

Library Services and Technology Act	For LD Use Only		
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FY 2013 Service Improvement Invitational Grant Program

GRANT APPLICATION

One of the three copies of each application and related forms must contain original signatures.

Please check here if this set contains all **ORIGINAL SIGNATURES** ()

System/Library Name: South Central Regional Library Council	
Project Title: Leading, Innovating, and Thriving in 21 st Century Libraries	
Project Director's Name: Nora Hardy	Telephone # (607) 273-9106 Email address: nhardy@scrlc.org
System/Library Director's Name: Mary-Carol Lindbloom	Telephone # (607) 273-9206 Email address: mclindbloom@scrlc.org
LSTA Funds Requested: \$ 16,334	In-Kind Contribution: \$ Matching Funds \$
Number of people you anticipate serving (not a population figure): 500	
Please identify (3) <u>all</u> of the user groups you expect to serve through this project: (x) Library/library system staff (x) Students (x) Faculty (x) Business people () Media representatives (x) General public () Others _____ (Specify)	
Congressional District(s) Within Area to be Served by Project: 23, 25-27, 31 (List by number -- See Congressional Districts List)	

<i>Applicant must check off the following appropriate items:</i> () <i>CIPA Assurance required & included</i> () <i>CIPA Assurance not required because</i> (x) <i>Assurance already filed for E-Rate</i> () <i>Not relevant to this application</i>
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Applications must be *received* in Library Development Office by 5:00 PM March 7, 2012

Please send an electronic copy to mtodd@mail.nysed.gov

Send **3 copies** of each application, FS-20 and related forms to:

LSTA - Division of Library Development, NYS Library, Room 10B41 CEC, Albany, NY 12230
The University of the State of New York, The State Education Department, New York State Library

Each response should be numbered in the same order as listed below. Answers should be single-spaced in 12 point font on one side of paper.

Attach your answers to the questions between pages 1 and 3 of the application form. Do not use special covers or binders.

1. Abstract: Provide a brief abstract of no more than 200 words. It must include purpose, identified target audience, and intended results.

Purpose: Offering innovative learning opportunities and support; linking digitized collections to curricula needs; providing accessibility; improving electronic communication:

- **Going the Distance with Distance Learning:** Creating convenient, cost-effective, learning opportunities for library workers, helping them provide innovative, effective, customer-focused services to meet changing needs of their communities.
- **Leading Libraries in the Twenty-First Century:** Providing opportunities for library directors, board members, managers, and other library staff to learn from and network with today's library leaders. This series includes in-person and distance learning programs.
- **Bridging the Digitization Gap:** Working onsite with three SCRLC members to digitize materials that support NYS social studies curricula. SCRLC will also investigate the use of audio description to avail digital collections to the blind and low-vision community.
- **Improving Electronic Communication:** As social networking becomes a communication norm, access from our website to different venues is important to users. As mobile visitors to the web increase, web designers must rethink site design. SCRLC will review and optimize its website, reflecting current user expectations and information gathering experience.

Target audience: Library administrators and staff, students, educators, researchers, and lifelong learners.

Intended Results: SCRLC libraries provide exceptional service to their stakeholders; SCRLC libraries avail digital collections to New Yorkers and beyond.

2. Need: Describe the needs assessment process and defined need for this project. Explain how the project relates to the goals, activities, and intended results of the

system's Plan of Service. (For regional or statewide projects, show relevance for each project partner.)

SCRLC leads and advocates for member libraries by promoting learning, collaboration, and innovation. This past year, SCRLC determined the needs of the membership through: 1) Field visits; 2) asking groups of SCRLC library workers for their ideas (groups included the Board of Trustees, the Education & Training Committee, the Advisory Committee on Information Technology & Services; Digitizing Advisory Committee, Resource Sharing Advisory Committee, the regional system directors; and various school library system advisory councils); 3) surveys (membership survey conducted in 2011--141 participants; distance learning survey, also (59 participants); 4) workshop evaluation forms. The needs identified were similar to earlier assessments.

For learning opportunities:

- Library workers at all levels, including directors and department heads, need 21st century learning opportunities designed to help them plan, innovate, and transform their libraries to meet the needs of five generations currently in our communities and libraries.
- Face-to-face learning opportunities continue to be challenging for library workers to attend; SCRLC must carefully avail in-person opportunities and offer learning opportunities that are designed appropriately for remote delivery or blended learning (i.e., some face-to-face augmented with online).

The *Horizon Report 2012 Higher Education Edition*, published by Educause and the New Media Consortium, lists the following among its six key trends:

“Education paradigms are shifting to include online learning, hybrid learning and collaborative models.” The report goes on to say, “budget cuts have forced institutions to re-evaluate their education platforms and find alternatives to the exclusive face-to-face learning models. As such, what may have begun as a challenge has now become an increasingly interesting trend...we are beginning to see developments in online learning that offer similar - if not better - environments than physical campuses, including opportunities for increased collaboration while equipping students with stronger digital skills. Hybrid models, when designed and implemented successfully, enable students to learn at their own pace and style, whenever they want from wherever they are.”

SCRLC had identified this trend prior to the development of the LSTA 2010-2012 grant. The current grant application continues our improvement and delivery of innovative learning opportunities to regional library workers and beyond, and establishes support for distance learning outside the classroom through the creation of a distance learning LibGuides and a Special Interest Group (SIG).

For digitization:

There are two needs to be addressed: 1) Contributing to *New York Heritage* has been challenging for some SCRLC member libraries and other regional cultural organizations due to limited funds and technical expertise; 2) School media specialists and teachers must support Social Studies Local History Standards with digitized collections. These digital collections, along with selected audio descriptions, will help all students with their Document Based Questions and other local history assignments.

“The power of the Document Based Questions is that it encapsulates the thinking and writing skills that good history and social studies teachers value most: close analysis and interrogation of documents, deep reading for understanding, and powerful evidence-based writing.” Phil Roden and Chip Brady, The DBQ Project <http://www.dbqproject.com/about.html>

For SCRLC’s website: Members want more opportunities to interact and comment on the social web; increased use of smart phones and tablets to access the web has called for rethinking the way websites present information; websites need to be accessible to all types of users. Therefore, SCRLC proposes to update its website for accessibility by special clients, mobile users, and traditional pc users; and to create forums other social networking opportunities in support of the online and face-to-face groups, the assumptions being:

- Users want to find latest communication technology on library websites.
- Web managers need to rethink the user experience from a mobile perspective—*when or where on a site is optimizing screens for mobile devices an advantage?*
- Web accessibility issues need to be assessed using ADA standards.

SCRLC’s Plan of Service Goals & New York State Library’s LSTA Goals: The *Leading, Innovating, and Thriving in 21st Century Libraries* project meets several goals contained in SCRLC’s *Five Year Plan of Service 2011-2016* and the New York State Library’s *LSTA Five-Year Plan* as follows:

SCRLC:

- Provide learning opportunities to meet the current and future needs of regional library workers.
- Be a first-choice library organization for continuing education. Expand the number and accessibility of learning opportunities for the region.
- Provide NYS students, educators, lifelong learners, residents, and others remote access to the unique collections that reflect the cultural heritage of South Central New York State.
- Expand the *Tools of History [New York Heritage]* digital history program to include new collections.
- Increase awareness of SCRLC and its programs and services: Become the first-choice library organization when needing information, consulting services, or focus groups.

New York State Library:

NYSL LSTA Goal #2: All New Yorkers will have improved access to library resources and services that advance and enhance their personal, educational, and working lives.

NYSL LSTA Goal #3: The New York State Library, library systems, and libraries will deliver new and improved programs that anticipate and meet New Yorkers' constantly changing needs for library services.

NYSL LSTA Goal #4: The New York State Library, library systems, libraries, and library organizations will strengthen public policy support for upgrading library services for every New Yorker through improved communication, collaboration, and partnership efforts within and beyond the library community.

3. Purpose: What is the purpose or goal of the project? Who is the target audience? (Note that the target population must be a subgroup of the total service area of a library system. This requirement is similarly calculated for statewide and regional projects.)

Purpose: The purpose of the grant is three-fold: 1) to offer innovative learning opportunities and support; 2) to link digitization to members, users, and curricula needs and address accessibility; and 3) to improve electronic communication among SCRLC libraries.

Target audience: Library administrators and staff, students, educators, researchers, and lifelong learners.

Solution: The solution is to develop learning opportunities, programs, and electronic support, as follows, to help libraries continue to offer or implement services that are relevant to their users and communities.

