

State Library of North Carolina – Library Services and Technology Act
EZ SCHOOL LIBRARY COLLECTION DEVELOPMENT GRANT
2008-2009

PROGRAM-SPECIFIC INFORMATION & GUIDELINES

1. What is this grant program and its purpose?

This grant program is designed to help school library media centers highlight the importance of a current, accurate, and attractive collection of curriculum-related books to support student achievement. The availability of grant funds and the requirement for matching funds are designed to leverage additional money to help build **print** collections and bring heightened attention to the need for improvement of the school library's current collection.

These grants are not intended to be an ongoing source of funding to solve the problem of inadequate print resources. However, revised criteria for 2008-2009 allow previously funded school library media centers to reapply if they have not received a grant under this program since 2004-2005 or earlier.

This grant program supports Goal 2 of North Carolina's *Library Services and Technology Act Five-Year Plan 2008-2012* (<<http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>>):
Goal 2 - "Enhance information for lifelong learning for all North Carolinians by expanding the information resources in our state's libraries through strengthening, sharing, digitizing and preserving our valuable and unique collections."

These grants are from federal funds allocated to the State Library of North Carolina under the Library Services & Technology Act (P.L. 108-81), administered by the federal Institute of Museum and Library Services (IMLS).

2. Who may apply?

Libraries that meet these criteria may apply:

- 1) Serve **public** elementary, middle, junior and senior high schools.
- 2) Adhere to the following guidelines for determining an eligible library from *Library Services and Technology Act Five-Year Plan 2008-2012* (<<http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>>):
 - Headed by a full-time certified school media coordinator
 - Operate with a materials budget
 - Have a cataloged collection of information resources
 - Located in a designated space
 - Open a minimum of 20 hours per week.
- 3) Have not received a grant under this program since 2004-2005 or earlier.

An eligible public school library may submit only one grant application in this round.

3. What amount of grant funds may be requested?

The maximum amount that may be requested is \$10,000; the minimum is \$1,000.

Unallowable expenses:

Grant funds and local matching money may **not** be used for the following:

- Class sets of books
- Accelerated Reader (or other reading program) testing software/disks and spine labels
- Internal processing costs
- Equipment
- Computer software and other media (except CDs and DVDs as noted above)
- “Overhead” or indirect/administrative costs

Libraries that wish to buy more than five copies of one title should provide a clear, concise explanation of why more copies are needed. The State Library retains the right to disallow such expenditures.

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

To be eligible for consideration, an application must be **received** by 5:00 p.m. February 21, 2008. Reviewers use the following factors and criteria to determine priority for funding among the eligible applications:

I. Need and Impact on Adequacy

The application must clearly explain the deficiencies in the current library media center book collection and show how the project will improve the collection. Assessment of need and appropriateness of the proposed collection development project will be determined by answers to the following questions:

- How many books/volumes does the library media center currently own?
- What is the average age (i.e., copyright date) of the current book collection?
- How many and what specific curricular areas will be supported by the planned purchases?
- What impact will this project have on the library’s progress in achieving adequate resources to meet user needs in the specified areas?

MEASURES OF NEED FOR COLLECTION DEVELOPMENT GRANTS

“Accreditation Standards for Quality Schools”

...the school operates a library media center that:

- 6.21 Maintains a comprehensive materials collection consisting of current media, books, reference sources, and periodicals in print and electronic formats that support student learning, the curriculum, and the instructional program;
- 6.22 Provides a balanced collection of a minimum of 10 books per student; (see note 5)

5) Middle and Secondary Schools with enrollment in excess of 1,500 students must provide at least 15,000 usable volumes. Elementary Schools with enrollment in excess of 1,000 students must provide at least 10,000 usable volumes. New schools must have at least four volumes per student upon opening and meet the collection requirements within three years.

