

Coordinated Collection Development Aid Application 2026-2027

Application

1.1	SED Code	
1.2	Project Number	
1.3	Name of College or University	
1.4	Mailing Address	
1.5	City	
1.6	Zip Code	
1.7	Director of Library/Libraries - First Name	
1.8	Director of Library/Libraries - Last Name	
1.9	Director of Library/Libraries - Telephone Number (enter 10 digits only)	
1.10	Director of Library/Libraries - E-Mail Address	
1.11	Name of Library System	
1.12	NY Assembly District	
1.13	NY Senate District	
1.14	NY Judicial District	
1.15	US Congressional District	
1.16	Contact Person - First Name	
1.17	Contact Person - Last Name	
1.18	Contact Person - Telephone Number (enter 10 digits only)	
1.19	Contact Person - Title/Position	
1.20	Contact Person - Fax Number	

1.21 Contact Person - E-Mail _____
Address _____

Participation in the Regional Coordinated Collection Development Plan:

1.22 In FY 2026-2027, grant funds _____
will implement the regional plan as
follows [CR 90.15(4)]. Briefly list
subjects.

Interlibrary Loan

Of the following, indicate which best describes the reporting institution's Interlibrary Loan Policy:

- a. All materials ordinarily circulated to the reporting institution's students and faculty are available for Interlibrary Loan.
- b. Most materials are available for Interlibrary Loan. Use the State annotation to list restrictions or changes.
- c. Materials are not available for Interlibrary Loan within the region. Use the State annotation to explain why materials are not available for Interlibrary Loan.

1.23 Select one: _____

On-Site Use

Of the following, indicate which best describes the reporting institution's On-Site Use policy.

- a. The collection can be used on-site without restrictions by persons who are not members of this institution's academic community (*i.e.*, community residents or students enrolled at other educational institutions).
- b. With restriction(s), the collection can be used on-site by persons who are not members of this institution's academic community. Use the State annotation to list the restrictions.

1.24 Select one: _____

CERTIFICATE OF EXPENDITURE OF STATE AID for purchase of library materials for Coordinated Collection Development, Pursuant to Education Law §273.5.

1.25 OPENING STATE AID CASH _____
BALANCE – Beginning of Current
Fiscal Reporting Year: July 1, 2025

1.26 OPENING STATE AID CASH _____
BALANCE AFTER ALLOCATION

1.27 We hereby certify that \$xxx,xxx _____

1.28 in State Aid pursuant to Education Law §273.5 has been expended or committed for library materials as agreed upon under the Coordinated Collection Development plan of name of system Council. If aid was otherwise expended, please annotate.

1.29 **CLOSING CASH BALANCE**
at the End of the Current Fiscal
Reporting Year: June 30, 2026

1.30 The total amount of funds, *from other sources* expended for library materials, excluding binding, in **2024-2025** was \$xxx,xxx.

Maintenance of Effort

MAINTENANCE OF EFFORT

Education Law 272.5 a(3)(a) and Commissioner's Regulations 90.15 (e) require that the applicant provide evidence in the annual application of maintenance of effort in expenditures for library materials (LME). For this purpose final expenditure figures for 2023-24 supplied on Question 1.30 will be applied on Question 2.17. Exclude expenditures for binding and from CCDA funds.

2.1 SED Code

2.2 Project Number

2.3 Name of College or University

2.4 City

2022-23 ACADEMIC YEAR

2.5 Total LM Expenditures

2.6 FTE

2.7 Per Student Expenditures

2023-24 ACADEMIC YEAR

2.8 Total LM Expenditures

2.9 FTE

2.10 Per Student Expenditures

AVERAGE

2.11 **Total LM Expenditures**

2.12 **FTE**

2.13 Per Student Expenditures _____

95% AVERAGE

2.14 Total LM Expenditures _____

2.15 FTE _____

2.16 Per Student Expenditures _____

2024-25 ACADEMIC YEAR

2.17 Total LM Expenditures _____

2.18 FTE _____

2.19 Per Student Expenditures _____

If TOTAL LME 2024-25 is lower than the 95% average figure, check 2024-25 per student figures. If 2024-25 per student figures and total 2024-25 LME are both lower than the 95% average, a waiver request must be submitted.

COMPUTATION OF AID

Grant award is calculated on the number of full-time equivalent students enrolled in the institution during the 2024-25 academic year. Enrollment figures reported on the form Higher Education Data System - Degree Credit Enrollment by Level of Program, Fall 2024, were used to compute the full-time equivalents and the grant below.

FALL 2024

2.20 Total FTE _____

2.21 Per student grant award (Total FTEs X 1.04) _____

2.22 Base Grant _____

2.23 Ed Law Amount (Per student Q2.21 + base awards Q2.22) _____

2.24 Total Appropriation Amount _____

FS-10

[Click here to print form.](#)

Grant Application Information

Application for Waiver

APPLICATION FOR WAIVER

From Maintenance of Effort Requirements
Coordinated Collections Development Aid
Per Commissioner's Regulation 90.15(e)

Institution _____

Use this form to explain your need for a waiver from maintenance of effort (MOE) requirements. You may submit additional support documentation but you must use this form.

Check all that apply:

Library materials expense (LME) in one of previous two years included extraordinary funds.

The institution's income dropped, resulting in cuts to the library, proportionate to other parts of the institution. Library materials were not cut disproportionately compared to other expenses within the library (i.e. equipment).

Library materials expense (LME) has increased since the year currently being measured (provide figures).

Other _____

Please provide a brief explanation for your failure to meet the maintenance of effort requirements and prospects for correction.

Suggested Improvements

Name of College or University: _____

Name of Person Completing Form: _____

Phone Number and Extension (enter area code, telephone number and extension only): _____

Please share with us your suggestions for improving the CCDA on-line application. Thank you!