

## Alaska Statutes (April 2009)

### Public School Library Collection Development Grants

#### Sec. 14.56.360. Public school library collection development grants.

- a. There is established in the department a public school library collection development grant program.
- b. The person or division in charge of the state library shall award and administer grants of not more than \$3,000 for a fiscal year for use by a public school library eligible under [AS 14.56.365](#) to expand and improve the library collection to include relevant and current reading materials.
- c. If money appropriated for the program is insufficient to fund all eligible grant requests submitted under [AS 14.56.365](#), the available funding shall be awarded to the highest ranked applicants, according to criteria established by the department in regulation.

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## Alaska Administrative Code (April 2009)

### Public School Library Collection Development Grants

#### 4 AAC 57.410. General eligibility.

A school district

- (1) may apply for a public school library collection development grant on behalf of a school with a public school library eligible under AS 14.56.365;
- (2) that operates a correspondence program with a public school library eligible under AS 14.56.365 may apply for a public school library collection development grant for that library.

#### 4 AAC 57.420. Application process.

- (a) A school district that applies for a public school library collection development grant must submit
  - (1) a complete application, on a form provided by the division; the district must submit a separate application for each public school

library for which a grant award is sought; the application must include

- (A) the name, physical address, telephone number, and electronic mail address of the
  - (i) school district; and
  - (ii) school or correspondence program with the public school library;
- (B) the name, telephone number, and electronic mail address of a contact person for the application;
- (C) a statement of the number of students that the public school library serves;
- (D) a statement of the size of the public school library's library collection materials;
- (E) the name and title of each individual designated to staff the public school library;
- (F) a statement of how library and information literacy standards are promoted;
- (G) a proposal that
  - (i) demonstrates the public school library's need for the grant money; and
  - (ii) explains in detail how grant money is to be spent for library collection materials at the public school library;
- (H) a statement of the budget for library staffing and materials, showing
  - (i) the amount of the cash match or in-kind value of services that the school district will provide as required under AS 14.56.365(a)(6); and
  - (ii) other non-school district money for library collection materials; and
- (I) a statement of the federal or other grants received, or expected to be received, to purchase library collection materials for the public school library, or whether the library is eligible for those grants; and

(2) documentation that includes

- (A) a copy of the library class schedule;
- (B) a job description for each library staff member;
- (C) a copy of the annual budget for the library;
- (D) documentation of physical space for use as a library, unless the application is for a correspondence school; and

(E) documentation of resources for use as a library, if the application is for a correspondence school.

(b) The application and documentation must be received by the division or postmarked on or before the date set by the division.

**4 AAC 57.430. Review process.**

(a) The division will evaluate each timely application for a public school library collection development grant for

- (1) compliance with eligibility requirements; and
- (2) previous compliance with grant expenditure requirements and grant reporting requirements.

(b) If appropriations to the public school library collection development grant program are insufficient to award grants to all eligible public school libraries, the division will award grants on a pro rata basis to all public school libraries, unless the division determines that the available grant money per public school library would be insufficient to fulfill the purposes of the grant program, in which case the division will rank all applications and award grants to the top ranked public school libraries. In ranking applications, the division will consider the following criteria:

- (1) the public school library has demonstrated higher need for the materials than other public school libraries for which grants are sought;
- (2) the public school library has received or will receive less money from federal or other grants for library collection materials, unless the public school library is ineligible to receive those grants for reasons of noncompliance with applicable law or grant terms or conditions;
- (3) the proposal for expenditure of grant money, when evaluated against proposals contained in other applications, is most consistent with the school's instructional goals, or is most supportive in other respects of the school's curriculum and student reading activities.

**4 AAC 57.440. Grant award letter and grant agreement.**

(a) When an application for a public school library collection development grant has been approved, the division will send a grant award letter and grant agreement to the school district. The signed grant agreement is a contract between the division and the school district. By signing the grant agreement, the school district agrees that the school district, and the public school library on whose behalf the school district applied, will comply with the terms and conditions applicable to the grant, and will use the grant money as required under AS 14.56.360 - 14.56.370 and 4 AAC 57.410 - 4 AAC 57.490.

(b) The school district shall sign and return the grant agreement within 30 days after the division sends the grant award letter and grant agreement. The division will not disburse grant money until the school district returns the signed grant agreement.

(c) A school district that applies for a public school library collection development grant may appeal, under 4 AAC 40, the division's denial of an application.

**4 AAC 57.450. Reporting.**

On or before April 15 of the school year in which the grant was awarded, the school district shall submit the annual report required by AS 14.56.375 using a form supplied by the division, and shall attach any required documentation. On the annual report form, the school district shall report separately on each public school library for which a grant was awarded.

**4 AAC 57.460. Compliance.**

If the division determines that a school district or public school library has used grant money in a manner not in compliance with AS 14.56.360 - 14.56.370, 4 AAC 57.410 - 4 AAC 57.490, or a term or condition of the grant agreement, the school district or public school library must return that money to the state

**4 AAC 57.490. Definition.**

In 3 AAC 57.410 - 3 AAC 57.490, "library collection materials" has the meaning given in AS 14.56.370.