

C. *Processing*: School libraries will be strongly advised, but not required, to purchase books preprocessed. Processing and delivery will be considered part of the acquisition costs at a cost up to \$1 per book.

III. DEADLINES

Funds must be encumbered by the end of the FY (June 30, 1966); liquidation (books received) must be accomplished by the end of the following FY (June 30, 1967).

IV. PROGRAM

A. *Standards*: The criteria will be reviewed annually by the State Supervisor of Library Service with the assistance of the Advisory Committee. He will assist schools to approach the recommended standards of the American Association of School Librarians. Members of the staff of the State Department of Education will initially revise state standards for school library resources, textbooks and other instructional materials, and the Advisory Committee will review this assessment annually.

B. *Book Selection*: It will be strongly recommended that all schools use such basic selection tools as: *Basic Book Collection for Junior High Schools*, *Basic Book Collection for High Schools*, and *Basic Book Collection for Elementary Grades*, American Library Association; *Standard Catalog for High School Libraries*, H. W. Wilson; American Library Association *Book List*, and the like. Purchases requested by private schools will be screened to determine that the materials would be approved for use by public schools.

C. *Distribution*: All teachers shall be given an opportunity to submit lists of materials needed. The State Department of Education shall retain title to all materials. The LEA's will order materials; after approval by the State agency the materials will be delivered direct to the public schools as a loan for a period of time consistent with need. The State Department of Education will administer the program for private school personnel, ordering materials for eligible private school children and teachers for delivery direct to principals for loan for a period consistent with need.

RÉSUMÉ, MARYLAND PLAN, TITLE II (ELEMENTARY AND SECONDARY EDUCATION ACT) 1966

I. ADMINISTRATION

The State plan will be administered by the Division of Library Extension under the general direction of the Supervisor of School Libraries. One or more additional supervisors will be added. Staff will give leadership and guidance to systems and schools in establishing and improving school library services, and providing other instructional materials, evaluating existing programs and services, and planning for systematic improvement. The State agency will use advisory committees of local public and private professional personnel.

II. ALLOCATIONS

A. Fiscal Year 1966: \$1,809,594.

B. *Percentages*. Not more than 25% of the entitlement will be allocated to the LEA on the basis of the number of children enrolled. The balance (75%) will be distributed as follows: schools with special needs (lacking a centralized library, or with less than 5,000 books or 10 books per capita, or schools of less than 200 children), not less than 45%; schools providing more generously for materials and staff, not less than 10%; schools for developing superior instructional material centers or programs, not more than 15%; administration, not more than 5%. Up to 100% of the funds may be used for school library resources and other instructional materials. Up to 15% of the 25% allowed for per capita distribution may be spent on textbooks.

C. *Processing*. Cataloging, processing, and delivery services will be established only at a rate not to exceed a rate normal for these services provided by a large processing services center within a LEA of the state.

III. DEADLINES

Funds must be encumbered at the local level during the same year in which the project application was approved by the State; liquidation (books received) must be accomplished by the end of the following FY.