

#3: Standards with some required and some recommended

590 IAC 6-1-3 Eligibility to receive state funds; determination

Authority: IC 4-23-7-5; IC 4-23-7.1-24

Affected: IC 4-23-7.1-11; IC 36-12-11

Sec. 3. The eligibility of a public library to receive state or federal funds and services under the provisions of any program for which the Indiana state library is the administrator shall be determined as follows:

- (1) Compliance with any requirements that may be set forth in state legislation providing for such funds.
- (2) Compliance with Indiana law.
- (3) Compliance with the standards promulgated by the Indiana library and historical board. (*Indiana Library and Historical Board; 590 IAC 6-1-3; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011*)

590 IAC 6-1-4 Minimum standards for public libraries

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24

Affected: IC 4-23-7; IC 4-23-7.1; IC 6-1.1-18.5; IC 36-12

Sec. 4.

- (a) The library must operate in compliance with federal and state laws, including the following:
 - (1) The Public Library Law under IC 36-12.
 - (2) The Indiana Library and Historical Department Law under IC 4-23-7.
 - (3) Other Indiana laws that affect municipal corporations, including but not limited to:
 - (a) Indiana Open Door Law,
 - (b) Indiana Public Works Law,
 - © Indiana Prescribed Forms.
 - (4) The library must comply with federal laws affecting employment practice.
 - (5) All newly constructed and existing library facilities must be in compliance with local, state, and federal building and health and safety codes.
 - (6) The library must comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone.
- (b) The library shall provide the following minimum services
 - (1) Acquisition, organization, and loan of print, audiovisual, digital, and other collections.
 - (2) Availability of general collections to the public during regular library hours of operation.
 - (3) Paid, certified staff as required in 590 IAC 5.
 - (4) A library shall expend at least seven and five-tenths percent (7.5%) of its operating fund expenditures for library collections.
 - (5) The library shall provide means of communication with the public.
 - (6) A website.
 - (7) Interlibrary loan is free of charge within Indiana (other than reimbursement for actual direct photocopy and postage costs), and each public library shall lend materials through at least one (1) of the following:
 - (A) Statewide reciprocal borrowing program.
 - (B) OCLC Resource Sharing.
 - (C) Evergreen Indiana.

(D) Local reciprocal borrowing with at least one (1) other public library district within the library district's county or an adjacent county.

(8) Participate in the statewide delivery service provided by the Indiana state library with the following frequency from a single fixed location within the library district:

	Standard:
Class A Library	Three (3) days/week
Class B Library	Two (2) days/week
Class C Library	One (1) day/week

(9) Adult services:

(10) Young adult services:

(11) Children's services:

(12) Seasonal Reading Program to promote reading for children for a minimum of 6 weeks each year.

(13) Library sponsored programming shall be provided with the following minimum frequency within each library district:

	Standard:
All Public Libraries	Five (5) library programs for every one thousand (1,000) people served per year, with a minimum of twelve (12) library programs per year regardless of population served.

(14) Internet access provided for free to all users at speeds adequate to meet demand.

(15) Scheduled and posted hours of service to best serve the community. To meet the needs of school children and many working adults, these hours will necessarily require evening and weekend hours.

	Standard:
Class A Libraries	Fifty-five (55) hours per week, including six (6) evening hours and one (1) weekend day
Class B Libraries	Forty (40) hours per week, including four (4) evening hours and one (1) weekend day
Class C Libraries	Twenty (20) hours per week, including two (2) evening hours and one (1) weekend day

(c) The library shall have written bylaws that state its purpose and its operational procedures. The bylaws shall specifically state rules governing conflicts of interest issues and nepotism. The bylaws shall be reviewed by the board of trustees at least every three (3) years. A copy of the bylaws shall be submitted to the Indiana state library within 60 days of their adoption. All amendments to the bylaws that have been adopted by the board in each year shall be submitted with the library's annual report.

(d) A library district located within another library district serving an overlapping population shall be considered a branch of the larger library district for purposes of meeting public library standards.

- (e) The library shall file with the Indiana state library by March 1 of each year an annual report for the preceding calendar year, in the form prescribed by the Indiana state library. Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received. The report shall include a statement from the director and board president or their designee certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time.
- (f) The Indiana library and historical board may provide a temporary waiver, not to exceed one (1) year at a time, for a public library to be exempt from one (1) or multiple public library standards under the following conditions:
- (A) The public library is deemed to be out of compliance with one (1) or more standards.
 - (B) The public library submits an appeal to the Indiana state library seeking a waiver and stipulating the reason or reasons for a temporary or one (1) year waiver to be granted.
 - (C) The request for a waiver illustrates unusual, unforeseen, or extreme circumstances beyond the library's control.

