on educational use, not entertainment or general office apps.	✓	
10. Patron-facing technology for accessing learning or educational content, such as ereaders, tablets, wi-fi hotspots	✓	
11. Cultural experience passes (e.g. museums, botanical gardens, zoos)	✓	
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 staff use only or for use in library administrative functions (such as self-checkout machines)		✓
15. Books or other gifts to giveaway as prizes, rewards, or reading incentives		✓
16. Marketing/promotional materials		✓

	Eligible?	
	Yes	No
17. Quizzes related to accelerated reader programs		✓
18. Furniture		✓
19. Remodeling, rewiring, or other building projects related to improving learning and educational use of the library		✓
20. Wi-Fi, internet costs and other telecommunication purposes		✓
21. Fees for programming events (such as performers, authors, or speakers)		✓
22. Fees associated with integrated library systems (such as AspenCat or FollettDestiny)		✓
23. Collections that are housed in classrooms, preschools and other partner agencies		✓
24. Early literacy activities, manipulatives, or furnishing in the children's area that are not circulated		✓
25. Overhead, grants administration charges, staffing costs		✓