

CONTACT:

ALA Public Programs Office
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NASA@ My Library
Grant Acceptance Agreement
PHASE II (November 2018 – December 2020)

Please complete, sign and return this agreement **no later than August 31, 2018** to confirm your library's participation in Phase II of *NASA@ My Library*. Completed agreements can be emailed, mailed or faxed to:

American Library Association
Public Programs Office
Attention: Colleen Barbus
50 E. Huron | Chicago, IL 60611
Email: cbarbus@ala.org
Fax: (312) 280-5759

This is an agreement between the *NASA@ My Library* Participating Library identified in the signature block below (Participating Library) and the American Library Association (ALA) for the *NASA@ My Library* project. Signature of this agreement indicates the Participating Library's understanding and acceptance of the *NASA@ My Library* guidelines and requirements, which are posted at <https://apply.ala.org/nasalibraries/guidelines> and include the following.

Program dates

- The Participating Library agrees to receive all materials associated with the *NASA@ My Library* project and host required programming between November 2018 and December 2020 (Phase II).

Programming requirements

- The Participating Library agrees to facilitate and report on a minimum of three public *NASA@ My Library* programs per project year that utilize *NASA STEM Facilitation Kits*, NASA educational resources, and/or NASA Subject Matter Experts. The three programs should include NASA science-focused learning experiences for a variety of age groups, including adults. Project years begin November 1, 2018 and November 1, 2019.
- The Participating Library agrees to present at least one of the three required programs per project year as a publicized, high-profile *NASA@ My Library* event. For more about what constitutes a high-profile event, see the FAQ: <https://apply.ala.org/nasalibraries/faq>.
- The Participating Library agrees to promote programs to at least one underrepresented audience in their community, as defined in their original *NASA@ My Library* proposal. Any changes to this requirement must be approved by National Center for Interactive Learning at the Space Science Institute (SSI).

- The Participating Library agrees to charge no fees for attending *NASA@ My Library*-related programs. Fundraising programs are allowed as long as the required programs and most other programs are free and open to the public.
- While *not required*, the Participating Library is encouraged to host a Community Dialogue event with community stakeholders, with an emphasis on including representatives from groups currently underrepresented in STEM professions.

Evaluation Requirements

- The Participating Library agrees to provide the names, titles and email addresses of all library staff who will be involved in Phase II of the *NASA@ My Library* project. This information is to be provided under the Participating Staff section of this agreement, below.
- The Participating Library agrees to send in a timely manner updates on any new and/or substitute library staff working on Phase II of *NASA@ My Library*, to both ALA and SSI.
- The Participating Library agrees to distribute patron surveys – created by the project evaluator, Education Development Center (EDC) – to *NASA@ My Library* program participants who attend public *NASA@ My Library* programs that utilize NASA STEM Facilitation Kits, NASA educational resources, and/or NASA Subject Matter Experts. The Participating Library agrees to collect and return these completed surveys to EDC within 60 days of completing each program. Participating Library patrons may be informed that their completion of any survey is optional. Please note that library staff are only required to administer the Patron Survey to everyone who attends **the three *NASA@ My Library* programs libraries are required to have each year**. Surveys from additional *NASA@ My Library* programs are optional.
- The Participating Library agrees to complete a final *NASA@ My Library* post-project survey, conducted by EDC and to be completed by all library staff involved in *NASA@ My Library* programming, after the conclusion of the *NASA@ My Library* project, at a date to be determined.

NASA STEM Facilitation Kit Maintenance

- The Participating Library agrees to be responsible for the condition and use of the *NASA STEM Facilitation Kits* throughout the *NASA@ My Library* project period. The Participating Library agrees that the *NASA@ My Library* project will not replace items during the life of the project, and that any repair or replacement of materials within the *NASA STEM Facilitation Kits* will be the library's responsibility, if desired. The Participating Library will not be required to repair or replace items during the life of the project, unless desired.

Advertising and Publicity Requirements

- The Participating Library agrees to ensure that the National Aeronautics and Space Administration, the National Center for Interactive Learning at the Space Science Institute, the American Library Association, Cornerstones of Science, Cornerstones of Science, the Pacific Science Center, and the Education Development Center are properly credited in all publicity and communications relating to the *NASA@ My Library* project using the following text:
 “The *NASA@ My Library* project is led by the National Center for Interactive Learning at the Space Science Institute. Partners include the American Library Association (ALA) Public Programs Office, Pacific Science Center, Cornerstones of Science, and Education Development Center. *NASA@ My Library* is made possible through the support of the National Aeronautics and Space Administration (NASA) Science Mission Directorate as part of its STEM Activation program.”
- The Participating Library agrees to upload publicity items, as available, to their library's designated folder in the *NASA@ My Library* Library Partners pages of iMeet Central.

Reporting Requirements

- The Participating Library agrees to submit an online annual report via ALA's grant management system (<https://apply.ala.org/nasalibraries>). Reports should be completed incrementally throughout each project year as programs are hosted, and must be finalized and completed by October 31st of each project year.
- The Participating Library agrees to upload publicity materials and program images to their library's designated folder in the *NASA@ My Library* "Library Partners" pages of iMeet Central.

Payment of Programming Stipend

- ALA/SSI agree to distribute a grant stipend payment of \$500 to the awarded Participating Library, payable to Institution Name and mailed to the address noted below. (Funds may be paid to the Participating Library, or to the Library's foundation or friends' group, if desired.)

Broward County Stirling Road Library

(Institution name)

Valerie Marshall

(Care of/Attention to)

3151 Stirling Road

(Address)

Hollywood, FL 33312

(City, State, Zip Code)

Participating Staff

Please list all library staff who will be involved in Phase II of the *NASA@ My Library* project. If no new/substitute staff members will be involved (please refer to staff listed in your library's Phase I letter of agreement from May 2017), please check the box below.

No changes to *NASA@ My Library* staff for Phase II.

Valerie Marshall	Assistant Community Library Manager	vmarshall@broward.org
Full Name	Title	Email
Ella Gallbreath	Community Library Manager	egallbreath@broward.org
Full Name	Title	Email
Full Name	Title	Email
Full Name	Title	Email

Please complete and sign this Grant Acceptance Agreement to confirm your participation in Phase II of the NASA@My Library project and return to ALA by August 31, 2018. Participating Library acknowledges and agrees that it is subject to the relevant provisions of the grant agreement between SSI and ALA for the NASA @ Your Library project.

For the American Library Association:

Lainie Castle-Cimfel

Lainie Castle-Cimfel
Project Director
ALA Public Programs Office

Date: July 20, 2018

Signature (library director or other authorized official)

Full Name (please print)

Title

Institution

Date

Lorelle R. Swader

Lorelle Swader
Associate Executive Director, ALA

Date: July 20, 2018

DMS MAV 12787381v1

Reviewed and approved as to form:
Andrew J. Meyers, County Attorney

By *Scott Andron* 7/23/18
Scott Andron, Assistant County Attorney

JAC/ASD/18

Counall 07/23/18

Colleen Counall

**RISK INSURANCE AND CONTRACTS SECTION
RISK MANAGEMENT DIVISION**

For the Participating Library: