

1. Salaries, wages, and other personal service costs of permanent and temporary staff;
2. Communications;
3. Utilities;
4. Office supplies, including stationery;
5. Printing and the acquisition of printed and published materials for use of administrative and supervisory staff;
6. Travel and transportation expenses;
7. Acquisition, maintenance, or repair of office equipment (that needed for supervisory or demonstration functions or for use of the administrative and supervisory staff);
8. Rental of space as provided in Section 117.13(b) of the Regulations;
9. Minor alterations of building space needed for effective use of the equipment acquired for administration.

The five percent (three percent after fiscal year 1966) for administrative costs at the State level will not, in most cases, cover operating costs in connection with acquisitions, such as processing and delivering materials - costs which are necessary to make the materials available to children and teachers in elementary and secondary schools. The necessary and essential cost for processing and delivery, however, may be included as a part of the cost of acquisition. If this is done, such costs must be justified and properly documented.

Staff for Administration of the Program

The State plan will describe the organization of the staff for administration and supervision of the Title II program of services set forth in the plan. Since good library resources and instructional materials are necessary for effective instruction in all basic instructional areas, the professional staff giving direction and leadership in this program will be chosen for its effectiveness in working with school librarians and elementary and secondary teachers. State supervisory consultative and inservice education activities will play an important rôle in the development and improvement of school library and instructional programs.

A greater variety of competencies in supporting staff will be needed also, since the full range of elementary and secondary school teaching and learning can be served by the Title II program. The lines of responsibility and authority within the administrative unit carrying out the State plan