

The Coordinated Collection Development Program

Contact Information

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Coordinated Collection Development Program

- Established in NYS legislation
- Goal: to promote regional coordination of collection development in academic libraries
- Formula aid distributed directly to academic libraries
- Funds may only be expended on library materials

Funding Formula

b. Public and nonprofit independent colleges and universities with libraries which meet the criteria of paragraph a of this subdivision are eligible for annual grants as follows:

(1) Four thousand four hundred dollars for each institution, and

(2) One dollar and four cents for each full-time equivalent student enrolled in each qualifying institution, in the academic year completed prior to the state fiscal year. For purposes of this section, a full-time equivalent shall be calculated as follows:

(i) one full-time undergraduate student shall be considered one full-time equivalent student;

(ii) one part-time undergraduate student shall be considered one-third of a full-time equivalent student;

(iii) one part-time graduate student shall be considered one full-time equivalent student; and

(iv) one full-time graduate student shall be considered one and one-half of a full-time equivalent student.

[CCDA State Aid Chart](#)

Eligibility

a. Libraries of public and nonprofit independent colleges and universities are entitled to receive annual funding for a coordinated collection development grant if they meet the following conditions:

- (1) Membership in a reference and research library resources system,
- (2) Their resources are made available to the public, through full participation in the interlibrary loan and other resource sharing programs of the reference and research library resources system of which they are members, and
- (3) They meet the requirements set forth in regulations adopted by the commissioner including but not confined to
 - (a) maintenance of effort,
 - (b) relationships between reference and research library resources systems' programs and the regional higher education master plan,
 - (c) submission of interlibrary loan statistics, and such other reports as may be required by the commissioner.

Resource sharing

- Commissioner's Regulation §90.15 (d) states that grant funds shall be expended for library materials only; therefore:
 - Any library materials can be purchased under the resource sharing program by an academic institution as long as it can be lent to or used by the patrons of members of the reference and research library resources systems.
 - Periodicals, serials, and reference materials can be purchased as long as they can be lent to or used by patrons of members of the reference and research library resources systems. The materials need not circulate if they do not circulate to students or faculty in the home academic institution.
 - Electronic database costs can be paid under the resource-sharing program by an academic institution if the license permits on-site use by patrons and by members of the reference and research library resources system.
 - Fees paid for providing access to materials acquired through document delivery can not be included because the materials are not subsequently available for loan to others. Institutional fees such as overhead and processing charges can not be paid for with CCDA program funds.
 - Duplication of titles purchased with Coordinated Collection Development Program funds in different academic libraries is acceptable if the duplication meets regional collection development needs.
 - All use of Coordinated Collection Development Program funds presumes that there is also an ongoing and substantial commitment of institutional funds to collection development, as required in the legislation for the Coordinated Collection Development Program.

Application timeline

Spring/summer: State aid charts posted

Early fall: Application portal opens
6-8 week application window

Funds are released on a rolling basis

Online application process

Organizational Information

Project number: 0315-27-XXXX

Resource Sharing

Expenditures

Opening and closing balances

Amount of CCDA funds you expended

Amount of other funds you expended on library materials

Maintenance of Effort

FS-10 Form

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
New York State Library
Division of Library Development, RM 10B41 CEC
Albany, NY 12230
ATTN: Adriana Mastroianni

PROPOSED BUDGET FOR A
FEDERAL OR STATE PROJECT
FS-10 (06/2026)

Local Agency Information

Funding Source: Coordinated Collection Development Aid

Report Prepared By:

Agency Name:

Mailing Address:

City

State

Zip Code

Telephone #: _____ County: _____

E-Mail Address: _____

Project Dates: 07 / 01 / 2026 06 / 30 / 2027
Start End

BUDGET SUMMARY

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SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	XXXXXXXXXX
Support Staff Salaries	16	XXXXXXXXXX
Purchased Services	40	XXXXXXXXXX
Supplies and Materials	45	
Travel Expenses	46	XXXXXXXXXX
Employee Benefits	80	XXXXXXXXXX
Indirect Cost	90	XXXXXXXXXX
BOCES Services	49	XXXXXXXXXX
Minor Remodeling	30	XXXXXXXXXX
Equipment	20	XXXXXXXXXX
Grand Total		

Complete all Information. Do not submit to Grants Finance

Agency

Code: _____

Project #: _____

Contract #:
(If applicable)

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Federal Employer ID #:
(New non-municipal agencies only)

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Agency Name: _____

FOR DEPARTMENT USE ONLY

Funding Dates: 07/01/2026 06/30/2027
 From To

Program

Approval: _____ Date: _____

CHIEF ADMINISTRATOR'S CERTIFICATION

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Date

Signature

Name and Title of Chief Administrative Officer

Fiscal Year

First Payment

Line #

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Voucher #

First Payment

Finance:

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Log

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Approved

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MIR

Resources

[CCDA Legislation](#): Education Law 273(5)(b)

[CCDA Regulations](#): Commissioner's Regulation §90.15

[CCDA Guidelines](#)

[State Aid Charts](#)

[Directory of 3Rs](#)

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