

**EZ TECHNOLOGY PLANNING GRANT
2008-2009**

PROGRAM SPECIFIC INFORMATION & GUIDELINES

1. What is this grant program and its purpose?

The Technology Planning Grant program enables eligible libraries to hire a qualified consultant to assist in adequate and effective planning for technology, consisting of **one** of the following:

- developing a comprehensive technology plan; or
- planning for a new or upgraded integrated automated library system, including development of an RFP.

A library may prefer to plan for only a portion of the library's technology needs. However, this type of limited planning is not encouraged AND will typically not be eligible for the maximum grant amount. The State Library encourages libraries to use a Technology Planning Grant as an opportunity to look at the overall picture of technology and its role in services to users and optimization of all the library's resources.

If preparations for a new or remodeled building are driving technology planning, the consultant can help plan for technology in the new facility. However, this must be done in the context of the overall technology needs of the entire library system.

A library may select the consultant of its choice, but that consultant must be qualified to carry out the proposed planning activities. The selected consultant must be named in the grant application. The choice of consultant is subject to State Library approval based upon information in the application about the consultant's background and relevant experience.

Technology Planning Grants help achieve Goal 3 of *Library Services & Technology Act Five-Year Plan 2008-2012* (available at <<http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>>).

Goal 3 – Promote equal access to 21st century library services for all North Carolinians by providing contemporary and evolving technologies to our state's libraries through programs designed to address infrastructure, resources, and services.

2. Who may apply?

The following libraries are eligible to apply for these grants:

- public libraries that qualify for grants from the Aid to Public Libraries Fund;
- community college libraries;
- libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers);
- libraries serving the member institutions of North Carolina Independent Colleges and Universities;
- qualifying state agency libraries*;
- qualifying special libraries*; and
- the State Library of North Carolina.

* In order to be eligible for LSTA funds, a library must meet these basic requirements:

- be at least 51% publicly funded, or not-for-profit;
- be headed by a trained library professional, i.e. by a person with an MLS;
- have a cataloged collection of information resources, designated space, a materials budget, and be open a minimum of 20 hours per week.

Additional requirements exist based on the type of library. See the *Library Services and Technology Act Five-Year Plan 2008-2012*, page 15, for more information:
<<http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>>.

An eligible public library system, academic institution, special or state agency library may submit only one Technology Planning Grant application in this round. [Definitions: *A library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An institution is the parent institution of the library (e.g. UNC-Greensboro)*].

Collaborative projects involving more than one library system are allowable; however, one of the partner libraries must be the lead library, responsible for accepting and administering the grant funds.

3. What amount of funds may be requested?

The maximum amount that may be requested for a single library system is \$20,000.

The maximum amount that may be requested for a collaborative project of multiple systems is \$35,000. Any costs above the maximum award are the responsibility of the local library(ies).

4. Are local matching funds required?

No local matching funds are required for a Technology Planning Grant.

5. How may the grant funds be used?

Technology Planning Grant funds are intended to help libraries secure the services of a consultant or consulting firm qualified to carry out the proposed technology planning activities. The choice of consultant is subject to State Library approval based upon information about the consultant's background and relevant experience.

To assist libraries in finding a consultant, the State Library maintains a Consultant List available at <<http://statelibrary.dcr.state.nc.us/lsta/consultants.htm>>.

[Note: A library may not sign a contract with a consultant until grant agreements are signed by both library representatives and the State Librarian.]

For libraries planning to upgrade or replace an automated system where a desired outcome is evaluating or developing an automated system Request for Proposal (RFP), the resulting RFP must specify a system that meets the *Minimum Standards for Library Automation in North Carolina* (<<http://statelibrary.dcr.state.nc.us/lsta/minstds.pdf>>). These standards ensure that automated system projects will result in adequate and functional integrated library systems to support user access to resources and effective management of the library and its resources. The RFP should also reflect awareness of principles explained in "Best Practices for Automation in Libraries in North Carolina" (<<http://statelibrary.dcr.state.nc.us/lsta/bestprac.pdf>>). Technology Planning Grant expenditures **may** include costs for a consultant to help evaluate responses to an RFP and/or negotiate contract costs with vendors; however, the work must be completed and paid for by June 30, 2009.

