Chapter 10

eRate Services at Indiana State Library, the Public Library Internet Consortium and Technology Plans

Federal and state funding for Internet services is available to public libraries and schools in Indiana. The federal funding is from the FCC eRate program and state funding is from the Build Indiana Fund allocated during the biennial budget session of the state legislature. The public library consultant supports the statewide service associated with the Public Library Consortium for Internet Connectivity.

To provide eRate services, a federal program, the ISL hires a broadband vendor/consultant and an eRate application consultant. The broadband vendor/consultant and eRate application consultant are selected through state procurement process. The ISL works with the procurement personnel at the Indiana Department of Administration (www.in.gov/idoa/2342.htm). The public library consultant is part of the team that reviews proposals. In addition, the broadband vendor is also selected with the FCC eRate requirement to post the 470 form. The contracts are for 3 years, and the procurement is every three years. Copies of the contracts are filed in the Administrative Office.

There are three types of technology services eligible for eRate funding: telecommunications, Internet, and internal connections. The ISL Consortium supports only internet connectivity and not filing for the two other services. Internet connectivity is known as Priority 1 service. Priority 1 service no longer requires a technology plan, though the ISL requires a 3 year technology plan according to 590 Indiana Administrative Code Rule 6.

Each library in the consortium has a Billed Entity Number (BEN). For new members, AdTec will obtain a BEN number. AdTec may need the public library consultant to provide the FSCS number for the Indiana library found on IMLS website at https://harvester.census.gov/imls/search/index.asp

Timeline for the support services

FCC program defines the eRate year as beginning July 1 and ending on June 30. The public library consultant handles three years of the program at any given time: the year ending, the current year, and planning for the next year. Most consultant duties are associated with the planning that begins in June and ends in late February with the application for funding for eRate services.

I. Planning for the Next Year Begins in Late July

ERate packets are prepared for all public libraries in Indiana in July. There are two versions of the packet: 1) CIPA compliant libraries that filter; 2) CIPA non-compliant libraries who do not filter. A packet is sent to all libraries, members and non-members alike, to notify all public libraries about the opportunity to continue or join Consortium with the notification of forms and timeline for application.

Packet

The annual packet sent in July includes a formal letter from the Library Development Office Supervisor at the Indiana State Library. The letter declares the end of past eRate year, start of current eRate year, and the planning for the next year. Also included with the letter are the new forms for planning year in order for public libraries to file for eRate; the forms allow the eRate consultant to file for consortium members with reference to the State Master Contract 470. Included in the packet are the following new forms:

- **Form 479** to certify that you are in compliance with the Children's Internet Protection Act (CIPA)
- **Letter of Agency** to give authority to AdTec to file E-rate forms on behalf of your library for the upcoming year
- **Board Resolution** to continue in the consortium
- Letter and data sheet from AdTec
- Sample of Request for Services Form
- Tentative timeline for your E-Rate Year 2012-2013.

Forms and information may also be found on the E-Rate page of the Indiana State Library's website www.in.gov/library/erate.htm

Please consider needs as outlined in the library's Technology Plan and select service requirements on Request for Services Form. Service requirements may be affected by proposed new Public Library Standards. Please consider the need for additional broadband capacity whether that entails additional T1 lines or a switch to fiber. The ENA price list can be viewed on the LDO website at www.in.gov/library/files/contact2.pdf. Note: fiber pricing is not on the price list and is quoted for each particular site.

Each year a representative from the State Library will attend the State Budget Committee meeting, usually in August. Data on funding the State Technology Grant is released at that time. Public Libraries are required to budget the full non-eRate portion of Internet and Internet related services.

Completion of Forms

Consortium libraries have from July until October to meet with their library board and complete the first four documents. Even if library completed forms the year before, new ones are completed and copies filed with Indiana State Library for the new eRate year.

1. new **Form 479** to certify that library is in compliance with the Children's Internet Protection Act (CIPA)
2. new **Letter of Agency** to give authority to AdTec to file E-rate forms on behalf of your library for the upcoming year
3. new **Board Resolution** to continue in the consortium

Copies of documents one through three are returned to eRate consultant in the Library Development Office in mid-September. The libraries retain their originals for audit purposes.

The AdTec data sheet is completed and faxed in mid-September to AdTec in Centerville, IN.

4. Letter and data sheet from AdTec

In late November, the library assesses broadband capacity for current year and determines if additional service capacity needs to be ordered.

5. Request for Services Form

Document five is completed after meeting with broadband consultant, ENA, who helps library fill in the data.

