

Giving Credit for IMLS/LSTA Funding

Now that you have your grant, please don't forget to thank your benefactor. The Institute of Museum and Library Services (IMLS), the Federal agency that administers the Library Services and Technology Act program to all 50 states, requires recipients of LSTA Federal funds to formally acknowledge them in all publications and activities in conjunction with the use of the grant money. If your grant is funded with state money, you are required to acknowledge the Alaska State Library. This requirement appears on your grant agreement.

IMLS has specific guidelines for crediting their contribution in print and the media, or at LSTA funded programs. When issuing statements, press releases, requests for proposals, and even bid solicitations, all grantees receiving federal funds for the project must clearly state:

1. The Federal percentage and dollar amount of the total costs of the project being financed, and
2. The percentage and dollar amount financed by local government and non-government sources.

Publicity as a Way to Say "Thank You"

IMLS' Web page (<https://www.ims.gov/grants/grant-recipients/grantee-communications-kit>) has links to guidelines, sample press releases and broadcast PSAs for you to use. This page includes links to the IMLS logo. Some of the ways to say thank you are listed below.

Use of the IMLS Logo

This logo may be used in a variety of ways: on websites and printed publicity materials such as news releases, annual reports, newsletters, and invitations to events.

Press Releases, Annual Reports, Newsletters

Suggested wording: "This (insert library project or program name) is supported in whole or in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Alaska State Library."

Use this tag line for broadcast spots: "The Institute of Museum and Library Services, a federal agency that fosters innovation, leadership and a lifetime of learning, supports (insert the name of your library)..."

Web Sites

A good way to publicize your federal grant project to the local community is on your library's website. Briefly describe the project and include IMLS' logo.

Public Events

At programs or public gatherings related to the grant project, acknowledge IMLS verbally. Display the IMLS logo on signage at any event.

In Conclusion...

Each year, Alaska libraries and library associations receive close to \$2 million in LSTA and Alaska state grant funds for library technology, continuing education, or improved service projects. So, as you plan to publicize your grant-funded programs, take a minute to figure out ways to thank IMLS or the Alaska State Library. You'll be glad you did!

Based on article: "Credit Where Credit Is Due" from February 2001 newsletter, Directions for Utah Libraries.