Source: *Accreditation Standards 2005 for Public Schools Serving Students in Kindergarten through Grade 12* (Southern Association of Colleges and Schools, Council on Accreditation and School Improvement).

http://www.sacscasi.org/region/standards/SACS_CASI_K-12_Standards_InternetVer.pdf

II. Collection Analysis and Collection Development Plan

IMPACT defines collection development plan as: “Plan based on analysis of the present collection that addresses future needs in a systematic and long-term manner.” Source: *IMPACT: Guidelines for School Library Media and Instructional Technology Programs* (North Carolina Department of Public Instruction) <<http://www.ncwiseowl.org/zones/mediatech/impact/IMPACT.pdf>>.

This LSTA grant program suggests a three-step approach to collection development:

1. Assess the strengths and weaknesses of the library’s print collection, in terms of number of titles, age of collection, circulation data, reading levels, support for curriculum objectives, etc.
2. Analyze the ways in which the strengths and weaknesses identified by step one impact the teaching of the curriculum.
3. Prioritize purchases over a three- to five-year period based upon critical needs for print materials identified in step two.

An example of the three-step approach:

1. Your assessment indicates a weakness in your collection of library science books.
2. Your analysis indicates that this is not a significant weakness because library science is not part of the curriculum.
3. Your collection development plan for purchases should assign a low (or no) priority for purchasing library science books.

TIPS:

Be sure the tools you are using to analyze and assess your collection are relevant to a school library media center, and not to collections of some other type of library, such as a public library.

Reviewers will need to be persuaded about the value/merit of a collection development plan that relies solely or primarily on reading improvement programs such as Accelerated Reader. The collection development plan should be based on the materials needed to support the school’s curriculum and the North Carolina Standard Course of Study.

III. Local Commitment

Applicants should demonstrate involvement of faculty and staff in planning and the school’s support for the project. In addition, the budget information must clearly demonstrate the school’s financial commitment. Reviewers will evaluate this support using the following information:

- Extent of participation of the Media and Technology Advisory Committee (MTAC) in planning the collection development project. Applications must include a letter of support signed by the MTAC members that documents and describes their involvement. Positions, as well as names, of MTAC members should be included. The letter should not be a “pro forma” letter stating “support” for the project. The contents of the letter will be used to evaluate the extent of the MTAC’s involvement.
- The source of matching funds, which must clearly be new funds provided **in addition** to the average of the library’s book expenditures from all sources in the two school years prior to the grant implementation year.
- A signed statement from the principal, library media coordinator, representative of the Media and Technology Advisory Committee, and school treasurer committing to the match and identifying the source of the matching funds.

IV. Ability to Pay and Local Effort

Two additional factors will serve as measures of school need *if all other factors are equal in the review of a group of grant proposals*. Those are:

- The relative resources available to fund schools from local government (i.e. "**ability to pay**") — that is, the relative wealth status of the community based on the per capita local tax base. An additional indicator of ability to pay may be participation in the federal free and reduced school lunch program. The application will require the percentage of students qualifying for federal free and reduced school lunches in the 1st Month 2006-2007.
- The relative **effort** of the school (i.e. "local effort") in supporting school library services — that is, per capita support of a school library or the library operating expenditures as a percentage of the general expenditures for the school. As an indicator of this local effort for this grant program, the application will require figures and supporting documentation to show amounts of state instructional materials funds at the school level and allocated to the school media center.

The data used by State Library staff and reviewers to determine ability to pay and local effort is updated annually. Data for the current year is available at <http://statelibrary.dcr.state.nc.us/lsta/financialfactors0809.htm>.

7. What else do applicants need to know?

General Information & Provisions for LSTA Grants

Further information and requirements for 2008-2009 LSTA grants are provided in the *General Information & Provisions* document at

<http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf>. There you will find essential information such as: additional factors that may be taken into account in the review of all grant proposals and selection of applications for funding; timelines; submission instructions; grant payment procedures; and legal requirements. **Applicants must be familiar with this information.**

Procurement

Grant Provisions for this program (included in the document cited immediately above) include the federal regulation requiring grantees to conduct all procurement transactions in a manner providing full and open competition consistent with the standards of 45 CFR 1183.36. Local and state provisions may be more stringent. State requirements are available upon request.