Going the Distance with Distance Learning. Meeting customers' needs in the 21st century has become more complicated and customer service models are now more complex. Whereas the delivery of continuing education opportunities remotely used to be sparse, current trends show more learning is delivered remotely than in person. The goal for each distance learning opportunity is to provide attendees with skills and resources to improve their support for their distance students. To support distance learners, several activities are proposed, in addition to the learning opportunities themselves:

- **LibGuides.** This addition to the SCRLC website will create a central location, within the SCRLC Education & Training resources, for collecting and sharing articles, book titles, websites, tutorials, and contacts for librarians and library staff tasked with supporting distance learning. Asynchronous access to these materials (some for the librarians and staff themselves, others to be shared with end-users), will allow effective information transfer at convenient times.
- **Distance Learning Online SIG.** This group will meet three times online using SCRLC's GoToMeeting software platform during the lunchtime hour to provide library staff with opportunities to exchange information about challenges, successes, and request help from others with the same concerns. Presenters will be identified by the group; leadership will be recruited from the attendees.
- **Webinars and Workshops.** A series of five webinars and workshops will provide training in various aspects of distance learning support. These sessions, taught by regional and national experts, will provide new information for libraries initiating distance learning support services and will provide updates for libraries already providing these services.
 - *Embedding Librarians in Online Classes* – This webinar will provide a foundation and common vocabulary for attendees to identify the different

aspects of this type of library educational support. It will include a panel of speakers who use different types of Learning Management Software (LMS) (such as Blackboard, Moodle, Angel, etc.) to address the strengths and weaknesses of different LMSs. Proposed speaker – April Becker, Amigos Learning Services.

- *Creating online Tutorials & Screencasts* – This face-to-face session will teach librarians to use software such as Camtasia, Jing, and others, to create effective teaching tools for remote students. This class will be in person, to provide the best training environment for hands-on software demonstration. Proposed instructor – Dean Hendrix, University at Buffalo.
 - *Information Literacy in an Online Environment* – This webinar will provide attendees with a framework for effectively teaching online students in a synchronous online environment. Proposed instructor – Virginia Cole, Cornell University.
 - *Collection Development for Online Student Support* – This webinar will provide recommendations and discussion of types of resources: their value and optimal implementation for distance students' use.
 - *Virtual Reference and Its Friends* – A webinar for effective communication for reference and information support employing tools such as Meebo, Library H3lp, AskUs 24/7, and My Info Quest. Proposed instructor – Nancy Skipper, Cornell University.
- **Online Conferences.** The goal is to provide participants with skills and resources to improve their support for their patrons and students, both face-to-face and remote. These have been very popular and are meeting needs, according to the feedback received from participants. Three conferences are proposed, including one in the Twenty-First Century Leadership series:
 - **eBooks & eReaders...NOW!** – An overview and update on this fast-changing field of library concerns. This conference will include a keynote address (proposed speaker, Sue Polanka, Wright State University), and four related sessions on topics such as eTextbooks, Patron Drive Acquisitions, patron instruction, acquisition/licensing, and a panel discussion.
 - **Emerging Technologies 4** – A online conference to inform library community members about significant technologies and concepts for the future. Topics to include 2012 Horizon Report findings (Rachel Smith, NMC), Internet of Things (RFID, virtual book shelves, etc.); library social media presence (David Lee King, Topeka Public Library), Mobile applications, and Social Reading (Good Reads, Blio, etc.)

Leading in the Twenty-First Century. A series of face-to-face and online programs presented by today's library leaders will provide learning and networking opportunities for SCRLC's library directors, boards, administration, and staff.

- **Digital Identity and Security** – An online conference highlighting privacy and security concerns for libraries and their patrons – patron information and confidentiality versus ease-of-use for remote patrons and geo-based services. Proposed speakers – Stephen Abram, Gale Engage; Robert Lackey, Rider University.
- **Copyright Q & A and Licensing, too**, with Dr. Tomas Lipinski. In person.
- **21st Century Human Resources Management Issues:** Effects of new technologies on human resources. NYCON speaker.
- **Hot Topics in HR** – possibly Jerry Nichols (virtual)
- **Staff development in the 21st century.** From recruiting via Linked In to Virtual Employees. NYCON speaker.
- **Conversations with Library Leaders**
 - Rose Chenoweth
 - Jennifer Morris
 - Michael Stephens
 - David Lankes
 - Roy Tennant
 - ACRL President
 - MLA President
 - PLA President
 - ALA President
 - SLA President

Software Support: GoToMeeting; Survey Monkey.

Bridging the Digitization Gap.

