

# Guidelines for the Use of District Support Funds

## Technology Support

As long as there are funds in the District Negotiated Agreement set aside for Technology Support to the member libraries, the following guidelines should be followed:

- Technology support funds may be used for devices, software, and/or licenses that enhance the patron and staff use of the library.
- **All device requests must be submitted to the District Consultant by May 15, 2024.** Purchase of the material will occur as funding and time permits, with no purchases taking place after May 15, 2024. The Consultant has the discretion to order items from any vendor, as long as due diligence has been taken to ensure quality and economic value of the item(s).
- **All software and /or license requests that are being purchased on your behalf by the Consultant must be submitted to the Consultant by May 15, 2024.**
- **If a library is purchasing devices, software, and/or licenses without going through the Consultant, the library must submit a District Support Fund Request Form along with a copy of the vendor's invoice to the District Consultant by May 15, 2024.** The New Castle District Center will pay the vendor upon availability of funds and per instructions on the request form.

## Programming/Continuing Education Support

As long as there are funds in the District Negotiated Agreement set aside for Programming and/or Continuing Education to the member libraries, the following guidelines should be followed:

- Programming and Continuing Education support funds may be used to purchase materials, to pay for costs associated with staff/board training or library association memberships, and to pay for costs associated with providing special events at the library; all of which should support the mission of the library.
- **All requests to purchase materials for programming or training events must be submitted to the District Consultant by May 15, 2024.**
- **All requests to pay a vendor's invoice must be submitted to the District Consultant by May 15, 2024.** The library must submit a District Support Fund Request Form along with the vendor's invoice. The New Castle District Center will pay the vendor upon availability of funds and per instructions on the request form.

Digital District Support Fund Request Form found [HERE](#)

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