



SOUTH CENTRAL KANSAS LIBRARY SYSTEM 2019 AUTOMATION GRANT GUIDELINES

Grant guidelines have been revised, so please read and prepare the application accordingly.

Contact the Automation Grant Manager (Lisa Sharbaugh) if you have any questions.

Priority is determined by earliest email / fax date

Eligibility Guidelines:

1. Only OFFICIAL SCKLS Application Forms will be accepted on or after the opening dates.
2. Your library has on-hand by the end of application round the required 50% cash match.
3. School districts, Public Libraries with branches, and Special Libraries with multiple facilities are single entities, so only ONE library per district, Public library with branches or Special libraries with multiple facilities will be awarded a grant per year.
4. You may apply for a matching grant of up to \$10,000. If you are not awarded a grant in the first round, you may apply for subsequent rounds. You may receive only one automation grant of \$5,000 or less per calendar year. Automation Grants between \$5001 and \$10,000 will only be awarded every other year. If you are awarded a grant in excess of \$5,000, you will not be eligible to apply for the Automation Grant in the following calendar year.
5. No limit on number of item(s) requested as long as they fall within the grant guidelines.
6. The item(s) must be for the library's use, be kept in the library, and be maintained and managed by the library staff. The items must be for the use of the library staff or available for use by any of their patrons.
7. The SCKLS Automation Grant Manager makes the final determination if the item qualifies for the grant, and the Grant Manager may contact the librarian for more information if the purpose of the requested item(s) is not clear.
8. Quotes for standard computers, receipt printers, and barcode scanners are now available on the Automation Grant webpage. If you are using one of these standard quotes, you may print off that sheet and submit that as your quote. Should a library need a quote for an item not on this list, it is the responsibility of the librarian to contact an appropriate vendor or the Automation Grant Manager to request the quote. Requests for quotes will be responded to in the order that they were received. An application must be accompanied by quotes in order to be considered complete.
9. The grant application must be filled out in its entirety. Failure to provide all of the requested information will delay the acceptance of your application, and a library's application will only be considered complete once all of the requested information has been provided.
10. If a library is awarded a grant, they must submit to SCKLS a copy of the final paid invoice for the item(s) requested by the deadline listed on the grant application page. Failure to follow and meet this and other grant guidelines and deadlines will result in ineligibility.



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ELIGIBLE HARDWARE:

Circulation Station Computer with or without monitor and soundbar (through SCKLS or other vendor)*	RFID Hardware (third party purchase and install)
PAC Station computer	Self-Check Station (third party purchase and install)
Receipt Printer	
Barcode Scanner	
Switches and routers	
Firewall	
Automation Server (third party purchase and install)	

ELIGIBLE SOFTWARE & AUTOMATION SERVICES:

Automation software (1st year fees only)	Authority Control (1st year fees only)	EDI (1st year fees only)
Retrospective conversion	Discovery Layer (1st year fees only)	Ebook Integration (1st year fees only)
Linked Data (1st year fees only)	PAC App (1st year fees only)	Cataloging software (1st year fees only)

Ineligible items:

Printers	Subscriptions of any type
Patron computers	Maintenance Fees

Contact the Automation Grant Manager for items not listed above.

The maximum matching amount requested should not exceed \$10,000. Although a library may request high dollar items, the requesting library is responsible for all funds exceeding the \$10,000 Matching Grant.

Each round of the Automation Grant will be open until the closing date OR until the grant funds have been committed.