

## LSTA Guidelines and Application for 2021-2022 NC Cardinal Migration Grants

### DOCUMENT OUTLINE

- Section 1, General Guidelines
- Section 2, Application Instructions
- Section 3, Application Form

### Section 1, GENERAL GUIDELINES

#### ELIGIBLE LIBRARIES

Public libraries that meet the eligibility requirements for the Aid to Public Libraries Fund are eligible to apply.

#### PREPARATION

Applicant libraries must have a permanent library director; an interim director indicates a period of transition for the library and the State Library would not award an NC Cardinal Migration Grant to a library with an interim director.

The library is advised to budget for a full year of ILS costs with their existing vendor for the upcoming fiscal year to allow for flexibility in the migration schedule. Migrations are expected to occur during the time period of July through May of the fiscal year following the application; however, multiple variables could impact the schedule.

NC Cardinal Migration LSTA Grant applicants must agree to:

- Participate in the NC Cardinal consortium and share their bibliographic and patron databases;
- Participate in NC Cardinal consortium decision making and abide by consortium decisions;
- Provide in-person services to all patrons of NC Cardinal libraries in the same manner as to their own patrons;
- Allow the use of the library name in NC Cardinal official documents and informational sites; and
- Sign the [NC Cardinal Memorandum of Agreement](#).

#### ALLOWABLE EXPENDITURES

NC Cardinal Migration Grant awards 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, to make other expenditures determined by the State Library to be necessary for a successful migration, and for administrative "overhead" or indirect costs.

#### UNALLOWABLE EXPENDITURES

Any expenses not approved by State Library staff and those prohibited by state or federal regulations.

#### GRANT FUNDS

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

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 NC Cardinal Migration LSTA Grant Agreement is fully executed.

The award amount for an NC Cardinal Migration is based on figures provided by NC Cardinal's ILS hosting and support vendor, with a little extra in case selected library hardware is incompatible with specific aspects of the migration. State Library staff will procure the migration quote based on your application information and provide details if your application is approved. Should a need for allowable items present itself, the Library Director is to contact the NC Cardinal Program Director to discuss the need and request advance approval for any expenditures beyond the migration costs. Using this strategy allows the State Library and the migrating library to be able to act quickly right before or after a migration without an additional Grant Agreement or a Grant Agreement Amendment. Please note, these funds are at the State Library's discretion; any unused funds will be re-purposed by the State Library.

### **MATCHING FUNDS**

Local matching funds are not required in this program.

### **GRANT PAYMENTS**

LSTA Grant payments are usually made on a reimbursement basis; however, NC Cardinal Migration grant invoices from the vendor are an exception. Each time the library receives a vendor invoice, the library does NOT need to pay it first. Simply complete the current Reimbursement Request Form and send it with the vendor invoice to [LSTA@ncdcr.gov](mailto:LSTA@ncdcr.gov); the library can wait to pay the vendor until funds have been received from the Department of Natural and Cultural Resources (DNCR).

All grant funds must be spent by June 30 and Final Reimbursement Requests must be submitted by July 15.

### **REQUIRED REPORTS**

Each LSTA grant award requires submission of an online final report to the State Library by **August 31**. The report will include a review of the project's accomplishments, the outcomes/benefits for users, and information about how grant and matching funds were spent.

### **CIPA CERTIFICATION AND COMPLIANCE**

Public libraries must be CIPA compliant if the project involves funds for any technology that will provide access to the Internet. One original of the Internet Safety Certification document must be provided after grant awards are made; do not send CIPA documents with the Grant Application. Information about CIPA Compliance is available at <[https://files.nc.gov/dncr-statelibrary/LD/LSTA/cipa\\_internet\\_safety\\_certification.pdf](https://files.nc.gov/dncr-statelibrary/LD/LSTA/cipa_internet_safety_certification.pdf)>.

### **SUBMISSION OF GRANT APPLICATIONS**

Complete applications must be received online by **11:59 PM** on the due date. Only complete applications are eligible for consideration.

A complete application includes:

- an online Signature Page, with required signatures;
- an online application; and
- a complete set of any supplemental information or documents, if applicable.

### **SELECTION CRITERIA**

In the event that funds or program capacity are not available to support all applications received, applicants will be selected based on the following criteria:

- Scope and complexity of the library's migration requirements;
- Expiration date of the library's automated system contract; and
- Other circumstances affecting the library as determined by the State Library.