Because a primary purpose of this grant program is to assist libraries in developing comprehensive technology plans, funds awarded under this grant program may **not** be used for technology plans solely to meet the needs of new or remodeled buildings. Technology planning for new buildings must be done as part of an overall technology plan.

Funds **may** be used to plan for a portion of the library's technology needs, for example, to investigate options for Internet workstation and print management. However, this type of limited planning is not encouraged AND will typically not be eligible for the full grant award. The State Library encourages

libraries to use a Technology Planning Grant as an opportunity to look at the overall picture of technology and its role in user services and optimization of all the library's resources.

These LSTA grant funds **may not** be used for "overhead" or indirect/administrative costs.

6. What special considerations apply to this grant?

It is critical to the success of this grant program that funded libraries obtain qualified, appropriate consulting assistance. In order for the State Library to make the determination that a library's preferred consultant is qualified, the application must provide complete, convincing information about the consultant's experience and qualifications. To enable the library to provide this information in the application, any RFP or other solicitation of proposals should elicit the following (as requested in #5 of the Application):

- Name and address of the consulting firm.
- Name and title of each individual in the consulting firm who will carry out the project, the minimum number of hours each individual will dedicate to the project, and the number of onsite visits that the consulting firm will make.
- Vita or resume of each individual in the consulting firm who will be involved in the project. Include a list of any published articles on technology planning.
- A list of organizations, with contact names, addresses, and telephone numbers, for which the consultant has performed similar planning activities during the past five years. The list must identify two projects comparable in size to the proposed project.

As noted in Section #5 above, the State Library maintains a Consultant List to assist libraries in finding a consultant. See the list at

<http://statelibrary.dcr.state.nc.us/lsta/consultants.htm>.

Grant applicants are encouraged to undertake the consultant selection process as early as possible. Consultant schedules sometimes fill up months in advance. If you have a place on a consultant's schedule you will be in a better position to begin your project promptly. However, **no contract can be signed with a selected consultant until grant agreements are signed by both library representatives and the State Librarian.**

7. What is the basis for selecting projects for funding?

To be eligible for consideration, an application must be **received** by the deadline. The following factors and criteria will be used to determine priority for funding among the eligible applications.

Before a library can receive funding, the State Library must determine that any selected consultant has appropriate qualifications for the planning project.

I. Appropriateness of Proposed Planning Activities

Priority will be given to technology planning activities that match a critical need of the library. The need and appropriateness of the proposed activities must be explained in the Application under "Project Description."

II. Adequacy / Minimum Standards

The Technology Planning Grant program is intended to encourage and support effective technology planning in public and academic libraries. Its goal is to ensure that all eligible libraries have adequate and appropriate technology plans, as well as online integrated systems that meet minimum standards.

Priority will be given to libraries that do not have a technology plan or have not undertaken significant technology planning activities in the past three years.

For libraries that are planning for an automated library system, a high priority will be given to:

- those without automated systems, and
- those with automated systems that do not meet the *Minimum Standards for Library Automation in North Carolina*.

Recent technology planning activities, and deficiencies of the current automated system (if applicable), must be described in the Application.

Relevant Documents:

- *Minimum Standards for Library Automation in North Carolina*
<<http://statelibrary.dcr.state.nc.us/lsta/minstds.pdf>>
- *Best Practices for Automation in Libraries in North Carolina*
<<http://statelibrary.dcr.state.nc.us/lsta/bestprac.pdf>>

III. Readiness

A library is expected to have a plan for providing adequate time for staff and appropriate members of the library's community (e.g. trustees, local government officials, institution staff and administration, local IT/MIS staff) to participate in the planning activities and to assist the consultant with background information. The library's plan for providing adequate time for this participation must be explained in the Application under "Project Description."

See Section #1 of *General Information & Provisions* document for 2008-2009 LSTA grants (<<http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf>>) for additional factors and issues that may be taken into account in the review of all grant proposals and selection of applications for funding.

8. For further information about this grant program:

Questions about the Technology Planning Grants should be directed to Grant Pair, Assistant State Librarian for Library Development and Technology, State Library of North Carolina, at <grant.pair@ncmail.net> or 919-807-7408.

SLNC 12/07

State Library of North Carolina – Library Services and Technology Act

**EZ TECHNOLOGY PLANNING GRANT
2008-2009
Application**

DUE DATE: *Original and 15 copies must be received by 5:00 p.m. February 21, 2008, in the Library Development Section Office, Room 310A.*

INSTITUTION / LIBRARY: _____

MAILING ADDRESS: _____

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

PROJECT MANAGER, NAME / TITLE: _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

GRANT AMOUNT REQUESTED (whole dollars only): _____ **\$** _____
(grant request maximum: \$20,000 single library system; \$35,000 multiple library systems)

ABSTRACT: Provide a brief abstract of your project in the space below. See instructions on the following page.

CERTIFICATION AND SIGNATURES

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying institution/library.

Printed name of library director

Printed name & title of local government or institutional authorizing official

Signature, Library Director

Signature, above official

Date

Date SLNC 12/07

ABSTRACT INSTRUCTIONS

The abstract should ***clearly and concisely*** summarize your project. The abstract must not exceed the space available on the signature page (page 1). The abstract should only include information that is in the body of the proposal.

INSTRUCTIONS FOR PREPARING AND COLLATING YOUR APPLICATION

Refer to Section #9 in the *General Information & Provisions* for LSTA Grants 2008-2009 at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf>.

It is critical that you review all grant program information and guidelines before completing this application. See:

- *Program-Specific Information & Guidelines* for LSTA EZ Technology Planning Grant 2008-2009 (within this document, preceding this application form; also, <http://statelibrary.dcr.state.nc.us/lsta/TechPlngGLApp08-09.pdf>), and
- *General Information & Provisions* for 2008-2009 LSTA grants at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf>.

1. PROJECT DESCRIPTION

Is your library implementing a planning project to prepare to purchase an automated system, or undertaking general technology planning? *Check the appropriate box.*

Planning for an automated system	
General technology planning	

On a separate sheet provide information about your proposed project. Include the following:

- Description of the planning activities** that you wish to carry out, i.e., tell us what you want to do. Include the expected results and product(s) of the planning activities.
- Background information** on how the need for this project was determined and an explanation of why the proposed planning activities are appropriate to the library.
- Timeline** listing the sequence of project activities with the expected completion dates. The timeline should be prepared in consultation with the consultant and any partner(s). Remember to accommodate the local institutional approval process and the grant program deadlines.
- Description of the library's plan to provide adequate time** for staff to participate in the planning process and to assist the consultant with background information.
- Description of the library's plan to involve others** in the community, e.g. residents, trustees, community leaders, local government officials, institution staff and administration, local IT/MIS staff.
- If this project involves more than one library**, describe:
 - the libraries that will be involved;
 - the rationale for a group effort; and
 - the roles and responsibilities of all parties during the planning grant.

2. DESCRIPTION OF RECENT PLANNING ACTIVITIES

On a separate sheet describe any recent planning activities that are related to the project you are proposing. Include relevant planning activities carried out by the institution or local government of which the library is a part.

3. ESTIMATED BUDGET

Consultant Costs	\$	*
(the only expense covered by the Grant)		
Expenses to be incurred by the library	\$	
(not covered by the Grant)		
TOTAL ESTIMATED COST OF PROJECT	\$	

* Grant funds requested for consultant costs cannot exceed \$20,000 for a single library system, and \$35,000 for a collaborative project of multiple library systems. Costs exceeding the grant award must be paid from local sources.

