

Direct State Aid Terms of Agreement

FY17 (July 1, 2016 - June 30, 2017)

According to the **ENRICH IOWA AGREEMENT** made by and between Iowa Library Services, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2016 - June 30, 2017**, it is mutually understood and agreed:

1. Purpose

The purpose of Direct State Aid is to improve library services and to reduce inequities among communities in the delivery of library services.

2. General Provisions

- A. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- B. Public libraries may participate in Open Access and/or Interlibrary Loan Reimbursement without participating in the Direct State Aid program.
- C. Libraries must return the **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Direct State Aid, Open Access, and Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the Iowa Library Services, Des Moines office on or before **April 30, 2016**.

3. The Participant shall:

- A. Have an Internet Use Policy in place. (This applies only to libraries providing access to the Internet for staff or library customers.)
- B. Have a current accreditation report on file at Iowa Library Services demonstrating that the library meets the standards requirements of Tier 1, 2, or 3.
- C. Submit the FY15 Iowa Public Library General Information Survey (annual survey) to Iowa Library Services by **December 1, 2015**.
- D. Submit the FY16 Direct State Aid Report by **July 31, 2016**. The report will include a listing of the Direct State Aid payments received and expenditures made.
- E. Expend FY17 Direct State Aid funds by **June 30, 2017**.
- F. Participate in Open Access and Interlibrary Loan Reimbursement per the Terms of Agreement.

4. Iowa Library Services shall:

- A. Administer Direct State Aid on behalf of participating Iowa public libraries and distribute reimbursement contingent upon receipt of funds.
- B. Post the Direct State Aid report form on the Iowa Library Services' website.
- C. Inform public libraries about availability of Direct State Aid funds and answer questions on the details of Direct State Aid. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants based on the formula established by the Iowa Commission of Libraries. Please refer to the Enrich Iowa FAQ for a complete explanation:
<http://www.statelibraryofiowa.org/ld/e/enrich-ia/enrichiafaq>
- E. Monitor compliance with the guidelines of the program. Audit reports as needed to ensure that participants are following the guidelines listed in the **Enrich Iowa Agreement**. Take appropriate action if a participant is not honoring the terms of this agreement.