6. Tentative timeline for your E-Rate Year 2012-2013.

Document six is informational with deadlines for submitting the documents. The deadlines for eRate documents are also on the LDO Calendar
evanced.info/indiana/evanced/eventcalendar.asp?ln=2

The tentative dates for planning year 2013-2014 are:

Timeline for Your E-Rate Year 15

(July 1, 2012-June 30, 2013)

9/17/12	Though Technology Plan no longer required for Priority 1 services, Internet connectivity, the Indiana State Library requires a 3 year technology plan in accordance with Indiana Administrative Code 590 Article 6 www.in.gov/legislative/iac/T05900/A00060.PDF?
9/28/2012	Deadline for the AdTec Data Sheet (including budget pages)
	Board Resolution to Join the Consortium—Date must be received in ISL
	Form 479 (CIPA compliance)—Date must be received in ISL
	Letter of Agency—Date must be received in ISL
11/30/2012	Service Level Checklist Form – Document is handled on or before this date by your ENA Account Service Manager (ASM)
12/2012-2/2013	Approximate window for Form 471 (Description of Services Ordered and Certification Form)—
7/01/2013	Service year begins
7/2013-10/2013	Approximate window for Form 486 (Receipt of Services Confirmation
6/30/2014	Service Year ends

II. Current eRate Year

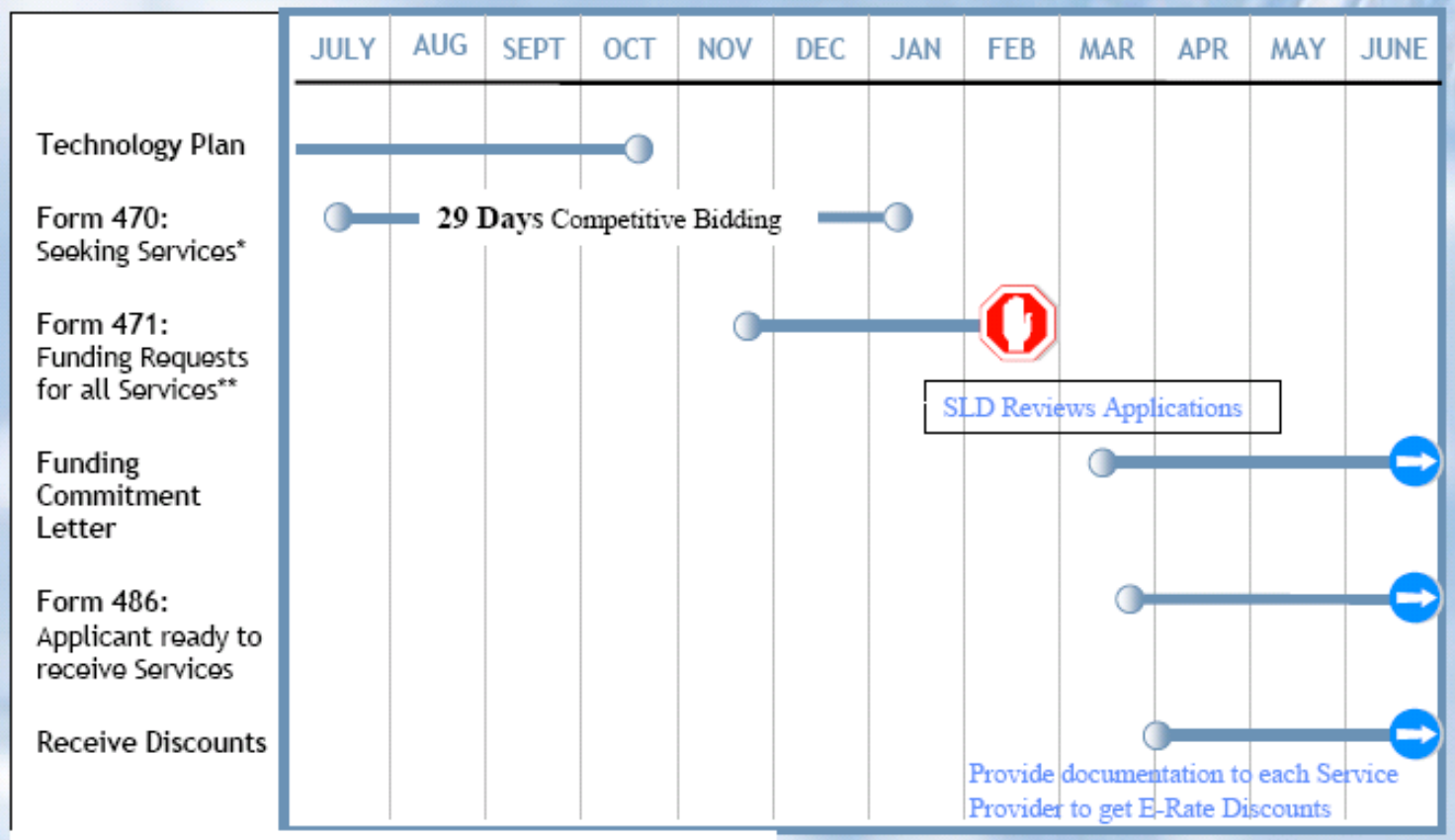
Concurrent with the receipt of completed documents for planning year, the Public Library Consultant calculates the reimbursement from State Technology Grant Fund to be deposited (EFT) into Consortium libraries accounts by end of calendar year. Reimbursement is for the full eRate year of non-eRate portion paid out of pocket by Consortium member(s). The reimbursement is based on a school lunch discount in library district and the balance of money in the State Technology Grant Fund for distribution. The distribution also pays the Adtec eRate consultant fee.

