

<p>WASHINGTON STATE LIBRARY</p>  <p><i>Washington</i> Secretary of State SAM REED</p> <p>EBook Reader Pilot Project</p>	<p>Pilot project</p>  <p>INSTITUTE of Museum and Library SERVICES</p> <p>This pilot project is supported with Library Services and Technology Act funding provided by the federal Institute of Museum and Library Services.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CONTENTS

1. Introduction
2. Library Eligibility
3. Funding Available
4. Timeframe
5. Application Process
6. Requirements
7. Assurances
8. Additional Information

1. Introduction

An Overview of the Project

Library customers have become aware of the availability of eBooks and are looking to libraries to provide access to these materials. To meet this need, library staff need to understand the basics behind the most popular of eBook readers so that they can assist their patrons as they seek to download eBook materials which libraries make available.

The goal of the pilot program is twofold. The first goal is to develop "best practices" around the training of staff so that library staff can become comfortable with eBook readers and the steps necessary to download materials onto them. The second goal is experiment with the circulation of eBook readers preloaded with content.

Training is essential to meet the first goal. Librarians want to know about a variety of training methods and how they worked in various settings so librarians can benefit from other's experiences.

Librarians also are interested in the circulation of eBook readers preloaded with content. What policies and procedures are needed to circulate eBook readers successfully? Again the goal of this pilot program is to develop "best practices."

2011 eBook Reader Pilot

Guidelines

Participants in the pilot program will be expected to share their experiences with eBook readers with other libraries in the state. This will be done at least twice using the Elluminate software. Participants will also be expected to contribute their information about their experiences for a proposed WLA program. One written report at the end of the program will also be expected

WSL will purchase eBook readers and award them to a limited number of libraries which apply to participate in a pilot project. Participants in the eBook reader circulation project may select up to \$500 worth of content to load on the reader.

Pilot project applicants in the Staff and Public Training Pilot Project will not be awarded more than ten readers per project.

Applicant libraries need to clearly define if they wish to use the eBook readers for training (either staff or the public or both) or if they wish to apply for the Circulation Pilot Project to experiment with circulating an eBook reader loaded with content.

2. Library Eligibility

Public libraries, tribal libraries, 4-year academic libraries, community college libraries and K-12 school libraries are eligible to submit applications for this pilot project subject to Library Services and Technology Act (LSTA) eligibility. LSTA eligibility guidelines may be reviewed at: www.sos.wa.gov/library/libraries/grants/eligibility.aspx.

3. Funding Available

Overall funding to support the eBook reader pilot project is \$25,000. Washington State Library may limit the eBook readers awarded to distribute the eBook readers more widely. Awards will consist of a number of eBook readers for the library to do one of the following:

- Test the best methods for training staff and/ or the public on eBook readers. In the eBook training project no applicant will received more than 10 eBook readers total. \$18,500 is available to fund this part of the project. The maximum awarded to an individual library in this pilot project will be \$2000.
- Develop best methods for circulating eBook readers loaded with content. The applicant library will be allowed to request up to but no more than three ebook devices. The library will be required to select content for all the readers up to but no more than \$500.. WSL anticipates four awards totaling up to \$1000 each.

At the conclusion of the pilot project, the eBook readers and any content loaded on them will become the property of the applicant library. WSL intends to award eBook readers to a variety of types and sizes of library.

Only one application will be funded from a library or library system. Libraries must choose between applying to participate in the staff training project or applying to participate in the eBook reader circulation project.

4. Timeframe

The following timeline has been developed for the purpose of providing information about this pilot project and to assist applicants in developing appropriate applications.

Tentative dates

- **July 5, 2011**—Applications and guidelines for pilot project go up on the webpage
- **July 29, 2011**— Application deadline midnight July 29; emailed applications sent later than that date will not be accepted or reviewed
- **August 15–19, 2011**—Successful applicants will be contacted and letter of agreements to participate in the project will be emailed to them
- **September 16, 2011**—All signed letters of agreement will have been returned to the Washington State Library
- **September 26, 2011**—All successful applicants will have received the eBook readers and begin their proposed implementation schedule
- **October 3-7, 2011**—Online organization meeting to be determined with input from the pilot project libraries
- **November 14–18, 2011**— First online Elluminate sharing with the exact date to be determined at the beginning of the project with input from the pilot project libraries.
- **January 30–February 3, 2012** —Second online Elluminate sharing. Exact date to be determined at the beginning of the project with input from the pilot project libraries.
- **April 18–20, 2012** —Possible WLA presentation
- **May 30, 2012** —Written report due

5. Application Process

- A. Review the pilot project, including the frequently asked questions at (www.sos.wa.gov/library/libraries/projects/eBookPilot.aspx) prior to developing your application. The pilot project application will be available at that URL Tuesday, July 5, 2011.
- B. Complete the application form; reply to **all** questions. Secure all signatures. Review the criteria that are contained within the application to determine if you have met all of the criteria. Revise the application as needed.

General questions regarding the application process may be obtained by contacting Pilot Project Manager, Carolyn Petersen at 360-570-5560, toll free: 866-538-4996, carolyn.petersen@sos.wa.gov

Staffing limitations preclude review and comment on draft applications.

- C. Submit email applications to the Washington State Library by midnight on July 29, 2011 to: carolyn.petersen@sos.wa.gov. Please put “eBook pilot project” at the beginning of the email application’s subject line.

Guidelines

- D. Faxed applications are **NOT** acceptable for this funding request. Hand delivered or mailed application will not be accepted as well.
- E. Applications received that are complete will then be screened and scored.
- F. A review committee selected by WSL will review the applications for eligibility. The review committee will forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. WSL may contact the applicant for clarification of information.
- G. After award of funding, an email will notify all successful applicants. A letter of agreement will be part of the notification. Once the letter is signed and returned, the eBook readers will be shipped out to libraries participating in the project.

6. Requirements

- A. The letters of agreement must be signed and returned before the eBook readers will be shipped to the successful applicants and the training can begin. Participation in at least three Elluminate sessions, sharing their experience for a proposed WLA program, and submission of a final written report are required.
- B. Children’s Internet Protection Act (CIPA): Certification Required—Any public library, and any public elementary or secondary school library submitting an application for this pilot project is required to file an Internet Safety Certification form regarding compliance with CIPA requirements.

For further information about CIPA compliance, please visit:

www.sos.wa.gov/library/libraries/libDev/technology/cipa.aspx for background information and copies of the appropriate forms.

7. Assurances

The Washington State Library and the project participant agree that all activity pursuant to a Letter of Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules, and regulations such as:

- A. 45 Code of Federal Regulations (CFR) Part 1168, New Restrictions on Lobbying
- B. 45 Code of Federal Regulations (CFR) Part 1180.44, Nondiscrimination;
- C. 45 Code of Federal Regulations (CFR) Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements;
- D. 45 Code of Federal Regulations (CFR) Part 1185, Government Wide Debarment and Suspension (Nonprocurement) and Government Wide Requirements for Drug-Free Workplace (Grants);
- E. Office of Management and Budget (OMB) Circular A-21 Revised, Cost Principles for Educational Institutions (now codified as 2 CFR Part 220);
- F. Office of Management and Budget (OMB) Circular A-87 Revised, Cost Principles for State, Local and Indian Tribal Governments (now codified as 2 CFR Part 225);

Guidelines

- G. Office of Management and Budget (OMB) Circular A-122, Cost Principles for Non-Profit Organizations (now codified as 2 CFR Part 230); and
- H. Office of Management and Budget (OMB) Circular A-133 Revised, Audits of States, Local Governments, and Non-Profit Organizations.

Code of Federal Regulations (CFR)

The CFRs can be inspected by accessing the following URL: www.gpoaccess.gov/cfr/index.html. On this page is a box labeled "Quick Search". To inspect 45 CFR Part 1183, enter 45CFR1183 in this box and click on the "Submit" button. A search list is returned that includes specific parts, sections, and subsections of 45 CFR Part 1183. If you are interested in inspecting the full title, scroll to the bottom of the page. You will find one item titled: 45CFR1183-- PART 1183--UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. This item contains the full text of this title and is available as a text file (.txt) or as an Adobe Acrobat (.pdf) file. If you are interested in just a part of this overall title and you know the name for the specific section, such as Copyrights, scroll to the title for that section.

The Code of Federal Regulations 45 CFR Part 1168 provides that no federal appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

The Code of Federal Regulations 45 CFR Part 1180.44 provides that each grantee shall comply with the following statutes:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-4) relating to discrimination on the basis of race, color or national origin.
- B. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) relating to discrimination on the basis of sex.
- C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) relating to discrimination on the basis of handicap.
- D. The Age Discrimination Act (420 U.S.C. 8101 et. seq) relating to discrimination on the basis of age.

The Code of Federal Regulations 45 CFR Part 1183 includes sections related to the scope and applicability of the provisions to grants and other cooperative agreements, financial administration requirements, contract administration requirements, and close-out of projects.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

Office of Management and Budget (OMB) Circulars

The following OMB Circulars can be inspected by accessing the following URL: www.whitehouse.gov/omb/grants/index.html Click on "Circulars". The specific circular of interest can then be selected.

OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.

Guidelines

OMB Circular A-87 establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally-recognized Indian tribal governments (governmental units).

OMB Circular A-122 establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.

OMB Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

Other Requirements

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules, and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:

- A. Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.
- B. Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- C. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.
- D. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of \$2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.
- E. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve employment of mechanics or laborers.

8. Additional Information

Web site for additional information: www.sos.wa.gov/library/libraries/projects/eBookPilot.aspx

Carolyn Petersen, EBook Project Pilot Manager

360.570.5560

Toll free: 866.538.4996

carolyn.petersen@sos.wa.gov