8. For further information about this grant program:

Interested applicants are strongly encouraged to contact the State Library with any questions about the School Library Collection Development Grants. Queries may be directed to Penny Hornsby, Federal Programs Consultant, State Library of North Carolina, at 919-807-7420 or penny.hornsby@ncmail.net.

SLNC 12/07

State Library of North Carolina – Library Services and Technology Act

**EZ SCHOOL LIBRARY COLLECTION DEVELOPMENT GRANT
2008-2009
Application**

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

SCHOOL NAME: _____

MAILING ADDRESS: _____

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

SCHOOL CODE: (6 digits) _____ **FED. EMPLOYER ID #:** (9 digits) _____

PROJECT MANAGER, NAME / TITLE: _____

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

PROJECT FUNDS (whole dollars only):	Grant Amount Requested	\$
	Grant request maximum \$10,000; minimum \$1,000	+
	Matching Funds	\$
(Match must equal at least 25% of grant amount requested)		
	Total Project Funds =	\$

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 school.

Printed name of Media Coordinator Signature of Media Coordinator Date

Printed name of School Principal Signature of Principal Date

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ABSTRACT INSTRUCTIONS:

The abstract should clearly and concisely summarize your project, and 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. At minimum, specify collection areas to be developed and approximate number of books you will add.

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

- *Program-Specific Information & Guidelines* for LSTA EZ School Library Collection Development Grant 2008-2009 (within this document, preceding this application form; also, <http://statelibrary.dcr.state.nc.us/lsta/SchoolCDGLApp08-09.pdf>), and
- *General Information & Provisions* for 2008-2009 LSTA grants at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf> .

1. SCHOOL & MEDIA CENTER INFORMATION AND ELIGIBILITY TO APPLY:

Mark the appropriate YES or NO box and complete any additional requested information.

If you cannot answer “YES” to questions a-e, you are not eligible to apply for this grant.

	YES	NO	QUESTION
a.			Is your school recognized as a public school by the North Carolina Department of Public Instruction?
b.			Is your school library media center headed by a full-time certified school media coordinator? If yes, provide name. Name: _____
c.			Does your school library have a cataloged collection of information resources (i.e. card catalog or electronic catalog)?
d.			Is the school library housed in a designated space?
e.			Is the school library media center open at least 20 hours per week?
ADDITIONAL INFORMATION ABOUT YOUR SCHOOL & MEDIA CENTER			
f.			Does the school have a line item in its annual budget for circulating books?
g.			Is there flexible/continuous access for all students to the library media center throughout the school day?
h.			Is your school accredited by the Southern Association of Colleges and Schools (SACS)? If yes, provide: Date of initial accreditation _____ Date of last re-accreditation visit from SACS _____

2. SCHOOL DATA:

Complete the table below.

Number of students in your school (i.e. eligible library users): (Official school enrollment/membership 1 st month 2007-2008)		
What percentage of students in your school qualified for federal free and reduced school lunches in the 1st Month 2007-2008?		%
State Instructional Materials Funds:		
For the whole School	2005-2006	2006-2007
	\$	\$
Allocated to the Media Center (if any)	2007-2008	\$
	\$	\$

3. TOTAL LIBRARY MEDIA CENTER BUDGET – Income and expenditures for all items (i.e., books, videos, supplies, etc.)

Complete the two tables below. If necessary, modify income sources and expenditure categories to match your local situation. And, if available, attach as **Appendix A** copies of documentation (e.g. budget printouts) for the 2006-2007 and 2007-2008 budget information included in the forms below.

