

State Library of North Carolina - Library Services and Technology Act

Program-Specific Information & Guidelines, 2012-2013 NC CARDINAL GRANT

GRANT PURPOSE

LSTA NC Cardinal Grants enable eligible public libraries to join the NC Cardinal consortium, a public library shared catalog and statewide library card project.

This grant program supports the implementation of North Carolina's *Library Services & Technology Act Five-Year Plan 2008-2012* (available at <http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf>.)

ELIGIBLE LIBRARIES

Public libraries that qualify for grants from the Aid to Public Libraries Fund are eligible to apply.

PREPARATION

LSTA NC Cardinal Grant applicants must agree to:

- Participate in the NC Cardinal consortium of libraries that agree to share their bibliographic and patron databases;
- Join the NC Cardinal Council, which advises the State Library in managing the NC Cardinal consortium;
- Participate in NC Cardinal Council decision making and abide by its decisions;
- Provide in-person services to all patrons of NC Cardinal libraries in the same manner as to their own patrons.

Applicants must be familiar with the information and requirements in the **General Information & Provisions** document. The document contains essential information such as: additional factors that may be taken into account in the review of all grant applications; selection of applications for funding; timelines; submission instructions; grant payment procedures; and legal requirements.

<http://statelibrary.ncdcr.gov/lsta/GenInfoProvs12-13.pdf>

FUNDS

Libraries will not request a specific funding amount. The funds awarded will vary depending on the library's migration requirements.

No expenditures of grant funds may be made until after the library representatives and the State Librarian sign the grant agreement. A library may not sign an agreement with a service provider until the LSTA NC Cardinal Grant agreement is fully executed.

These grants are supported by Library Services and Technology Act funds awarded to the State Library of North Carolina by the federal Institute of Museum and Library Services.

MATCHING FUNDS

No local matching funds are required.

ALLOWABLE EXPENDITURES

LSTA NC Cardinal Grant requests will provide funds for the library to migrate its automated system data into NC Cardinal, to receive training in using NC Cardinal, to access the NC Cardinal services subscription, and to make other expenditures determined by the State Library to be necessary for a successful migration.

UNALLOWABLE EXPENDITURES

Grant funds may not be used for administrative "overhead" or indirect costs.

SELECTION CRITERIA

To be eligible for consideration, grant applications must be received in the Library Development Section Office by the 5:00 p.m. on November 8, 2011. See the General Information and Provisions document, page 5, for submission instructions.

<http://statelibrary.ncdcr.gov/lsta/GenInfoProvs12-13.pdf>

In the event that funds or program capacity are not available to support the migration of all public libraries that apply, applicants will be selected based on the following criteria:

- Previous indication of interest in NC Cardinal through submission of the Statement of Interest (December 2009);
- Expiration date of the library's automated system contract;
- Scope and complexity of the library's migration requirements; and
- Other circumstances affecting the library as determined by the State Library.

QUESTIONS?

Contact Grant Pair, NC Cardinal Program Director, at 919-807-7408 or grant.pair@ncdcr.gov.

State Library of North Carolina - Library Services and Technology Act

Application, 2012-2013
NC CARDINAL GRANT

DUE DATE: Electronic or print original must be received by **5:00 p.m., November 8, 2011**, in the Library Development Section Office, Room 310.

INSTITUTION / LIBRARY _____

MAILING ADDRESS: _____

U.S. CONGRESSIONAL DISTRICT (in which institution is located): _____

PROJECT MANAGER, NAME / TITLE: _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

1. What is your current integrated library automation system (ILS)?
2. Besides circulation and cataloging, what functions of your ILS are you currently using?
 - a. Acquisitions
 - b. Serials
 - c. Booking/Reserves
 - d. Telephony (automated phone calls for holds and overdues)
 - e. Other (please specify)
3. How many **item** records are currently in your ILS? (Note: please count item records, not bibliographic records. If you share an ILS with another library, include only item records for items at your locations.)
4. How many **patron** records are currently in your ILS? (If you share an ILS with another library, include only the number of patron records you would need migrated to a new system.)
5. What is the **item barcode** format and range for your library? (Your barcode vendor may be able to tell you the range of barcodes they have on record for you.) Please include an example of the barcode.
6. What is the **patron barcode** format and range for your library? (Your barcode vendor may be able to tell you the range of barcodes they have on record for you.) Please include an example of the barcode.
7. Are you planning to carry out any projects between now and June 30, **2013**, that would have a significant effect on the numbers you reported in #3 and #4? If so, please explain.
8. How many circulation transactions are made annually in your ILS? (If you share an ILS with another library, include only the circulations for your library.)
9. How many physical locations (e.g., main library, branch buildings) does your library have?

10. Do you have a bookmobile, outreach service, or other service that exists as a separate circulation location in your ILS?
If so, how many?
11. What is the expiration date of your ILS contract that will be in effect on July 1, **2012**?
12. What third-party applications do you use that require a connection to your ILS? Please list each vendor and application type. (Examples: RFID, self-check, print management, PC reservation, electronic resource access authentication [e.g., Overdrive], network access authentication)
13. What type of receipt and label printers do you currently use with your ILS? Please list by location/branch the type, manufacturer, model name/number, and quantity of each printer model you have.
14. Do you print spine labels, pocket labels, both, or neither?
Sheet feed or continuous feed?
15. What is the Internet bandwidth available at each of your locations?
Are your public and staff networks separate at any of your locations?
If so, at which locations are public and staff networks separate, and how much bandwidth is available on your staff network at those locations?
16. Do you have firewalls at any or all of your locations?
Who has control over your firewall configurations?
17. Are there any special circumstances that should be considered in determining your library's readiness or need to join NC Cardinal? If so, please explain briefly.