

**Full Grant Proposal
Library Services and Technology Act FFY 2011**

This form is available for download on our web site via:
<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Use 12 point Times New Roman, with one inch margins. The deadline for receipt of the Project Proposal is **5:00 pm on Friday August 13, 2010**.

Part I: General Information

1. Project title: OASL Standards for School Libraries
2. Applicant: Oregon Association of School Libraries
3. Address: 6780 NW 25th Lane, Redmond, OR 97756-8168
4. Contact person: Jim Hayden Phone: 541-923-0675
Email: j23hayden@aol.com
5. Fiscal agent (if different than applicant):
6. Project URL (if any):
7. U.S. Congressional District: 1,2,3,4,5
8. List geographic target area to be served by the project: K12 schools in Oregon
9. Estimated number of persons benefiting from the project:
According to ODE Enrollment Summary for 2009-10 there were 561,698 students enrolled in Oregon public schools – K12. Considering the fact that there are a number of students in private schools who may also benefit from the project, a conservative answer is 500,000+ students. In addition, school librarians, classroom teachers, supervisors, and administrators in Oregon schools will benefit from the project.
10. Description of persons benefiting from the project:
K12 students, school librarians, classroom teachers, supervisors, and administrators in Oregon schools will benefit.
11. List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.
12. Project abstract (one paragraph):

The goal of this project is to develop statewide K12 curriculum standards and a model literacy skills framework for school libraries in Oregon. HB2586 requires that all school districts develop a plan to improve their library programs. Statewide library standards and a model framework will help districts make plans for library improvement. They will also

Appendix E – Full Application

help increase student achievement by focusing on essential information concepts, knowledge, skills and behaviors necessary for students to succeed academically.

- 13. List the text of the single most relevant goal and high-level outcome from the Five-Year State Plan 2008-2012 that will be addressed by the grant project.

Goal #2 –Developing Information Literacy Skills

All Oregonians have the information literacy skills they need to find, evaluate, and use the information resources that they need to succeed.

High Level Outcome

Information literacy skills are improved through the development and implementation of a unified/coordinated kindergarten through grade 12 school “curriculum” for information literacy.

- 14. Briefly describe how the LSTA project will continue after the grant ends, especially noting local support:

Standards for School Libraries will become a permanent committee of OASL. That committee and OASL will be responsible for continuation of the project.

- 15. List letters of support for the project (name, affiliation) that are attached to this application. Do not include letters from project partners listed in #11.

PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE 1st YEAR OF A ONE YEAR GRANT PROJECT
 2nd YEAR TWO YEAR
 3rd YEAR THREE YEAR

For projects that are multi-year be sure to include an estimate of the funds anticipated to be needed for the future years in the budget discussion.

THIS IS PRIORTY ___1___ OF THIS ORGANIZATION’S PROPOSALS

Part II: Project Budget

Proposed project budget (use this format only – do not alter):

(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)

Appendix E – Full Application

Item	Local Cash	Local In-Kind	LSTA	TOTAL
Personnel		\$9,000		\$9,000
Benefits		\$2,970		\$2,970
Travel		\$900	\$7,800	\$8,700
Equipment				\$0
Supplies		\$900	\$1,500	\$2,400
Contractual			\$1,200	\$1,200
Library Materials				\$0
Total Direct Charges	\$0	\$13,770	\$10,500	\$24,270
<i>Indirect Charges</i>				\$0
Total Budget	\$0	\$13,770	\$10,500	\$24,270

Proposed second year LSTA amount: \$5000 Proposed third year LSTA amount: 0

Part III: Project Narrative

(Attach additional pages. See the criteria for grant proposal evaluation in the Grant Guidelines as well as the Grant Application Instructions for more information on this section.)

A. Background of Applicant (describe the agency's ability to undertake this project)

Oregon Association of School Libraries (OASL) is a professional organization with an approximate membership of 400 school librarians, library paraprofessionals, and others who are interested in promoting school libraries. Oregon School Library Information System (OSLIS) and Oregon Battle of the Books (OBOB) are two projects that have been planned, developed and nurtured by OASL through past LSTA grants. Both projects continue to thrive.

B. Detailed statement of problem

K12 school libraries in Oregon have no current organized set of library and information literacy curriculum standards, nor is there a model literacy skills framework (library curriculum) for school libraries currently available. In addition, many school districts in Oregon do not have licensed school librarians, nor the resources or expertise to create or update standards and a framework for library and information literacy instruction.

C. Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe the activities that will be undertaken to meet each objective. (include timeline)

The goal of this project is to develop statewide K12 library curriculum standards and to create a framework for teaching and articulating information literacy skills. The standards will help districts and library personnel make plans for library improvement. For example, HB2586 requires that all school districts describe a plan to improve their library programs. Each district must comply with HB2586 by answering four questions on its annual CIP (Continuous Improvement Plan). Question #1 asks, “How has the district articulated a plan for providing K-12 library skills, information literacy and integrated technology instruction for all students?” It will be difficult for a district to “articulate a plan” without a set of defined curriculum standards. The work of this grant is to develop standards that will help districts and library personnel make plans for library improvement.