This is a demonstration project that identifies and provides digitized documents via the *New York Heritage* program in support of the New York Social Studies core curricula section that on local history. To accomplish this, SCRLC proposes building three digital collections on selected ethnic communities in partnership with the following SCRLC members, who have agreed to participate in this project:

- Broome County Historical Society, Binghamton
- New York State Historical Association, Cooperstown
- The History Center in Tompkins County, Ithaca

The Council will consult with Social Studies faculty and a school media specialist to ensure that the ethnic collections meet the needs of the students and teachers working within the Social Studies core curricula requirements. This project includes an intern who will work with SCRLC staff and project participants to identify and scan documents, create metadata and promote the new collections.

- **Subjects / Ethnic Communities.** Based on conversations with directors in the three institutions included in this project, we will identify several ethnic groups that will focus on Social Studies Core Curriculum topics such as: “family life”; “the immigrant experience”; “significant ideas and events in the local history”.
- **Marketing & Promotion.** The new collections will be promoted to teachers, librarians and students through direct targeted outreach, including site visits, school presentations, flyers and email, and on the SCRLC and New York Heritage website.

Improving Electronic Communication.

- Review and improve current applications as needed for use on mobile devices.
- Rethink web design to be friendly for both big screen/mouse users and mobile device users.
- Create a smoother & more comprehensive mobile experience.
- Add social capabilities to website that would add value and a more positive user experience as determined by needs analysis.

To accomplish this, staff from SCRLC will meet and collaborate with web design team to analyze current site, and determine needs, expectations, and feasibility.

4. **Project Implementation:** Provide a detailed, monthly timeline of the planned activities describing what will be done and by whom, including partners and collaborators and evaluation activities.

Timeline

Month	Action	Who	Cost
April	Collection of resources for LibGuides begins.	N. Hardy, Education & Training Committee, SCRLC Intern	RBDB
	Meet with digitizing participants & teacher/librarian advisors to define collections, materials & responsibilities.	M. Hogan	In kind
	Meet with Data Momentum to analyze needs, expectations, and feasibility of website changes.	M-C Lindbloom K. Jackson	\$475
May	SIG Lunchtime Forum	N Hardy	GoToMeeting/Webinar Renewal fee \$100
	Embedded Librarian Webinar		Amigos renewal

	eBooks Conference Leadership Luncheon Hire & train digitizing intern Consult with Data Momentum as needed re: website changes	N Hardy, Staff, Instructor Michael Stephens M. Hogan M-C Lindbloom K. Jackson	\$500 Instruction \$1000 Conference keynote \$750 \$250 \$2800 \$1369 (based on 15 hours of work)
June	Screencasting Workshop 21 st Century HR Leadership Luncheon Assemble & scan collections; Define metadata templates; Renew SurveyMonkey	N Hardy, Staff, Instructor NYCON David Lankes Intern; M. Hogan D. Harris	Instruction \$750 \$1000 \$250 \$200
July	Design of LibGuide pages begins CONTENTdm metadata templates & subject vocabulary determined	N. Hardy, SCRLC intern M. Hogan	
August	Final LibGuide pages approved Info Literacy Webinar Leadership Luncheon Publish website/mobile enhancements	M-C Lindbloom, N. Hardy, E&T Committee ALA President K. Jackson	Instruction \$500 \$50 \$140
September	LibGuides published on SCRLC	N. Hardy, K. Jackson N. Hardy	

	<p>Leadership Luncheon</p> <p>Metadata assigned and collection pages created.</p>	<p>Rose Chenoweth</p> <p>M. Hogan Teacher/ librarian advisors.</p>	\$150
October	<p>SIG Lunchtime Forum Collection Dev Webinar</p> <p>Hot Topics in HR</p> <p>Leadership Luncheon</p> <p>Descriptive collection text written, links to additional resources identified and included on collection pages.</p>	<p>N. Hardy</p> <p>Jerry Nichols</p> <p>PLA Pres.</p> <p>M. Hogan</p>	<p>Instruction \$500</p> <p>\$200</p> <p>\$50</p>
November	<p>Emerging Tech 4 Conference</p> <p>Q&A Copyright & Licensing-in person</p> <p>Leadership Luncheon</p> <p>Publish collections; present to selected groups of teachers, librarians and students for feedback; effect any changes /</p>	<p>SLA President</p> <p>M. Hogan</p>	<p>Keynotes & instruction \$750</p> <p>Tomas Lipinski \$2000</p> <p>\$50</p>
December	<p>SIG Lunchtime Forum</p> <p>VR Webinar</p> <p>Staff Development in the 21st Century</p> <p>Leadership Luncheon</p> <p>Publish Digitized Collections</p>	<p>N. Hardy</p> <p>NYCON</p> <p>Jennifer Morris</p> <p>M. Hogan</p>	<p>Instruction \$500</p> <p>\$1000</p> <p>\$150</p>
January	<p>LibGuide statistics reported</p> <p>Leadership Luncheon</p>	<p>N. Hardy</p> <p>Roy Tennant</p>	<p>\$250</p>