EXAMPLE:

SCHOOL YEAR 2006-2007			
Income / Revenues		Expenditures	
Source	Amount	Category	Amount
Local school system funds	\$325	Library books (same as #4a total)	\$1,200
State instructional materials	\$0	Periodical subscriptions	\$450
Federal funds (e.g., Title I)	\$1,000	Automated system maintenance	\$260
Periodicals allotment	\$450	Videos	\$150
PTO	\$500	AR tests	\$0
Book fairs	\$245	Supplies	\$325
Fines & lost book replacements	\$65	Equipment	\$200
Other	\$0	Other	\$0
Total	\$2,585	Total	\$2,585

For 2006-2007, report actual income and expenditures for the school library media center using this form. You may modify the form if your local categories differ.

SCHOOL YEAR 2006-2007 (Actual)			
Income / Revenues		Expenditures	
Source	Amount	Category	Amount
Local school system funds		Library books (same as #4a total)	
State instructional materials		Periodical subscriptions	
Federal funds (e.g., Title I)		Automated system maintenance	
Periodicals allotment		Videos	
PTO		AR tests	
Book fairs		Supplies	
Fines & lost book replacements		Equipment	
Other (specify; add lines if needed)		Other (specify; add lines if needed)	
Total		Total	

For the current 2007-2008 year, report **anticipated total** income and expenditures for the school library media center. Totals should include actual-to-date as well as expected income and expenditures for the balance of the year. You may modify the form if your local categories differ.

SCHOOL YEAR 2007-2008 (Anticipated Totals for Year)			
Income / Revenues		Expenditures	
Source	Amount	Category	Amount
Local school system funds		Library books (same as #4a total)	
State instructional materials		Periodical subscriptions	
Federal funds (e.g., Title I)		Automated system maintenance	
Periodicals allotment		Videos	
PTO		AR tests	
Book fairs		Supplies	
Fines & lost book replacements		Equipment	
Other (specify; add lines if needed)		Other (specify; add lines if needed)	
Total		Total	

4. LIBRARY MEDIA CENTER BOOK BUDGET – Only book expenditures, by source of funds: Provide information about the school library media center’s expenditures for its book collection for the past two years as well as planned expenditures for the current year.

4.a. Source of Funds for Book Purchases	Expended on books 2005-2006	Expended on books 2006-2007	Budgeted for books 2007-2008
Local school system funds	\$	\$	\$
State instructional materials funds			
Federal funds (e.g., Title I)			
PTO			
Book fairs			
Fines & lost book replacements			
Other (specify; add lines if needed)			
Total Expenditures for BOOKS	\$	*\$	*\$

Explain any differences of more than 50% year to year.

- * The averaged amount of the dollars in these two boxes is the two-year average amount that you will be committed to spend as your base or “regular” book expenditures in 2008-2009, if awarded a grant. The grant and the local match for the grant must be **in addition to** this base book expenditures amount.
- * These totals should also appear on “Library books” line in the tables at application item #3.

4.b. [The following information should also appear in your Match Certification (Appendix B).]

Media center book expenditures for 2006-07 were (should equal amount from 4a)	\$
Anticipated book expenditures for 2007-08 will be (should equal amount from 4a)	\$
The total of the above expenditure figures is	\$
The two-year average base amount (i.e., the total on the line above divided by 2) is	\$

5. LIBRARY MEDIA CENTER – BOOK COLLECTION:

Factors that reviewers will use to determine need and priorities for funding will include the number of titles/volumes and average age of book resources available to users in your school library. A basis for comparison is SACS standards for library media services and collections (see LSTA EZ School Library Collection Development Grant 2008-2009 *Program-Specific Information & Guidelines*, page 3).

Complete as many boxes as you can using the most current figures available:

Category	Numbers or Date
Book titles , number of separate titles in library catalog	
Book volumes , total number of books in library collection, including multiple copies of individual titles (above)	
Date of last inventory	
Date collection development plan written (mo/year)	
Average copyright date of fiction books	
Average copyright date of nonfiction books	
Average copyright date of all books	
(or specify other assessment of book collection age)	

TIP: Since class sets are not available for students to check out, we recommend that they not be included in your collection numbers since they will paint a less than accurate picture of the media center’s resources.