Appendix E – Full Application

When put into practice by licensed teacher-librarians, the standards and the literacy skills framework will increase student achievement by focusing on essential information literacy concepts, skills, and behaviors necessary for students to succeed academically. While a goal of OASL is to have a licensed teacher-librarian in every Oregon school, the reality of the current economic downturn will not allow that to happen in the immediate future. As OASL members work to support an economic upswing, we will use the time to put standards and curriculum in place, poising our school libraries and staff to better implement their districts' CIP goals.

Year One Quantifiable Objectives:

- Develop OASL committee and select chairperson
- Engage ODE
- Invite State Library consultant
- Write detailed timeline for completion of tasks
- Research core curriculum standards from other sources
- Write draft copy of library curriculum standards
- Write draft model of literacy skills framework
- Submit draft standards and model framework documents to OASL Board and ODE
- Accept written changes
- Revise the standards and model framework
- Ask for ODE guidance and help to plan distribution
- Make presentation at COSA Conference
- Make presentation at OASL Fall Conference
- Make final revision
- Execute printing and distribution

Timeline

October - November 2010, upon notice of grant approval, the OASL Board will develop an ad hoc committee, hereafter referred to as “the committee.” The committee will consist of school librarians (8-12 in number) from a variety of communities representing the diverse demographic, economic, and geographic populations in Oregon. The committee will be given the task of researching, writing, and editing a set of common-core library and information literacy standards and a model literacy skills framework for K12 students in Oregon State. The first activity of the committee will be to engage cooperation from Oregon Department of Education in this undertaking and to invite the School Library Consultant from the Oregon State Library to be a member of the committee. (This October – November time period is after notice of grant approval, but prior to grant funding.)

January - April 2011, LSTA funding will be approved in January 2011. The committee will write a detailed timeline for completion of each objective. The committee will also conduct surveys of current national, state, and local school library and information literacy curriculum standards, such as; AASL Library Standards, applicable standards set forth in the Oregon State Standards for language arts and social studies, the Beaverton (School District) Library and Information Literacy Learning Targets, and the OASL Information Literacy Guidelines (circa 2000). (Additional resources are given in the Appendix to this grant.) Members will begin to create a

Appendix E – Full Application

draft set of library standards. The same process will be used to develop a model literacy skills framework. The committee will submit a request proposal for a concurrent session at COSA Conference.

April 2011, Committee will submit the draft standards and model curriculum documents to the OASL Board and to the appropriate departments(s) at ODE for review and will accept written changes and comments, and edit the documents.

June 2010, Committee will prepare and make a concurrent session presentation at COSA Conference. Participants in the session will be given an opportunity for input.

June-September 2011, Revision of first draft will be completed. The committee will take the revised documents to appropriate departments within ODE and will ask ODE for guidance and help in planning the distribution of the standards and framework.

July 2011, Information about the project will be included in the OASL President's letter to Oregon school principals. Additional letters may be sent to district superintendents and curriculum directors.

October 2011, Committee will prepare and make a concurrent session presentation at OASL Fall Conference. Participants in the session will be given an opportunity for input. Committee will report to OASL Full Board at its Fall meeting which is held during the Fall Conference.

November-December 2011, Final revision of the documents, printing and physical and/or electronic distribution will be completed.

Year Two Objectives: The committee will develop information/promotional materials, targeting school library personnel, administrators, school board members, and parent support groups for the purpose of distributing information about and promoting new library standards, model literacy skills framework, and standards-based library instruction by licensed librarians. Install the Library Standards Committee as an OASL standing committee.

D. Budget narrative

Personnel: Represents time donated by committee members for meetings that occur on days that are not their regular work time, i.e. Saturday meetings and other time spent on this project during their off-work hours. (10 members x 6 meetings x \$150 per day [amount of pay per day for a substitute teacher]) **In-Kind - \$9000. LSTA - \$0;**

Benefits: (Computed at a rate of 33%). **In-Kind -\$2970. LSTA \$0;**

Travel: this includes travel, meals and lodging for committee members to attend meetings. (based on OASL rate of .45 per mile, lodging based on OASL maximum of \$75 per day and permitted only for those committee members traveling more than 100 miles one way, meals based on OASL maximum of \$25 per day and only for those who require overnight lodging because of distance. Travel budget will also cover the cost of simple food, such as sandwiches and (nonalcoholic) beverage, at committee meetings when there is a working lunch. **In-Kind \$900; LSTA - \$7800.**

Appendix E – Full Application

Supplies: paper, printing, and postage for mailing. **In-Kind - \$900; LSTA - \$1500.**

Contractual: physical labor of printing, collating, and preparing materials for mailing. **In-Kind \$0; LSTA - \$1200.**