4. BUDGET EXPLANATION

Provide a clear explanation of the proposed budget to assist grant reviewers.

- a. Attach a document from the proposed consultant that delineates how the consultant costs will be calculated, e.g. costs for personnel, travel, meals, document production, etc. (If the consultant's rates are inclusive of expenses such as mileage, this should be clearly noted.)
- b. If applicable, identify and explain any additional expenses that the library will incur and pay with local funds.

5. BACKGROUND AND EXPERIENCE OF CONSULTANT AND CONSULTANT'S STAFF

Attach the information requested below.

- a. Provide the name and address of the consulting firm.
- b. Provide the name and title of each individual in the consulting firm who will carry out the project, the minimum number of hours each individual will dedicate to the project, and the number of onsite visits that the consulting firm will make.
- c. Provide the vita or resume of each individual in the consulting firm who will be involved in the project. Include a list of any published articles on technology planning.
- d. Provide a list of organizations, with contact names, addresses, and telephone numbers, for which the consultant has performed similar planning activities during the past five years. *Clearly identify two projects comparable in size to the proposed project.*

6. AUTOMATED SYSTEM PLANNING

Only those libraries intending to use the Technology Planning Grant to prepare to purchase an automated system must answer the questions in this section.

- a. Will an expected outcome of work with the consultant be delivery of a Request for Proposal to solicit bids for an automated system?

YES _____ NO _____

All RFPs must meet the *Minimum Standards for Library Automation in North Carolina*.

- b. Provide information about your current automated system or modules:

Vendor Name _____ System _____

Module	Year Installed	Year of Last Upgrade

- c. Does the current system meet the *Minimum Standards for Library Automation in North Carolina*? See <<http://statelibrary.dcr.state.nc.us/lsta/minstds.pdf>>.

YES _____ NO _____

- d. If the existing system does not meet the minimum standards, how is it deficient? For the most critical deficiencies, cite specific standards (e.g., 3.1 Circulation Systems Display) and explain how your existing system is deficient in meeting the cited standards. *Provide on an attached sheet, not to exceed one page.*

7. CIPA CERTIFICATION AND COMPLIANCE

Every public library that submits an application for funding to the State Library must include one original of the Internet Safety Certification document <<http://statelibrary.dcr.state.nc.us/lsta/SafetyCert2007.pdf>> as part of its application package. However, most libraries will not be subject to CIPA compliance as a result of receiving LSTA funds.

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <<http://statelibrary.dcr.state.nc.us/lsta/compliance08.pdf>>.

If you have questions regarding CIPA certification and compliance, please contact Grant Pair at <grant.pair@ncmail.net> or 919-807-7408.

APPLICATION CHECKLIST: A complete application package will include:

- _____ Application signature page signed by appropriate persons.
- _____ Complete proposal that responds to every required section of the application.
- _____ Complete budget table, with figures that add up correctly.
- _____ Budget explanation.
- _____ **1 original application** with certifying signatures **in blue ink, plus 15 copies** (16 total).
- _____ **1 original** of the required **CIPA** certification form (public libraries).

SUBMISSION & FORMAT INSTRUCTIONS

Make sure that your application is prepared according to the recommended format. Refer to instructions in Section #9 of *General Information & Provisions* for LSTA Grants 2008-2009 at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf> .

DELIVERY INFORMATION

DUE DATE: *The complete application package must be received by 5:00 p.m. February 21, 2008 in the Library Development Section Office, Room 310A.*

Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED	Delivery by US Postal Service:
LSTA Grant Applications Library Development Section, Room 310A State Library of North Carolina Archives & State Library Building 109 E. Jones Street Raleigh NC 27601	LSTA Grant Applications Library Development Section State Library of North Carolina 4640 Mail Service Center Raleigh NC 27699-4640

Warning: To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 21, 2008 deadline.

To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

Do not include this instruction page with your application.