

State Library of North Carolina

CIPA CERTIFICATION GUIDELINES FOR LSTA GRANT APPLICANTS 2005-2006

I. Overview

In Fall 2000, Congress passed the Children's Internet Protection Act (CIPA) establishing certain requirements that affect public and school libraries that use federal funds to support public access to the Internet. One result is that the State Library must assure the Federal Government that affected libraries have Internet safety policies in place and are using technology protection measures, e.g., software filtering technology. This requirement applies to public libraries and public elementary and secondary school libraries that receive LSTA funds to purchase computers for accessing the Internet or to pay for the direct costs of accessing the Internet.

Libraries that participate in the Universal Service (E-rate) program are also subject to CIPA compliance requirements, which are more stringent for the E-rate program than for LSTA. E-rate CIPA compliance requirements take priority over those for LSTA. This means that a public or school library that is already complying with CIPA under the provisions of the E-rate program does not have to take any further compliance action to be eligible for LSTA funds. For additional information on CIPA compliance for libraries subject to LSTA rules, please see <http://statelibrary.dcr.state.nc.us/lsta/compliance05.pdf>.

II. CIPA Certification Requirements for LSTA Grant Applicants

Every library that submits an application for funding to the State Library *must* include the appropriate CIPA certification documents as part of its application package. This applies to all grant applicants—no matter what type of library or what type of grant. This requirement is the result of guidance provided to state library agencies by the Institute of Museum and Library Services (IMLS), the federal agency that administers LSTA.

III. Completing the LSTA CIPA Certification Checklist and Internet Safety Certification Forms

Applicants are described as:

- Single Public Library Applicants
- Single Public Elementary or Secondary School Applicants
- Single Academic (e.g., university, college, community college) or AHEC Library Applicants
- Libraries *of Any Type* Submitting an Application with a Partnering Library or Libraries (referred to on the Internet Safety Certification form as *Consortia or Other Group Applicants*)

URLs for documents referred to herein:

- LSTA CIPA Certification Checklist:
<http://statelibrary.dcr.state.nc.us/lsta/certcheck05.pdf>

- Internet Safety Certification for Applicant Public Libraries:
http://statelibrary.dcr.state.nc.us/lsta/Cert_PL_2005.pdf
- Internet Safety Certification for Applicant Public Elementary and Secondary School Libraries:
http://statelibrary.dcr.state.nc.us/lsta/Cert_School_Lib_2005.pdf
- Internet Safety Certification for Consortia or Other Group Applicants:
http://statelibrary.dcr.state.nc.us/lsta/Cert_Cons_2005.pdf

A. Single Public Library Applicants

1. Complete the [LSTA CIPA Certification Checklist](#).
2. Complete the [Internet Safety Certification for Applicant Public Libraries](#) form as directed by the LSTA CIPA Certification Checklist.

PLEASE NOTE THAT THE INSTRUCTIONS HAVE CHANGED FOR 2005. READ THEM CAREFULLY. PUBLIC LIBRARIES COMPLYING WITH CIPA BECAUSE OF E-RATE MUST NOW CHECK BOX “C”, NOT BOX “A”.

3. Enclose one completed original of the LSTA CIPA Certification Checklist and the “Internet Safety Certification for Applicant Public Libraries” form with the grant application.

B. Single Public Elementary or Secondary School Applicants

1. Complete the [LSTA CIPA Certification Checklist](#).
2. Complete the [Internet Safety Certification for Applicant Public Elementary and Secondary School Libraries](#) form as directed by the LSTA CIPA Certification Checklist.

PLEASE NOTE THAT THE INSTRUCTIONS HAVE CHANGED FOR 2005. READ THEM CAREFULLY. SCHOOL LIBRARIES COMPLYING WITH CIPA BECAUSE OF E-RATE MUST NOW CHECK BOX “B”, NOT BOX “A”.

3. Enclose one completed original of the LSTA CIPA Certification Checklist and the “Internet Safety Certification for Applicant Public Elementary and Secondary School Libraries” form with the grant application.

C. Single Academic (e.g., university, college, community college) or AHEC Library Applicants

1. Complete the [LSTA CIPA Certification Checklist](#).
 - *All applicants must complete the LSTA CIPA Certification Checklist.*
 - *Single Academic or AHEC Library Applicants are not required to complete an Internet Safety Certification form.*

2. Enclose one completed original of the LSTA CIPA Certification Checklist with the grant application.

D. Libraries of Any Type Submitting an Application with a Partnering Library or Libraries

Definitions:

Lead Library – the library filing the grant application

Partnering Library – the library or libraries that will be participants in the proposed project

Consortium, Group – refers to the lead library and its partnering libraries

1. Each partnering library, *including the lead library, regardless of library type*, must complete the [LSTA CIPA Certification Checklist](#).
 - *All libraries must complete the LSTA CIPA Certification Checklist.*
 - *Non-library partners do not need to complete the LSTA CIPA Certification Checklist.*
2. Each partnering library, *including the lead library*, should complete either the [Internet Safety Certification for Applicant Public Libraries](#) form or the [Internet Safety Certification for Applicant Public Elementary and Secondary School Libraries](#) form if so directed by the LSTA CIPA Certification Checklist.
 - *Not every library will have to complete an Internet Safety Certification form.*
 - *Non-library partners do not need to complete the LSTA CIPA Certification Checklist or any Internet Safety Certification form.*
3. Each partnering library must send one completed original of the LSTA CIPA Certification Checklist and the appropriate Internet Safety Certification form (if required) to the lead library, which must keep all of these CIPA certification documents permanently on file.
 - *Every partnering library must submit a completed original LSTA CIPA Certification Checklist to the lead library.*
 - *Not every partnering library will be required to submit an Internet Safety Certification form to the lead library.*
 - *The lead library is responsible for collecting these documents from each partnering library and must keep them permanently on file. These documents ARE NOT submitted with the grant application.*
4. The lead library must complete the [Internet Safety Certification for Consortia or Other Group Applicants](#) form.
 - *Every lead library must complete the “Internet Safety Certification for Consortia or Other Group Applicants” form, even if no partnering library was required to submit an Internet Safety Certification form.*
 - *If ANY partnering library (including the lead library) was required to submit an Internet Safety Certification form, the lead library should check Box A on the “Internet Safety Certification for Consortia or Other Group Applicants” form.*
 - *If NO partnering library (including the lead library) was required to submit an Internet Safety Certification form, the lead library should check Box B on the “Internet Safety Certification for Consortia or Other Group Applicants” form.*

5. The lead library must submit one completed original of the “Internet Safety Certification for Consortia or Other Group Applicants” form with the grant application. On the line requesting the “Name of Applicant Consortium/Group,” use “*Lead Library’s Name et al.*” (Note: list only the lead library’s name and the phrase *et al* to indicate that there are other partnering libraries. Do not list partnering libraries’ names.)
 - *Only the “Internet Safety Certification for Consortia or Other Group Applicants” form should be submitted with the grant application. No other CIPA documents should be submitted with the grant application.*
 - *All documents received from partnering libraries, as well as the lead library’s own LSTA CIPA Certification Checklist and Internet Safety Certification form (if required), should be kept permanently on file by the lead library.*