6. MATCHING CERTIFICATION:

Attach as **Appendix B** a match certification letter signed by

- the school library media coordinator,
- a representative of the Media and Technology Advisory Committee,
- the principal, AND
- the school treasurer,

which includes identification and verification of the **amount(s)** and **source(s)** of the matching funds. Be as specific as possible in identifying the source(s) of the matching funds. Letters from matching funders (e.g. PTO, superintendent, community business) are recommended. Or matching funders may sign the matching certification letter.

Additionally, the letter must certify that if awarded a 2008-2009 School Library Collection Development Grant,

- the matching funds will be available for expenditure at the time the school signs the grant agreement;
- commitment to spend for library books in 2008-2009 a base (i.e. "regular") amount that will equal at least the two-year average of library book expenditures for 2006-2007 and 2007-2008 (i.e., data entered at item #4b, page 4 of this application);
- matching funds and grant funds expenditures will be **in addition to** the 2008-2009 base library book expenditures (i.e. the two-year average amount).

Do not include this instruction page with your application.

7. PROJECT BUDGET:

Provide in the grid below estimates of your proposed expenditures for the School Library Collection Development Grant project. **[Note: In order to make the books available in a timely fashion, the State Library discourages processing in-house. Whenever possible, negotiate with the vendor for reduced processing costs and/or a waiver of shipping/handling fees to maximize use of grant funds for books.]**

Round totals to whole dollars.

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
a. Books		\$	\$
b. Jobber Processing Costs		\$	\$
c. Shipping / Handling			\$
d. Taxes (if not recouped by school)			\$
e. Total Project Costs (a.-d. above)			\$

Total Project Costs = Grant Funds + Matching Funds (\$4 grant to \$1 matching)

Amount of grant funds requested	*
Amount of matching funds (must = or exceed 25% of grant funds)	+
Total Project Costs (= e. above)	=

* Grant funds requested must be at least \$1,000, but cannot exceed \$10,000.

8. BUDGET EXPLANATION:

Explain below the basis for your project budget figures in #7 above. Identify the vendors from whom you expect to make purchases. Explain any costs for jobber processing. *NOTE: Do not include your book order lists.*

All the following information should be provided on attached sheets. Be sure to number and identify each question. Use a header on each page that includes your school name and page number. Consecutively number the entire application.

TIP: Reviewers may not be familiar with all your acronyms; please spell them out.

9. SCHOOL / COMMUNITY / MEDIA CENTER DESCRIPTION:

This description should give proposal reviewers a current "snapshot" of your school and its media center. *Do not exceed one-half page.*

Provide a brief sketch of your **school and the community** it serves. Be sure to include:

- geographic location of the school in the town/county,
- age of the school,
- grades covered,
- number of teachers, and
- some information about the students served -- particularly noting any growing or shrinking populations (e.g., Hispanic).

Also include a description of the **media center**. The description should include:

- resources and services offered,
- staffing, and
- factors affecting ability to provide quality library service – e.g., a recent move or expansion.

Add any other pertinent information about your school and your media center.

