**State Library of North Carolina – Library Services and Technology Act**

**NC CARDINAL MIGRATION GRANT**

**GUIDELINES and APPLICATION**

**2017-2018**

Library Services and Technology Act (LSTA) funds are awarded to the State Library of North Carolina by the federal Institute of Museum and Library Services (IMLS). North Carolina’s LSTA program information is available at <<http://statelibrary.ncdcr.gov/ld/grants/lsta.html>>.

Public libraries are invited to apply for funding that supports the migration of their library and patron records into the NC Cardinal consortium, a public library shared catalog and statewide library card project. [Click here](http://statelibrary.ncdcr.libguides.com/thenest) for more information about NC Cardinal.

**IMPORTANT DATES**

|  |  |
| --- | --- |
| Early September 2016 | Annual Program Plan posted  NC Cardinal Migration Application posted |
| **November 1, 2016** | **NC Cardinal Migration Applications due** |
| December 15, 2016 | NC Cardinal Migration applicants notified |
| June 8, 2017 | Grant awards announced |

**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.

**LSTA FIVE YEAR PLAN GOAL**

The NC Cardinal Program supports **Goal #4, Access, Digitization, and Preservation**, of North Carolina’s LSTA Five-Year Plan, which states that North Carolina libraries will expand access to information resources by strengthening, sharing, digitizing and preserving our valuable and unique collections.

**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 from October – May; 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](http://statelibrary.ncdcr.libguides.com/thenest/policies).

**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 the vendor, with a little extra in case selected library hardware is incompatible with specific aspects of the migration.  Should a need for allowable items present itself, the Project Manager 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 byJuly 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 <<http://statelibrary.ncdcr.gov/ld/grants/lsta/cipa.html>>.

**SUBMISSION OF GRANT APPLICATIONS**

Complete applications must be received online by **2:00 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:

* 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.

**Section 2, APPLICATION INSTRUCTIONS**

1. Understand the General Information in Section 1; contact the State Library with any questions.
2. Use the online form, [LSTA Grant Application, NC Cardinal Migration](https://www.surveymonkey.com/r/QY2G9TH), to provide responses to the questions listed below.
3. Provide additional/supplemental information, as needed.
4. Complete and submit the [Online Signature Page, NC Cardinal Migration](http://fs25.formsite.com/statelibrarync/form7/index.html) ([click here](../signature_pages/Sample_17-18_NCCard_Signature_Page.pdf) to see a sample).
5. Email the signed NC Cardinal Online Signature Page as an attachment to [LSTA@ncdcr.gov](mailto:LSTA@ncdcr.gov) by 2:00 PM on the due date.

**APPLICATION QUESTIONS** (enter responses online)

Library Information

1. Provide the following information. Library Name, Library Director, Email Address, Phone Number.
2. How many physical locations does your library have? (e.g., main library, branch buildings)
3. Do you have any branches that are open less than 12 hours or are unique in their setup (shared with a school for example)?

ILS Information

1. What ILS do you currently use? (Polaris, TLC, Sirsi Symphony, Sirsi Horizon, etc.)
2. When does your current ILS contract expire?
3. 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)

1. How many **bibliographic** records are currently in your ILS? (If you share an ILS with another library, include only bibliographic records at your locations.)
2. How many **item** records are currently in your ILS? (If you share an ILS with another library, include only bibliographic records at your locations.)
3. 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.)
4. 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.)
5. 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.)
6. What is your annual circulation? (If you share an ILS with another library, include only the circulations for your library.)
7. Are you planning any projects between now and **June 30,** **2018** that would have a significant effect on your item or patron counts? If so, please explain.

Third Party Information

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

IT Information

1. Who is your Internet Provider?
2. 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)
3. Does your library system use virtual machines or cloud computing?
4. How many public computers do you have within each of your branches?
5. 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)
6. Do you have firewalls at any or all of your locations?
7. Who has control over your firewall configurations?

Special Circumstances

1. 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**

The Project Manager is the primary contact between the applicant library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library’s primary point of contact.

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 project manager 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 Johnnie Pippin, NC Cardinal Consultant, at 919-807-7408 or johnnie.pippin*@*ncdcr.gov.

**Section 3, Application Form**

Complete the [LSTA Grant Application, NC Cardinal Migration](https://www.surveymonkey.com/r/QY2G9TH) online application form.