III. Closing Out the Previous Year

Retention Schedule for eRate Documents

Schools and libraries shall retain all documents related to the application for, receipt, and delivery of discounted telecommunications and other supported services for at least 5 years after the last day of service delivered in a particular Funding Year. Any other document that demonstrates compliance with the statutory or regulatory requirements for the schools and libraries mechanism shall be retained as well. Schools and libraries shall maintain assets and inventory records of equipment purchased as components of supported internal connections services sufficient to verify the actual location of such equipment for a period of five years after purchase.

E-RATE Timeline: July 1 - June 30



*These dates are estimates. In order to derive the Form 470 deadline, applicants must count backwards from the Form 471 deadline.

**FCC announces Form 471 filing deadlines each Fall.

Start Over!

Source: J. Siminitus 7/2007

Technology Plan

As September 28, 2010 the FCC announced changes in the eRate program. A technology plan is no longer required for Priority 1 Internet Access services. A 3-year Technology Plan is a state requirement as defined in the Indiana Administrative Code Title 590 Article 6. Furthermore, Priority 2 services in the eRate program require an approved technology plan. Definition of eligible services for eRate, including the definition of priority 2 services, can be found on the USAC site for USAC Eligible Services List

Technology Plan Requirements from IAC 590 6-1-4

A technology plan of service for three (3) years. The plan, updates, and revisions must be filed with the Indiana State Library. At a minimum, the plan shall include the following:

(A) Goals and realistic strategy for using telecommunications and information technology.

(B) A professional development strategy.

(C) An assessment of telecommunication services, hardware, software, and other services needed.

(D) An equipment replacement schedule.

(E) Financial resources and sustainability.

(F) An ongoing annual evaluation process.

(G) An automation plan that conforms to national cataloging standards.

TechAtlas is not required for completion of technology plan. Please contact public library consultant at Indiana State Library if you require assistance in drafting a technology plan.

In order to be in compliance with Indiana Public Library standards (590 IAC 6-1-4(g)), use the checklist on the following page to ensure the following elements are included in your submission to the Indiana State Library.

Does the technology plan . . .	Yes
Cover, at most, three years?	☐
List the library goals and realistic strategies for using telecommunications and information technology to respond to needs of the community?	☐
Provide a professional devel0pment strategy to ensure that staff has the skills and training necessary to meet the library's technology goals?	☐
Assess the library's current telecommunication services, hardware, software, and other services that comply with basic standards for the population served by the library?	☐
Indicate a replacement schedule for telecommunication services, hardware, software, and other services to meet continuing needs of the community?	☐
Include a budget for the costs of telecommunication services, hardware, software and other services required during the years covered by the plan?	☐
Describe the ongoing annual evaluation of the plan's goals and strategies that includes revision and modifications filed with the Indiana State Library?	☐
Outline the library's automation plan that indicates the library's collections are managed through the use of an integrated library system (ILS)?	☐

Please contact Karen Ainslie (317) 232-1938 or (800) 451-6028 [In State only], or kainslie@library.IN.gov with any questions you may have.

Children's Internet Protection Act

As of July 1, 2004, public libraries must comply with the Children's Internet Protection Act, or CIPA, to be eligible for the Internet access discount. This is done by filing an annual form 479 with the State Library. CIPA has three requirements:

1. The library must have an Internet safety policy adopted by the board. It must address the following issues:
    a. Access by minors to inappropriate matter on the Internet and World Wide Web;
    b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
    c. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
    d. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
    e. Measures designed to restrict minors' access to materials harmful to minors.
2. The policy must include a technology protection measure (filter) that protects against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by minors, harmful to minors. The filter must be present on ALL library computers, including staff computers, connected to the Internet, but must be disabled on request for adults engaged in bona fide research or for other lawful purposes. This includes staff computers.
3. The library shall hold at least one (1) public hearing or meeting and provide reasonable public notice for that hearing.

Please contact Karen Ainslie at the Library Development Office at 1-800-451-6028 for assistance

Resources

Bandwidth utilization reports for each Indiana State Library consortium members are available from ENA site at inpublibraries.ena.com/ Call customer support to obtain username and password.

Universal Service Administrative Corporation www.usac.org/sl/

- To receive notice of weekly funding commitments from eRate subscribe to USAC listserv for wave notifications
- Training in the fall and spring, conference is gratis but you have to pay travel/lodging
- Reference Area
- Data Retrieval Tool

American Library Association State www.ala.org/offices/oitp

Children's Internet Protection Act (CIPA)

State of Wisconsin Department of Education webpage at dpi.state.wi.us/pld/cipafaq.html