10. COLLECTION ASSESSMENT AND COLLECTION DEVELOPMENT PLAN:

- a. Raw data: Attach as **Appendix C** a copy of your collection age report, and if applicable, a **sample** of any raw data you used to assess your collection. Do not overwhelm grant reviewers with excessive quantities of data (e.g., extensive shelf lists) – only 2-5 pages will be adequate to demonstrate the data you used. Be sure any data using Dewey classes is presented at the tens.
- b. Analysis: Explain the methodologies you used to analyze the library's print collections – e.g., the age of collection (i.e., copyright dates), circulation data, numbers of titles, reading levels, physical appearance of books, etc., in comparison to your curriculum needs. Be sure any assessment referring to Dewey classes was done and is presented at the tens as this will make it easier for you to focus on specific curriculum areas. [It would be helpful for you to consult *IMPACT: Guidelines for North Carolina Media and Technology Programs* which may be found online at <<http://www.ncwiseowl.org/zones/mediatech/impact/IMPACT.pdf>>. Or go to <<http://eduscapes.com/sms/program/mapping.html>> for an overview of "collection mapping".]
- c. Collection plan (for grant year): Specify 2 – 4 priority areas of your collection on which you plan to spend grant funds. Explain why you are prioritizing each of those specific areas. Your explanations must refer to specific ways in which weaknesses identified through your collection assessment impact the teaching of the curriculum in your school. If possible, discuss your targeted areas in light of your school's improvement plan.
- d. Collection plan (for future years): Your targeted areas in 10.c. above will be the priorities of this coming year's collection development plans. Your assessment may have uncovered other weaknesses in your collection – needs that will not be addressed in the coming year. As **Appendix D**, briefly diagram or chart out (1 page) your plan for continuing to build and strengthen your collection over the following two years (i.e., 2009-2010 and 2010-2011). If you already have a multiyear collection development plan, it may serve as **Appendix D**

11. PROJECT DESCRIPTION: *Do not exceed one page. Do not include book order lists.*

For this section, you will describe what you plan to buy for this project – the purchases that will help you provide accurate, current, and attractive books to meet the curriculum-based needs of students in your school. The proposed project **must be consistent with the assessment, priorities, and plan described in section 10.**

Are you in the midst of an existing multiyear collection development plan (that you have attached as Appendix D)? If the project you are proposing does not reflect the existing plan's priorities for 2008-2009, you must explain why not.

A multiyear collection development plan is a “living, breathing” document. As IMPACT states (pg. 147), “the plan should be reviewed annually to determine that curriculum priorities continue to be reflected in the plan and that resources are being selected and purchased according to the plan.”

- a. How many books, in what specific curricular areas, do you propose to buy for this project and how much do you anticipate spending on them? Example: 30 titles related to space science, the planets and solar system (\$600).
- b. Were there any factors beyond the assessment that led you to propose these books?
- c. Specifically, how was the library's Media and Technology Advisory Committee involved in helping you craft this project in particular and your multiyear plan in general? Describe any and all planning and consultation in which they were involved.
- d. How/when/by whom will the project be carried out? List the sequence of project activities with their respective dates for completion and the name of the person responsible. Reviewers will look for evidence that you have taken into consideration local deadlines (e.g., cut-off dates to receive materials, last date for invoices to be paid by your business office) as well as LSTA grant program deadlines.

12. MEDIA AND TECHNOLOGY ADVISORY COMMITTEE COMMITMENT:

Attach as **Appendix E** a letter signed by the members of the Media and Technology Advisory Committee (MTAC) confirming the committee's participation in and support of this collection development project. Positions as well as names of MTAC members should be included. The letter should not be a “pro forma” letter stating “support” for the project. The contents of the letter will be used to evaluate the extent of the MTAC's involvement.

13. CIPA CERTIFICATION AND COMPLIANCE:

Every 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
- _____ Answers to questions #1-5, # 7, #8
- _____ Answers to questions #9-11 (narrative sections)
- _____ Appendix A – Copies of documentation for 2006-2007 and 2007-2008 Library Media Center budgets (& extracted figures if necessary). *As requested in Question #3.*
- _____ Appendix B – Matching certification letter. *As requested in Question #6.*
- _____ Appendix C – Collection age report and collection assessment data (sample raw data as needed). *As requested in Question #10a.*
- _____ Appendix D – Collection plan. *As requested in Question #10d.*
- _____ Appendix E – Media and Technology Advisory Committee commitment letter. *As requested in Question #12.*
- _____ **1 original application** with certifying signatures **in blue ink, plus 9 copies** (10 total)
- _____ **1 original** of the required **CIPA** certification form

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.