E. Evaluation method

Evaluation of the program will use the project objectives (listed in this document) as the criteria. Using this criteria the committee will make written quarterly reports to the OASL full board concerning the status of the project. At the end of the project the committee, under the direction of the chairperson, will evaluate whether or not each objective has been successfully accomplished. The objectives are: to develop a committee, select chairperson, engage ODE, invite State Library consultant, write detailed timeline for completion of tasks, research core curriculum standards from other sources, write draft standards, write a model literacy skills framework, submit draft standards and framework documents to OASL Board and ODE, accept written changes, revise the standards and model framework, receive ODE guidance and help to plan distribution, make presentations at COSA Conference and the OASL Fall Conference, complete a final revision, print and distribute materials. OASL and the committee will fully cooperate with the contracted LSTA evaluator, and complete and submit all LSTA required reports.

Part IV: Certification of Application

1. Documentation of project support. Partners listed in Part I, number 11 must sign. The grant applicant signs IV.3.d. If the fiscal agent is different than the applicant, they sign IV.3.e.

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTNERSHIP IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY ORGANIZATION'S COMMITMENT TO SUPPORT THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

Name *Library/Organization* *Signature* *Date*

Appendix E – Full Application

2. Certification for Children’s Internet Protection Act

Public and public school library applicants, and consortia with public or school members **must** check one of the options below (a, b, or c).

a.	The applicant public or public school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
b.	<i>(for consortia only)</i> Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
c.√	The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Letter c. is checked above.

3. Certification of the grant applicant and/or fiscal agent (if different than applicant)

- a. I affirm that the jurisdiction or organization (henceforth, ORGANIZATION) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.
- b. I affirm that the information contained in this application is true and correct and that the ORGANIZATION for which I am an official has authorized me to submit this application for LSTA grant funds.
- c. I affirm that if this application were to result in the ORGANIZATION being awarded grant funds to carry out the project described in this application, that the ORGANIZATION would comply with all of the federal and state requirements for the administration of LSTA grants, including part IV.2 above and allowable costs described in Appendix B of the General Information and Grant Application Guidelines, Library Services and Technology Act.

4. Signature of grant applicant

Ruth Murray_____

Name of official authorized to enter into contractual agreements for the ORGANIZATION

President, Oregon Association of School Libraries_____

Title

_____ August 1, 2010__

Signature

Date

murrayr@pdx.edu_____

Email

503-650-9316_____

Phone number

5. Signature of fiscal agent (if different than applicant or if applicant is not a 501(c)3 or legally established entity or if applicant does not have contract authority for the ORGANIZATION)

Name of official authorized to enter into contractual agreements for the ORGANIZATION

Title

Signature

Date

Email

Phone number

This form must be received at the State Library no later than 5:00 p.m. on Friday, August 13, 2010.

Faxed copies will not be accepted. There are no exceptions. If requesting indirect costs, attach appropriate sections of a federally approved indirect cost plan.

Mail or deliver **one copy** of your application to:

Library Development Services
Oregon State Library
250 Winter St., NE
Salem, OR 97301-3950

Appendix E – Full Application

As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, without letters of recommendation and appendixes, to ann.reed@state.or.us. This does not substitute for the signed, mailed copy.

Appendix

Following is a list of resources that may be used (at the committee's discretion) to do the work shown in this grant application:

AASL School Library Standards

<http://www.ala.org/ala/mgrps/divs/aasl/guidelinesandstandards/learningstandards/standards.cfm>

Are Librarians Totally Obsolete? (Note the 2007 date on this material.)

<http://www.degreetutor.com/library/adult-continued-education/librarians-needed>

Beaverton Library and Information Literacy Learning Targets

<http://www.beaverton.k12.or.us/home/departments/instruction/k-12-learning-targets/>

Idaho School Library Study

<http://libraries.idaho.gov/doc/idaho-school-library-impact-study-2009>

Information Literacy Advisory Group of Oregon (ILAGO)

<http://ilago.wordpress.com/resources>

Montana Standards for Information Literacy/Library Media

<http://opi.mt.gov/pdf/Standards/08ILLMContentStds.pdf>

OASL has links to the executive summary (and more) of the Oregon study.

http://oasl.info/Oregon_Study/OR_Study.htm

Oregon Content Standards

<http://www.ode.state.or.us/search/results/?id=53>

Oregon study (complete) can be checked out through ILL.

<http://tinyurl.com/3y5at2x>

http://www.oregon.gov/OSL/LD/school/index.shtml#Requesting_Materials_from_OSL

Scholastic's *School Libraries Work* document for summaries of other studies, including the one from Oregon.

http://www2.scholastic.com/content/collateral_resources/pdf/s/slw3_2008.pdf

Trilling, Bernie, and Charles Fadel. *21st Century Skills: Learning for Life in Our Times*. San Francisco, CA: Jossey-Bass, 2009. ISBN: 978-0-470-47538-6

This title is now available for interlibrary loan from the Oregon State Library.