

Appendix B: Manuals and Publications

Management Necessities for Public Libraries

1. Accounting and Uniform Compliance Guidelines Manual for Libraries

Often referred to as the “Budget Manual.” Available online at State Board of Accounts website: <https://www.in.gov/sboa/political-subdivisions/libraries/> for “political subdivisions...libraries.” Then drop down Uniform Compliance Guidelines, then Manuals. Note: reduced to four chapters and an Appendix because additional information is found under the following headings: Internal Control Standards, Indiana Codes, Deposit and Investment of Funds, Public Purchasing Law, etc. Please explore all the topics to find what relates to libraries.

2. Handbook on Indiana’s Public Access Laws

This handbook is prepared by the Office of the Attorney General and Office of the Public Access Counselor and is available online at: <https://www.in.gov/pac/files/pac-handbook.pdf>

3. Library Laws IC 36-12

Please consult the online edition of Indiana Library Laws which contains the most current information at the following webpage:

<http://iga.in.gov/legislative/laws/current/ic/titles/036#36-12>

4. Indiana Administrative Code

Please consult the online edition of the Indiana Administrative Code for the most current information. http://iac.iga.in.gov/iac/iac_title?iact=590

5. Indiana Library Resource Sharing Manual (2020):

<https://www.in.gov/library/services-for-libraries/ldoresources/IRS/>

6. Indiana Public Library Directory (Updated regularly)

<https://www.in.gov/library/directory-of-indiana-libraries/pldirectory/>

7. IN The Public Trust: A Reference Manual for Indiana Public Library Board Members

(1993, revised 2021): <https://www.in.gov/library/files/IN-The-Public-Trust-2021.pdf> *see the Survival Guide’s Chapter 2 – Library Board Information

8. Statistics of Indiana Public Libraries

Annual edition available at: <https://www.in.gov/library/services-for-libraries/plstats/>