

6. Amount spent for the three categories of materials in the base fiscal year.

In most States, local school systems are expected to assume responsibility for the acquisition of school library resources, textbooks, and other instructional materials for the use of children and teachers in the private schools within their districts. In accord with section 117.4(b)(1) of the Regulations, title to the materials acquired must be vested in a public agency, and such materials must be in use in a public elementary or secondary school of the State or be approved for use by an appropriate State or local educational agency or authority. Final responsibility for setting up procedures to make certain that materials acquired are eligible under the limitations of the Title and that they meet the criteria for selection as set forth in the State plan rests with the State program administration. It is suggested that determination of the eligibility of the items requested in local projects be made and certified by the school library supervisor or school librarian, director of instruction, subject department head or teacher, or other person who is very knowledgeable about materials.

A sample project application form is appended to these Guidelines for the States to use or adapt if they wish to do so. This form has two parts: Part one, total project summary; and part two, individual school projects.

Each State will develop its own procedures and deadlines for receiving project applications. Some may limit each local educational agency or private school official to one project a year, but others will wish to accept a project application in several installments during the year to encourage as much flexibility and as much care as possible in the selection of individual items. One aid to this end might be the submission of a local project requesting a specific sum of money for acquiring school library books, for example, in each of a number of subject-matter categories. After the project is approved under this system and the money obligated at the State level, it would be possible to write several purchase orders during the year, rather than a single one.

Certification of Projects

Each local project should bear the name, title, and signature of the submitting official, and should provide the certification that the materials requested are:

1. Suitable for the instructional programs for which they are being acquired;
2. Not intended for religious worship or instruction;
3. Not consumable in use;