	Promote collections through school librarians, teachers' groups, etc.	M. Hogan	
February	Dig. Identity Conference		Instruction \$500
	Leadership Luncheon	ACRL President	\$50
March	Final evaluation & analysis		
	Leadership Luncheon	MLA President	\$50
April	Final report submitted	N. Hardy, K. Jackson, M-C Lindbloom	Total: 16,334

5. **Evaluation:** Describe the project's evaluation plan for both quantitative (outputs) and qualitative (outcomes) evaluation measures. (See the Guidelines for more detail on the requirement for Outcome-Based Evaluation.) The final report for this project will require both outputs (numbers) and a report on the outcomes for users of the project's activities, as well as anecdotal information.

Learning Events: The Council will measure the degree to which the learning opportunities result in changes in participants' knowledge, skill set, or behavior. The evaluation plan will measure both quantitative and qualitative results. Pre and post evaluation questions will be used via Survey Monkey. Website traffic will be reviewed as appropriate on a monthly basis. LibGuides will be published on SCRLC. Statistics will demonstrate usage, including pop-up evaluation if possible.

Digitization: The effectiveness of the digitization project will be measured by:

1. Teacher evaluations of the collections
2. Student evaluations
3. Online pop-up survey
4. Site use data

Website: Users report on usefulness of improved website content.

Outputs:

- Number of learning events and outreach programs held as projected.
- Anecdotal comments collected from participant workshop evaluations indicating the value of information presented and how they are applying what they learned.
- Number of learning events' participants in both years.
- Number of library workers who attend events via the various delivery techniques.
- Anecdotal comments collected from participant workshop evaluations indicating the effectiveness of the delivery technique.
- Three published collections meet Social Studies standards.
- Number of students, teachers, and lifelong learners accessing the new collections.

Outcomes:

Going the Distance with Distance Learning.

- Participants report an increase in learning opportunities for their institutions with implementation of distance learning as measured by # and % who were able to attend SCRLC programs this year.
- Participants have increased confidence and skills using new tools to create distance learning programs as indicated by the # and % who reported initiated new distance learning or enhancing existing programs after attending these workshops.

Leading Libraries in the Twenty-First Century.

- Participants display enhanced leadership skills indicated by the # and % of participants who implemented different policies, procedures, or programs as a result of attending the leadership series.
- Participants are using new measures to address digital security, copyright issues, and human resources as indicated by the # and % of survey respondents who have implemented new or changed policies as a result of these programs and workshops.

Bridging the Digitization Gap

- Participants report increased confidence in skills necessary to produce a digitized collection as measured by the # and % who can select documents, scan, and create metadata.
- Students and educators are using digital collections for local history research and DBQ lessons as measured by the # and % who responded to a follow-up survey.

Improving Electronic Communication

- Library staff are more familiar with social technologies as indicated by # & % of staff who report using our site to help patrons use social applications.
- Library staff report successfully registering for CE programs with mobile devices as indicated by # & % of attendees who reported successful attempts at registering on their workshop evaluation.
- Users with disabilities use scrlc.org successfully as measured by ADA standards for websites.

6. **Budget:** In narrative form, explain the importance of each budget item and how it contributes to the project implementation. **(For staff requests include job descriptions; for contractual services of \$5,000 and over, please provide a draft contract.)** The narrative should be arranged by the budget codes as seen on the second page of the FS-20 form, i.e., Code 15, Professional Salaries, and so on. List the dollar amount and source of other funds or in-kind services provided by the applicant and any participating organization to be used to carry out the project, including the required matching funds for equipment and/or software \$5,000 or more. (These figures must agree with the in-kind and matching figures on page 1 of this application.)

Total 2012-2013: \$16,334

Code 40: Purchased services.

Total \$.

