

Eligible Applicant Requirements for Library Services and Technology Act Grant Program

Minnesota Five-Year Plan for LSTA, 2008-2012

All types of libraries in Minnesota that are legally established and full participating members of a designated regional public library system, multicounty, multitype library cooperation system and/or library consortia (existing); State Library Services (state library administrative agency); and legally established libraries that serve a statewide audience are eligible. Subd.4.

Regional public library system means a multicounty public library service agency that provides free access to all residents of the region without discrimination, and is organized under the provisions of chapter [134](#) or chapter [317A](#), or section [471.59](#) of the Minnesota State Statutes.

Eligibility criteria for public libraries:

Public Library

A library established under M.S. 134 that provides free access to all residents of a city or county without discrimination and receives at least half its financial support from public funds is eligible. It provides at a minimum:

- (1) an organized collection of printed or other library materials, or a combination thereof;
- (2) trained, paid staff to provide and interpret such materials as required to meet the information, cultural, recreational, and/or educational needs of the clientele; (3) an established schedule of when services of the staff are available to the clientele; and (4) the funding and facilities necessary to support such a collection, staff and schedule. (Standards for Minnesota Public Libraries, 1996, p.4)

- Legally established – State statute, municipal/county resolution/ ordinance
- Member in good standing of a regional public library system

LSTA Application process:

- All legally established public libraries that are members in good standing of their designated regional public library system may apply directly for LSTA competitive grants.
- The applicant's Letter of Intent must be signed by all parties to include: the applicant's administrator/ director and president of the applicant library or agency board.
- Application must include the following support documentation:
 1. applicant library's long-range plan for library service is on file with its designated regional public library system;

(The applicant library must at least have a vision statement, mission statement and planning goals on file with its designated regional public library system; (Federated system only)

2. the grant proposal must be consistent with the library's strategic plan and the designated regional public library system's strategic plan and membership agreement; (both federated and consolidated regions) and

3. an applicant library's technology application must be consistent with its designated regional public library system's technology plan filed with the State of Minnesota for E Rate. (A public library may also cite its local technology plan if the plan is on file with its designated regional public library system.)

Multicounty, multitype library system means a cooperative network composed of any combination of public libraries, regional public library systems, public school libraries, public or private college or university libraries and any other libraries, which share services and resources within a multicounty area.

- **Academic Library**

An academic library is a library, which forms an integral part of a college, university or other academic institution for post-secondary education, organized and administered to meet the learning and research needs of students, faculty and staff of the institution. Professionally trained and/or licensed library staff administer the library program and services.

- **School Library/Media Center**

A school library/media center is a library or area in a public/charter elementary, middle, secondary or combined school where a collection consisting of a full range of media supports the curricular needs, associated equipment and technology and services from the media staff are accessible to students, teachers and staff. **Media Center must have a licensed media specialist/librarian within the school building to apply.**

- **Special Library**

A special library is a not-for-profit library supported and administered by a private corporation or business, government agency, association or other special interest group or agency to meet the information needs of its staff or members in pursuing the goals of the organization.

LSTA Application process:

- All legally established not-for-profit libraries to include: academic, (public) school/media center-library and special that are a registered member in good standing of its designated multicounty, multitype library cooperation system may apply directly for LSTA competitive grants.
- The applicant's Letter of Intent must be signed by all parties to include: the applicant's administrator, librarian and president of the applicant's library or agency board.
- Application must include the following support documentation;
 1. applicant library's/media center's strategic/long-range plan for library service is on file with its designated multicounty, multitype library cooperation system. (The applicant library must at least have a vision statement, mission statement and planning goals on file with its designated multicounty, multitype library cooperation system);
 2. grant proposal must be consistent with its designated multicounty, multitype library cooperation system strategic plan and membership agree; and
 3. application for technology proposal is consistent with its designated multicounty, multitype library cooperation system's long-range plan. (academic, school or special library may also cite its local technology plan if the plan is on file with its designated multicounty, multitype library cooperation system and in the case of school libraries/media centers on file with the Department of Education.)

Consortium

A consortium is any organization of local, regional or statewide cooperative association of library entities recognized by the state library agency, which provide for the effective coordination of the resources of a group of school, public, academic, special libraries and information centers, or combination of such libraries for improved services for the clientele of such library entities. Consortia include but may not be limited to Regional Public Library Systems, Multicounty Multitype Library Cooperation Systems, Cooperative Libraries In Consortium (CLIC), Minnesota Library Association (MLA), Minnesota Digital Library Coalition (MDLC).

Libraries serving a statewide audience

A library serving a statewide audience is recognized as a library or library agency, which by its mission, program or potential serves its users, statewide, on an equitable basis as recognized by the state library agency. Recognized statewide entities include State Library Services, a division of the Minnesota Department of Education and recognized State Library Administrative Agency by the Institute of Museum and Library Services, the State of Minnesota Law Library, Minnesota History Center (MHS), and Minitex.