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LIBRARY COLLECTION DEVELOPMENT GRANT POLICY FOR NICOLET FEDERATED LIBRARY SYSTEM

Library *Collection Development* Grants are provided to libraries in member counties as partial compensation for their willingness to provide reciprocal library services to other residents of the System on the same basis as they are available to residents of the library's home municipality. The following policy provides guidelines for the use of these grant funds.

1. Library *Collection Development* Grants will be calculated every three years based on a formula using the previous year's population estimates as available from the Wisconsin Department of Administration.
2. Subprogram forms detailing how these funds will be used must be filled out, approved by the local library board or county library board and returned to NFLS for review and approval by the NFLS Board.
 - a. The due date for these forms shall be February 1 in any given year.
 - b. Checks for Library *Collection Development* Grants will be mailed to those libraries or county library boards on or after March 1 of the appropriate year provided the subprogram forms have been received by NFLS and the library remains in compliance with the System Membership agreement and the Department of Public Instruction.
 - c. Libraries that have not submitted subprogram forms by the due date specified in 2a, may still be considered for the Library *Collection Development* Grant upon request and approval of the NFLS director.
3. Library *Collection Development* Grant funds must be spent in the year in which they are received.
4. Library *Collection Development* Grant funds may be used for the following:
 - a. Library materials such as books, DVDs, audio compact discs, microcomputer software, microform materials such as local, state or national newspapers or backfiles of periodicals, etc.



- b. Other library related materials or services as approved by the NFLS Administrator.

5. Ultimate ownership of library materials and equipment purchased with state aid funds shall rest with the member library receiving the funds. The library shall assume all liability and responsibility for insurance, care, maintenance and replacement of the materials and equipment.

Library users are subject to all pertinent copyright laws and libraries receiving NFLS collection development grant funding must comply with Chapter 43 of Wisconsin State Statutes.