Instructions for Requesting Library and Software Loans

All Forms are Available at: **www.monroe.edu/nonpubliclibrarysoftware**

Enrollment Authorization Form & Spreadsheet

Please complete the top section of the Non-Public Library/Software Enrollment Authorization Form with the information requested.

Complete the NP Lib Soft Enrollment Spreadsheet with all K-12 students enrolled as of **October 2024** as reported to BEDS. (Pre-K, Transitional K and non NYS resident students are **not** eligible)

Please sign and submit both forms to Monroe One via email: kathy_altieri@boces.monroe.edu

Materials cannot be ordered until the enrollment has been authorized by the district, therefore, please return this form as soon as possible. Enrollment forms can be submitted before your orders are ready.

One Enrollment Authorization Form covers both the Library and Computer Software requests. **The per student allocation for library materials is $6.25 and software $14.98 for 25-26**

Non-Public Library or Software Order Form Instructions

1. Complete the top section of the form with the date, your school, and contact information.
2. Indicate if the materials requested are library or software. One order form per product.
3. Complete the product information as requested on the form:
   - Course, Grade Level (K-12 only products),
   - A complete and detailed description of the product.
   - Provide the vendor to purchase the product.
   - ISBN for books, Catalog numbers or Product ID number from the vendor.
   - Attach copies of quotes. Provide the quote number for software items or the "List Name" for library requests made through your online account with Titlewave or PermaBound. Include your school name and date (25-26) when naming the List, then share the list with "boces1". Please contact me if you have further questions on sharing lists for library requests.
   - If you have a list of library books from Barnes & Nobles for example, you may attach a spreadsheet and complete one order form. Include Isbn, title & quantity on the spreadsheet.
   - Fill in the quantity, price per item and the total cost. Total cost only if submitting a spreadsheet or Titlewave/Permabound online list.
   - Provide the email address for MARC records or software subscription downloads
   - Indicate if this is a renewal of an existing subscription. If this is a renewal, provide the username attached to the subscription. **Subscriptions are for a period of one year and should coincide with the July-June school year. Please obtain quotes accordingly**.

Non-Public Library Criteria

**NYSED has refined the definition of eligible library materials; we will be adhering to these criteria.

Library Materials are audio/visual and printed materials which meet all of the following criteria:

- Materials which are catalogued and processed as part of the school library or media center for use by elementary and/or secondary school children and teachers.
- Materials which with reasonable care and use may be expected to last more than one year
- Materials which would not be eligible for aid as textbooks or software School library materials meeting these criteria generally mean hardcover and paperback books, periodicals, documents other than books such as pamphlets, musical scores, videos, audio recordings, maps, charts or globes.

Please note that Online databases are not eligible as library materials

Non-Public Computer Software Criteria

**NYSED has refined the definition of eligible computer software; we will be adhering to these criteria

Computer software is defined as prepared educational programs which are subject-oriented and **which are prepared for use by pupils in conjunction with computers. These computer software programs must be required for use as a learning aid in a particular class or program.**

Submit Library and Software requests by email, fax or mail as follows:

Monroe One Educational Services
Attn: Kathy Altieri
15 Linden Park
Rochester, NY 14625

Fax 585-249-7809   Email: Kathy_Altieri@boces.monroe.edu

**To receive your orders by September, please submit complete enrollment and request information by the end of June 2025.

Requests will be accepted through January 31, 2026

For a complete explanation of this program visit the NYSED website:
www.p12.nysed.gov/nonpub/handbookonservices/home.html