Library Vision Guidelines
Collection Development Grant for New Collections

Introduction

The North Dakota State Library (NDSL) and the North Dakota Library Coordinating Council (NDLCC) are committed to enhancing resource sharing throughout North Dakota by supporting Collection Development Grants for libraries of all types.

Objective

The purpose of this grant is to expand collection development for libraries. Libraries must use grant funds to develop a new collection for their library. To further meet the needs of their patrons and move into the future, libraries are encouraged to purchase materials that include formats beyond traditional books.

Maximum grant amount

$3,000

Timeline

- Application period: July 1–July 31, 2023
- Award date: August 31, 2023
- Grant Period: September 1–December 31, 2023
- Final report due: March 31, 2024

Grant activities may not start prior to the grant period. All items purchased must be received by the end of the grant period; all exceptions must be pre-approved by the State Librarian. Project impact assessment/goal evaluation must be completed by the final report due date.

Disbursement of funds

- This is a reimbursable grant
- Final reimbursement request must be submitted on or before January 15, 2024
- Libraries may opt to submit one reimbursement request at the end of the project -OR-
- Libraries may opt to submit monthly reimbursement requests
- Forms are due by the 15th of the month and they must include all expenses for the preceding month
- The State Library will reimburse funds one time per month
- Reimbursement requests should include copies of all paid, itemized invoices/receipts along with Grant Reimbursement Request form SFN 54009
- Reimbursement requests must be emailed to the Grants Coordinator at ndsl-ld@nd.gov

<u>Eligibility</u>
- Publicly funded and Tribal libraries within North Dakota
- Public libraries must meet the Developing level of the Standards for Public Libraries
- Grant recipients must attend or view the **current** NDSL Library Vision grant webinar. The current webinar is available on the [State Library's YouTube Channel](#).

<u>Requirements</u>
- Grants must be submitted in [Counting Opinions](#)
- Libraries must return the grant contract prior to the deadline
- Funds spent must adhere to requested budget categories in application and as awarded by the NDLCC
- All grant amendment requests must be submitted to the Grants Coordinator via email before submitting for reimbursement. Failure to do so may result in denial of reimbursement of unauthorized expenses.
- Grant amendment requests are granted at the sole discretion of the State Librarian
- All materials purchased must be available for resource sharing with other libraries

<u>Reports:</u>
- All required reports are found on the [State Library's Website](#)
- Libraries must submit the Grant Reimbursement Request Form SFN 54009 to request all reimbursements as outlined in the Disbursement of Funds section
- Libraries must submit the Final Grant Report SFN 59256 before the deadline to be eligible for future Library Vision grant opportunities

<u>Eligible expenses</u>
This list is not exhaustive. If you have questions about eligibility, please contact the Grants Coordinator.
- All physical library materials in any format that are suitable for circulation outside of the library to local patrons and to other libraries through interlibrary loan

<u>Ineligible expenses</u>
This list is not exhaustive. If you include ineligible expenses, your grant will be disqualified.
- All e-resources not limited to, but including databases, e-Books, e-audiobooks, e-magazines, and digital videos
- Library of Things type of items

- Any items added to an established collection
- Capital expenses for storage of items such as shelving and furniture
- Labor, salaries, or benefits
- Taxes
- Food and beverages

Project examples
- Audio-enabled books such as Vox, Wonderbooks, or GoReader
- New North Dakota collection
- Monthly specific theme collections such as Women's History, Black History, Native American/Indigenous People, Financial Literacy, or Men's Health
- Book-in-a-bag/GoReader shared with a print version
- Paired reading collection (the adult and YA version of titles)

Marketing ideas
- Social media campaign
- Bookmarks
- Billboard ads
- Public Service Announcements (PSAs)

Project Prompts
- What new format or collection have you wanted to add?
- What requests have been received from patrons that you have not been able to fulfill?
- What is an unmet need within your community?
- How much room does the library have for storing this collection?
- Are there any ongoing costs for these items?
- Are there any IT requirements you should consider?
- How does this tie to your Collection Development Policy?
- How diverse and inclusive is your collection?

Assistance
If you have questions or need assistance with your grant application, please contact Grants Coordinator James Murphy at (701) 328-3495 or email at ndsl-ld@nd.gov