# SOUTH CENTRAL KANSAS LIBRARY SYSTEM

# 2024 AUTOMATION GRANT GUIDELINES

**Contact the Automation Grant Manager if you have any questions.**
**Priority is determined by earliest submission 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. Academic libraries are eligible for this grant if the institution employs a Master of Library Science staff member who administers the library. The MLS/MLIS role must be filled for at least 12 months before the library is eligible.

5. K-12 school libraries are eligible for this grant if the school district employs a licensed, fulltime librarian (example: MLS, MLIS, MS in Education with library media specialist endorsement).

6. 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.

7. No limit on number of item(s) requested as long as they fall within the grant guidelines.

8. 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.

9. 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.

10. Quotes for standard computers, receipt printers, and barcode scanners are available on the Automation Grant webpage. If you are using one of these standard quotes, you do not need to submit a copy of the standard configuration sheet. 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.

11. 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.

12. 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) |
| Inventory Computer with or without monitor and soundbar (through SCKLS or other vendor) | Self-Check Station  (third party purchase and install |
| Staff Computer that uses the automation system | Holds pickup lockers (third party purchase and install) |
| Barcode Scanner | Automation Server (third party purchase and install) |
| Receipt Printer | Firewall, Router, Switch, WiFi Access Point |
| PAC Station computer | Other Network equipment |
| | |

**ELIGIBLE SOFTWARE & AUTOMATION SERVICES:**

| | | |
|---|---|---|
| Automation software (1st year fees only) | Authority Control (1st year fees only) | EDI (1st year fees only) |
| Cataloging software (1st year fees only) | Discovery Layer (1st year fees only) | Ebook Integration (1st year fees only) |
| Linked Data (1st year fees only) | PAC App (1st year fees only) | Other automation add-on services (1st year fees only, contact Grant Manager for eligibility) |

## 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. 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.**