When all other factors are equal, priority may be given to current applicants that have previously applied but were not selected for funding.

## Section 2, APPLICATION INSTRUCTIONS

- A. Understand the General Information in Section 1; contact the State Library with any questions.
- B. Use the online form, [LSTA Grant Application, NC Cardinal Migration](#), to provide responses to the questions listed below.
- C. Provide additional/supplemental information, as needed.
- D. Complete and submit the [Online Signature Page, NC Cardinal Migration](#).
- E. Email the signed NC Cardinal Online Signature Page as an attachment to [LSTA@ncdcr.gov](mailto:LSTA@ncdcr.gov) by 11:59 PM on the due date.

### APPLICATION QUESTIONS (enter responses in online application)

#### Library Information

1. Provide the following information. Library Name, Library Director, Email Address, Phone Number.
2. How many physical locations does your library system have? (e.g., main library, branch buildings)
3. Do you have any branches that are open less than 18 hours or are unique in their setup (bookmobile, grab-and-go kiosk, shared with a school for example)?
4. If you are not a regional or municipal library, do your various libraries/branches operate under a single management structure, or have a signed inter-local agreement between libraries?

#### ILS Information

5. What ILS do you currently use? (Polaris, TLC, Sirsi Symphony, Sirsi Horizon, etc.)
6. When does your current ILS contract expire?
7. What ILS functions are you currently using in addition to Cataloging and Circulation?
  - Acquisitions
  - Serials
  - Booking/Reserves
  - Telephony (automated phone calls for holds and overdue notices)
  - Other (please specify)
8. How many **bibliographic** records are currently in your ILS? (If you share an ILS with another library, include only bibliographic records at your locations.)
9. How many **item** records are currently in your ILS? (If you share an ILS with another library, include only bibliographic records at your locations.)
10. How many current **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.)
11. What is the **item barcode** range and format for your library? (Your barcode vendor may be able to tell you the range of barcodes they have on record for you. Formats include CODABAR, Code 39, etc.)
12. What is the **patron barcode** range and format for your library? (Your barcode vendor may be able to tell you the range of barcodes they have on record for you. Formats include CODABAR, Code 39, etc.)
13. What is your annual circulation? (If you share an ILS with another library, include only the circulations for your library.)
14. Are you planning any projects between now and **June 30, 2021** that would have a significant effect on your item or patron counts? If so, please explain.

#### Third Party Information

15. Which vendor applications do you use? (RFID, self-check, print management, PC reservation, Zinio, LibraryThing, NoveList Select, etc.)
16. List the types of receipt and label printers you currently use. (Please include manufacturer and model name/number.)
17. Do you print spine labels and/or pocket labels? (both, neither, sheet feed, or continuous feed)

#### IT Information

18. Who are the Internet Service Providers at your different library branches?
19. What is the average download and upload internet bandwidth, i.e. network speed, available for your computers at each of your locations? (for example, 10 Mbps download and 800 Kbps upload)
20. Are your public and staff computers on the same network with other organizations besides the library? (for example, your library and the local Police Department share the same network)
21. How many public computers do you have within each of your branches?
22. Are your computers for public access on the same network as your staff computers?
23. Do you have firewalls at any or all of your locations?
24. Who has control over your firewall configurations?

#### Special Circumstances

25. Are there any special circumstances that should be considered in determining your library's readiness or need to join NC Cardinal?

#### **ONLINE SIGNATURE PAGE INFORMATION**

It may take a few days or a few weeks for your organization to obtain the required signatures so be sure to plan enough time for your local situation. Complete and submit the Online Signature Page. Once submitted, the Library Director will receive an email with a PDF file of the filled in form. Print the emailed PDF file, obtain the required signatures in blue ink, scan and email the signed Online Signature Page as an attachment to [LSTA@ncdcr.gov](mailto:LSTA@ncdcr.gov).

#### **QUESTIONS?**

Contact Benjamin Murphy by email at [benjamin.murphy@ncdcr.gov](mailto:benjamin.murphy@ncdcr.gov) or 919-814-6797.

#### **Section 3, Application Form**

Complete the [LSTA Grant Application, NC Cardinal Migration](#) online application form.