



2019 Special Library Grant Correctional Facility Library Application Form

Step 1. Identify the number of registered users for your library as of December 31, 2018:

Step 2. Identify the number of interlibrary loans your library provided to other libraries during the period from January 1, 2018 to December 31, 2018:

Step 3. Print the name of the full-time employed, Master of Library Science level staff member who administers your library:

Step 4. Certify by signing below that SCKLS Special Library Grant funds will be used for library purposes only and to purchase educational and recreation materials that become part of the library's collection.

Step 5. Certify by signing below that all library materials purchased with SCKLS Special Library grant funds will be available for interlibrary loan.

Step 6. Certify by signing below that inactive library user registration records are deleted or updated at least every three years.

Step 7. Certify by signing below that the SCKLS Special Library Grant will be fully expended no later than Tuesday, June 30, 2020.

Signature

Title

Questions about the SCKLS Special Library Grant may be directed to Paul Hawkins, SCKLS Director, 800-234-0529, Ext. 113 or paul@sckls.info. Mail or fax (620-663-9797) this form **by Friday, July 12, 2019** to:

**SCKLS Special Library Grant
Attn: Paul Hawkins
321 North Main Street
South Hutchinson, KS 67505**