Going the Distance with Distance Learning. \$4,750

Embedding Librarians in Online Classes \$1000

Creating online Tutorials & Screencasts – 750

Information Literacy in an Online Environment 500

Collection Development for Online Student Support 500

Virtual Reference and Its Friends 500

eBooks & eReaders...NOW! 750

Emerging Technologies 4 750

Leading Libraries in the Twenty-First Century. \$5,550

Digital Identity and Security 500

Copyright Q & A and Licensing, too 2000

21st Century Human Resources Management Issues: 775

Hot Topics in HR – Jerry Nichols virtual 200

Staff development in the 21st century. 775

Practical Conversations with Library Leaders

• Rose Chenoweth \$150

• Jennifer Morris 150

• Michael Stephens 250

• David Lankes 250

• Roy Tennant 250

• ACRL President 50

• MLA President 50

• PLA President 50

• ALA President 50

• SLA President 50

Bridging the Digitization Gap. \$2,800

Staffing

The project staffing will include three social studies teachers, three school librarians, a paid intern, and SCRLC staff.

Budget

Intern

CONTENTdm (training and support)	10 hours
Collection Selection	30 hours
Scanning	25 hours
Metadata	40 hours
Presentations/Instruction	25 hours
Audio Descriptions	20 hours
Total:	150 hours
Interns	\$2,800

Social Studies and Librarian Advisors (In kind)

Social Studies Teachers (3)	45 hours
School Media Librarians (3)	45hours
Total	90 hours

Estimate SCRLC staff time per collection (In kind)

CONTENTdm (training and support)	25 hours
Collection selection (consulting)	25 hours
Scanning	15 hours
Metadata (training and support)	30 hours
Site visits	60 hours
Total	155 hours

Total In Kind	145 hours
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Improving Electronic Communication. \$2,010

- Reformat applications for use on mobile and touch screen devices.
- Create a smoother & more comprehensive mobile experience for special client population.
- Rethink web design to be friendly for both big screen/mouse users and touchscreen users.
- Add social capabilities to website.

Code 45: Supplies and Materials. Total \$800

Amigos	\$500
SurveyMonkey	200
GoToWebinar/GoToMeeting	100

In-kind contributions: Staff time 1000 hours x \$50/hr average= \$50,000

Supporting materials: \$2000 in workshop supplies; online subscriptions: - LibGuides \$1275 Total: 53,275;

The information on this page must accompany all applications.

The Applicant hereby gives assurance to the New York State Library that:

1. It will comply with the law, regulations, policies, guidelines and administrative requirements as they relate to the application, acceptance and use of Federal funds for this federally-assisted project.
2. It will initiate and complete the work of the project within the applicable time frame after receipt of approval from the New York State Library.
3. It will maintain project records as specified by the New York State Library and will submit to the New York State Library a final report by the deadline established.
4. It will file Project Expenditure Reports (FS-25) on the schedule outlined by the State Education Department's Grants Finance Office. The applicant also agrees to file a final Project Expenditure Report (FS-10-F) by the deadline established by the New York State Library.
5. It will make project records readily available for independent auditing and will submit such audits to the New York State Library when requested. It will provide copies of such financial and program audits of LSTA projects as the State Library may request to meet the requirements of the Federal Single Audit Act as amended in 1996. It will make project records readily available to State Library staff or other staff of the State Education Department.
6. All library services provided as a result of a grant for this project will be available free of charge and without discrimination to all members of the community, district, or region served. (Required by the Federal Civil Rights Act of 1964, Title VI.)
7. It will comply with all applicable federal laws, regulations, and Office of Management and Budget (OMB) circulars in regard to use of LSTA funds to purchase materials to promote the purpose and activities of the project being proposed. The undersigned assures the New York State Library that such promotional materials are educational and informational in nature and have a

clearly demonstrable and legitimate purpose that is directly related to the LSTA grant project for which the applicant is seeking funds.

8. All products, regardless of format or method of distribution, including flyers or announcements of library programs and web sites, produced in this project will include the appropriate following acknowledgement:

“This publication (production, workshop, web site) was (is) supported by (or ‘in part by’) Federal Library Services and Technology Act funds, awarded to the New York State Library by the Federal Institute of Museum and Library Services.”

Date	Signature of Chief Administrative Officer (System/Library Director)
Name and Title of Chief Administrative Officer (System/Library Director)	

AND for School Library Systems:

Date	Signature of BOCES/Big 5 Cities District Superintendent
Name and Title of BOCES/Big 5 Cities District Superintendent	