
APPENDIX B – IDAPA 30.01.01: LSTA Eligibility Requirements

NOTE: You can fill out this form using your keyboard. First, **Save** this form to your **Desktop** by going to **File/ Save As** in your browser. Open this document in Adobe Reader, and fill it out.
Save the filled out form and upload it to Jotform.

Attach Checklist to Each Grant Application

INSTRUCTIONS

- ◆ This checklist is to be completed by *each applicant and each participant* in a proposed LSTA grant project, with the exception of a Professional Development for Groups Grant applications. Group grant applications can submit one LSTA Eligibility Checklist.
- ◆ To complete the checklist, mark each requirement that your library/ consortium/ organization meets.
- ◆ Each checklist must be signed by the library/consortium/organization director or an administrator who can legally obligate that entity.

CERTIFICATION

Library/Consortium/Organization Name: _____

The undersigned certify that the above Library/Consortium/Organization currently meets the requirements marked below.

Signature of Authorized Official

Date

NOTE: You can sign this document by typing your name in the signature line.

1. GENERAL ELIGIBILITY REQUIREMENTS FOR PUBLIC, SCHOOL, ACADEMIC, AND SPECIAL LIBRARY APPLICANTS.

In addition to applicant-specific criteria set forth in Subsections 020-02 and 020-03 of IDAPA 30.01.01 rule, any LSTA grant program library applicant or participant must meet the following eligibility requirements.

- A. The library is, or is part of, a non-profit institution or agency that receives substantial support from public tax revenues.
- B. The library has a current, written long range or strategic plan that is available in the library for review.
- C. The library consists of a specific, permanent space exclusively designated for providing library services.
- D. The library collects, provides, and coordinates access to library materials.
- E. The library serves its clientele free of charge.
- F. The library maintains regular and published hours of operation.
 - i. Academic library: minimum of seventy-five (75) hours/week while school is in session.
 - ii. Public library: minimum of twelve (12) hours/week, including some evening or weekend hours.
 - iii. School library: minimum of six (6) hours/day while school is in session.
 - iv. Special library: dependent upon mission.

List hours: _____
- G. The library employs an administrator who is responsible for the daily operations of the library.

List hours: _____
- H. The library has at least one (1) paid staff member on duty in the library during the hours the library is open.
- I. The library has an operable phone within the place set aside for the library and an e-mail address.

Phone number: _____ *E-mail address:* _____
- J. The library loans its materials to other Idaho libraries without charge.
- K. The library provides training opportunities for its staff.
- L. The library offers computer access, including Internet access, for its clientele, and has a policy that addresses acceptable use.

2. ADDITIONAL ELIGIBILITY REQUIREMENTS FOR SCHOOL AND ACADEMIC LIBRARY.

In addition to the criteria set forth in Subsection 020.01 of IDAPA 30.01.01 rule, any LSTA grant program school or academic library applicant or participant must also meet the following requirements:

- A. The school is on the State Department of Education's current Accreditation Summary Report.
 - B. The school district employs a certificated media generalist.
 - C. The academic institution is accredited by the Northwest Commission on Colleges and Universities.
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3. ADDITIONAL ELIGIBILITY REQUIREMENTS FOR PUBLIC LIBRARIES.

In addition to the criteria set forth in Subsection 020.01 of IDAPA 30.01.01 rule, any LSTA grant program public library applicant or participant must also meet the following requirements:

- A. The library is established and operating in compliance with Title 33, Chapter 26 or Title 33, Chapter 27, Idaho Code.
- B. The library does not charge a fee to any resident of its legal service area for any basic library service. Basic library services include:
 - i. Access during posted operating hours to library collections and the Internet.
 - ii. Circulation of library materials, regardless of format.
 - iii. Access to interlibrary loan services. Postage charges for interlibrary loans are assumed by the library, not the user.
 - iv. Reference services, regardless of format.
- C. The library has a completed "Idaho Public-District Library Annual Statistical Report" for the preceding fiscal year accepted by, and on file at, the Commission.
- D. The library maintains a website that provides current information about, or access to, its services including:
 - i. Library name
 - ii. Library address – both mailing address and street address, if different
 - iii. Library phone number
 - iv. E-mail address or contact form, or both
 - v. Hours of operation
 - vi. Names of library board members
 - vii. Link to online catalog, if the library has one
 - viii. Link to LiLI Portal or to the LiLI Databases and the LiLI Unlimited statewide

- catalog with the “funded by LiLI” icon
- ix. Description of library services

4. LIBRARY CONSORTIUM APPLICANTS

Any LSTA grant program library consortium applicant or participant must have a formal organizational structure with at least the following elements in place:

- 1. Name - A name for the consortium.
- 2. Identification Number - A tax identification number or an employer identification number (EIN) for the consortium.
- 3. Membership List - A list of all the members.
- 4. Governance Structure - A representative governance structure and the name or names of the individuals with leadership roles and responsibilities identified.
- 5. Funding Mechanism - A sustaining funding mechanism supported in part by local funds from the members involved.
- 6. Plan. - A current, written long range or strategic plan approved by the members and available for review.
- 7. Agreement or By-Laws. A cooperative agreement or by-laws of the organization signed by each member.
- 8. Policies and Procedures. Policies and procedures for services, such as reciprocal borrowing, shared circulation, materials delivery, and cooperative collection development.
- 9. Addition or Withdrawal of Members. Procedures for adding members to, and withdrawing members from the consortia.

5. NON-LIBRARY ENTITIES

Any LSTA grant program non-library entity applicant or participant must:

- 1. Registered Non-Profit. Be a non-profit corporation registered with the Idaho Secretary of State under the Idaho Non-profit Corporation Act (Title 30 Chapter 3, Idaho Code); and
 - 2. Tax Exempt. Have tax exempt status under Internal Revenue Code, 26 U.S.C. Section 501(c)(3) or be tax-exempt as a governmental unit or publicly supported organization under Internal Revenue Code, 26 U.S.C. Section 509(a)(1)
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