

**IDAHO COMMISSION FOR LIBRARIES  
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)  
SUPPORT OF FORMAL LIBRARY SCIENCE COURSES**

Name of Applying Library: \_\_\_\_\_

Library Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Participant (Name and Title): \_\_\_\_\_

Daytime phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I have discussed this project with the CE Consultant:  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Budget Summary:** Amount of LSTA request \_\_\_\_\_  
Amount of local match \_\_\_\_\_  
Total amount of project \_\_\_\_\_

**THIS APPLICATION IS FOR:**

- ALA-ACCREDITED MASTERS DEGREE PROGRAM IN LIBRARY SCIENCE
- EDUCATION MEDIA GENERALIST ENDORSEMENT
- FORMAL LIBRARY SCIENCE COURSES FOR PROFESSIONAL DEVELOPMENT

Institution name and program in which Employee is enrolled: \_\_\_\_\_  
\_\_\_\_\_

Semester or quarter: \_\_\_\_\_

When do classes begin: \_\_\_\_\_

Course(s) to be taken: \_\_\_\_\_

Total Tuition costs: \_\_\_\_\_

**SIGNATURE AND CERTIFICATION:**

*All participating libraries and other entities must sign copies of this certification: We are aware of, and agree to comply with, the federally mandated assurances enumerated in the Civil Rights Certificate, OMB Circulars 2 CFR Part 220, 225, and 230, and are compliant with Commission for Libraries' eligibility requirements for LSTA.*

\_\_\_\_\_  
Appropriate Signature Title Date

\_\_\_\_\_  
Appropriate Signature Title Date

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Commission for Libraries Use Only

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION QUESTIONS:** (Attach a sheet with your answers.)

**1. Select the LSTA priority this course best addresses:**

**LIBRARY SERVICES AND TECHNOLOGY ACT PRIORITIES**

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individual's needs for education, life-long learning, workforce development, and digital literacy skills;
- Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in section 224(b)(6), for the purpose of improving the quality of and access to library and information services;
- Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services;
- Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;
- Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks;

**2. How will your participation in this course benefit your library patrons/customers? i.e. How will you use the information and knowledge you gain from this course in your library to benefit your patrons/customers? (In 300 words or less)**

**EVALUATION QUESTIONS:**

At the conclusion of classes, the applicant will evaluate the courses by responding to the following questions:

- A. Did your participation in these courses meet the expectations identified in your application? If so how? If not can you identify why?
  - B. Describe how, in the next 3-5 months, you will apply what you have learned from these courses in your library.
  - C. How will the implementation of this knowledge and these ideas benefit your patrons/customers?
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## **APPLICATION INSTRUCTIONS:**

### **Submit the following:**

1. Completed Application form with original signatures (*refer to page 21 of the LSTA guide to assist you in identifying Appropriate Signatures*)
2. Response to the Application Questions above.
3. A brochure, website printout or other form of documentation identifying course of study and ALA accreditation
4. Civil Rights Certification signed by the library director
5. Suspension & Debarment Certification signed by the library director
6. The completed application must be received by the Idaho Commission for Libraries at least **45 days prior to the start of classes**
7. Send the application and all attachments to: **Grants Contracts Officer, Idaho Commission for Libraries, 325 West State Street, Boise, Idaho 83702-6072**

### **REIMBURSEMENT PROCESS:**

Once the course/s have concluded, the applicant library must submit to the Commission for Libraries the Request for Reimbursement and the LSTA Financial Report (forms included in grant agreement packet). These forms must be accompanied by a **brief report from the participant responding to the Evaluation Questions mentioned above and in the grant agreement, receipts for course registration and class materials, and a transcript or proof of grade for the courses taken.**

For additional instructions refer to the Amended Appendix I in the LSTA Grant Application Kit.

If you have any questions, please do not hesitate to call the Continuing Education Consultant at 800-458-3271 (toll-free long distance) or (208) 334-2150