

Office of Commonwealth Libraries

Prior approval from the Institute of Museum and Library Services (IMLS) is required for purchase of equipment with a unit cost of \$5,000 or more.

Definition of Equipment: tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. [45 CFR 1183.3]

Submit this form with the Library Services and Technology Act (LSTA) application to request approval for the acquisition of a unit of equipment costing \$5,000 or more with LSTA funds. The Office of Commonwealth Libraries LSTA Administrator will use this form to obtain IMLS approval.

Please understand that the grant will not be awarded until the potential purchase has been approved by IMLS.

Library Name: _____

Project Title: _____

Equipment Price (single unit): \$ _____ **How many:** _____

Brief Description of Equipment:

[Goals in Pennsylvania's 5 Year Plan](#)

Select one. Under the selected goal, pinpoint **one** objective AND provide a **brief justification** of the purchase relevant to the Goal.

Goal 1: Facilitate the statewide expansion of electronic and physical linkages to coordinate and improve delivery of resources.

Objective:

Relevance to the Goal:

Goal 2: Create opportunities for libraries to enhance their capacity to provide 21st Century resources, services and programs to their communities.

Objective:

Relevance to the Goal:

Goal 3: Preserve unique collections and prepare libraries for disaster recovery.

Objective:

Relevance to the Goal: