

Letter of Intent to Participate in the Alaska OWL Project in 2011-2013

This agreement made and entered into this ___ th day of December 2010 by and between the **Alaska State Library**, hereafter referred to as the Prospective Grantor; and the _____ **Library** hereafter referred to as the Prospective Grantee.

Whereas, the Prospective Grantor has federal, state and private funds available for the Alaska OWL project; and whereas, the Prospective Grantee intends to participate in the Alaska OWL project and apply for such monies; therefore, for and in consideration of the mutual terms described below parties agree as follows:

The Prospective Grantor agrees in good faith to:

1. Work with the Prospective Grantee to provide computer equipment and peripherals; web and video conferencing equipment and software; and/or funds to increase Internet bandwidth.
2. Provide advisory services and training in furtherance of the Alaska OWL project.

The Prospective Grantee will agree in good faith to:

1. Maintain its public library status as defined by Alaska Statutes Sec. 14.56.400 for the duration of the project by providing at least the following services free to residents of the municipality or community:
 - Establish and maintain a collection of books and other materials for loan
 - Provide access to interlibrary loans
 - Provide reading or other educational programs for children
 - Provide reference information
2. Abide by the conditions set forth in its grant application and approved by the Prospective Grantor, including:
 - The number and schedule of hours open
 - The appropriate use of: (a) computer equipment, peripherals, and software; (b) web and video conferencing equipment; and (c) subsidized bandwidth, if any. "Appropriate" is defined as use as an Internet access station dedicated to public access and to staff and patron training, *and not for any other staff or administrative use*. All equipment must remain on library premises for the duration of the project.
 - Attend the necessary training, whether in-person or online
3. Maintain usage statistics as defined by the Prospective Grantor.
4. Maintain accurate financial records for auditing purposes.
5. Return all equipment received should the Prospective Grantee cease to participate in the Alaska OWL project before June 30, 2013.

Once a grant is provided, the Prospective Grantee will become subject to the federal BTOP audit requirements, as well as those of State of Alaska Administrative Code 2 AAC 45.010, and be required to provide for an audit and to permit independent auditors to have access to their records and financial statements.

The undersigned understands and agrees to the conditions of this letter of intent to participate.

Both Signatures Are Required.

For the Library

For the Legal Entity

Signature

Signature

Title

Date

Title

Date

**PLEASE MAKE A PHOTOCOPY OF THE SIGNED LETTER FOR YOUR RECORDS
RETURN BY DECEMBER 30, 2010 TO: ALASKA OWL GRANTS ADMINISTRATOR,
ALASKA STATE LIBRARY, 344 WEST THIRD AVENUE, SUITE 125, ANCHORAGE, AK 99501.
Fax a copy to the Alaska State Library at 907-269-6580**