590 IAC 6-1-5 Recommendation for standards for public libraries

To provide the above services, the Indiana State Library/Indiana Library and Historical Board supports the following procedures and services:

- (a) The library board is responsible for hiring a **full-time library director** with the education and experience required by the librarian certification rules under 590 IAC 5.
- (b) The library board and director shall maintain their separate functions as follows:
 - (1) The board is responsible for governance and policy.
 - (2) The director is responsible for administration, operation, and management of the library.
- (c) With the advice and recommendations of the library director, the library board shall adopt the following:
 - (1) An annual classification of employees.
 - (2) Schedules of salaries.
 - (3) The proposed library budget.
 - (4) Library policies.
- (d) The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:
 - (1) Employment practices, such as the following:
 - (A) Recruitment.
 - (B) Selection.
 - (C) Appointment.
 - (2) Personnel actions.
 - (3) Salary administration.
 - (4) Employee benefits.
 - (5) Conditions of work.
 - (6) Leaves.
- (e) The Indiana state library will provide orientation materials to new library board trustees and training materials to all library trustees and directors annually. The library board shall adhere to

the principles discussed in approved and current Indiana state library publications for library trustees.

(f) With the advice and recommendation of the library director, the library board shall adopt the following written plans and policies:

- (1) Collection development.
- (2) Principles of access to all library materials and services.
- (3) A long-range plan of service for between three (3) to five (5) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:

- (A) A statement of community needs and goals.
- (B) Measurable objectives and service responses to the community's needs and goals.
- (C) An assessment of facilities, services, technology, and operations.
- (D) An ongoing annual evaluation process.
- (E) Financial resources and sustainability.
- (F) Collaboration with other:
 - (i) public libraries; and
 - (ii) community partners.

(4) A technology plan of service for three (3) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:

- (A) Goals and realistic strategy for using telecommunications and information technology.
- (B) A professional development strategy.
- (C) An assessment of telecommunication services, hardware, software, and other services needed.
- (D) An equipment replacement schedule.
- (E) Financial resources and sustainability.
- (F) An ongoing annual evaluation process.
- (G) An automation plan that conforms to national cataloging standards.

(g) The library shall provide the following means of communication with the public:

- (1) A telephone listed in the library's name.
- (2) An answering machine, voice mail, or other similar technology to provide operating hours of the library.
- (3) An e-mail address or a means of electronic contact for the library listed on the library's website.
- (4) A means to provide copies to the public at each location. A fee may be charged not to exceed a fee established by Indiana state law.
- (5) Technology available to transmit documents electronically or through phone lines, for example, a fax machine.

(h) A website that must include the following:

- (1) Hours of operation, physical address or addresses, a map for each fixed service location, phone number, and e-mail address.
- (2) Electronic resources provided free of charge to the citizens of Indiana by the state of Indiana, for example, INSPIRE.

- (3) Public service policies including, but not limited to, circulation policies, fees, and Internet use, adopted by the library board.
- (4) The library's online public access catalog.
- (5) A calendar of events and programs, which shall be updated at least monthly.
- (i) Adult services that include the following:
 - (1) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.
 - (2) Knowledge of and access to reference materials, including INSPIRE.
 - (3) A collection of materials for adults.
 - (4) Space designated in the library for adult services.
- (i) Young adult services that include the following:
 - (1) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.
 - (2) Knowledge of and access to reference materials, including INSPIRE.
 - (3) A collection of materials for young adults.
 - (4) Space designated in the library for young adult services.
- (j) Children's services that include the following:
 - (1) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.
 - (2) Knowledge of and access to reference materials, including INSPIRE
 - (3) A collection of materials for children, parents, and caregivers in each fixed location.
 - (4) Space in each fixed location designated in the library for children's services.
- (k) Provide access directly or through the Indiana state library to large print books, Braille books, audio books, and enhanced media to patrons who are unable to read regular print, because of a visual or a physical disability.
- (l) An integrated library system with an online public access catalog available on the library's website.
- (m) The library shall have a base level of technology consisting of at least one (1) staff computer with office software and operating systems, connected to the Internet and a printer. Public access computers shall be connected to the Internet and printers as detailed as follows:

	Standard:
Class A or B Public Library	One (1) public access computer connected to the Internet per two thousand (2,000) served. Wireless Internet access for patrons in at least one (1) location.
Class C Public Library	One (1) public access computer connected to the Internet per two thousand (2,000) served or a minimum of two (2), whichever is greater.

- (n) The library shall purge or mark inactive unused library patron cards at least once every three (3) years, deleting those patrons who have not used the card in the last three (3) years and do not owe materials, fines, or fees to the library.
- (o) The library shall provide support for continuing education for staff and trustees.

(Indiana Library and Historical Board; 590 IAC 6-1-4; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; errata filed Mar 31, 2010, 10:21 a.m.: 20100414-IR-590100185ACA)