

## #5: Standards with other states' standards incorporated

Library Class refers to the size of the libraries service population:

Class A	100,000 and above (12)
Class B	25,000 to 99,999 (46)
Class C	15,000 to 24,999 (28)
Class D	5,000 to 14,999 (63)
Class E	2,500 to 4,999 (35)
Class F	500 to 2,999 (52)
Class G	Up to 500 (1) [New York]

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

Sec. 4. (a) The library must operate in compliance with Indiana 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.

(b) The library board **shall employ a paid full-time library director** with the education and experience required by the librarian certification rules under 590 IAC 5 **and delegates the management of the library to the library director within the policies and budget approved by the library board.** [Kansas]. **The board members are not involved in yhr day-to-day operation of the library district.** [Missouri]

### Certification:

- Essential:** The board shall employ a director who holds an appropriate certification of librarianship issued by the Indiana State Library
- Enhanced:** The board employs a director with a Master's Degree in Library Science (MLS/MIS).
- Exemplary:** The board employs a director with a Master's Degree in Library Science (MLS/MIS) and at least five years of public libraries experience. [Kentucky]

(c) 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.

(d) 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.

**(NEW) The library board shall conduct an annual evaluation of the Library Director.** [Illinois]

(e) The library must comply with federal laws affecting employment practice. 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.

**(f) New library trustees will participate in an orientation provided by the Indiana state library within six months of their appointment to the board. [Kansas]**

**(New)** The library board shall adhere to the principles discussed in approved and current Indiana state library publications for library trustees.

**(g) The library shall have written bylaws that specifically state:**

- (1) Its purpose of the board and its operational procedures.**
- (2) Rules governing conflicts of interest issues and nepotism.**

**(NEW)** 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.

(h) 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 public libraries**
- (NEW) Collaboration with other 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.

(i) All newly constructed and existing library facilities must be in compliance with local, state, and federal building and health and safety codes.

**(j) The library must comply with provisions of the federal Americans with Disabilities Act to make:**

- (1) Its physical services available to everyone.**
- (2) Its digital services available to everyone.**

(k) The library shall provide the following minimum services:

**(1) Acquisition of new materials, organization according to a nationally recognized classification system**

**(NEW) The free loan of print, audiovisual, digital, and other collections to the public.**

(2) Availability of general collections to the public during regular library hours of operation.

**(3) Collection development expenditures**

**Essential:** A library shall expend at least seven and five-tenths percent (7.5%) of its operating fund expenditures for library collections shall meet basic standards for collection expenditures, including gift funds.

**Enhanced:** A library expending the equivalent of fifteen percent (15%) of its operating expenditures, which includes operating, gift, and related funds, for library collections shall meet enhanced standards for collection expenditures.

**Exemplary:** A library expending the equivalent of twenty percent (20%) of its operating expenditures, which includes operating, gift, and related funds, for library collections shall meet exceptional standards for collection expenditures.

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

- (A) A telephone listed in the library's name.
- (B) An answering machine, voice mail, or other similar technology to provide operating hours of the library.
- (C) An e-mail address or a means of electronic contact for the library listed on the library's website.
- (D) 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.
- (E) Technology available to transmit documents electronically or through phone lines, for example, a fax machine.

(5) A website that must include the following:

- (A) Hours of operation
- (NEW) physical address or addresses,**
- (NEW) a map for each fixed service location**
- (NEW) phone number**
- (NEW) e-mail address.**

(B) Electronic resources provided free of charge to the citizens of Indiana by the state of Indiana, for example, INSPIRE.

(C) Public service policies including, but not limited to, circulation policies, fees, and Internet use, adopted by the library board.

(D) The library's online public access catalog.

(E) A calendar of events and programs, which shall be updated at least monthly.

**(6) Resource Sharing**

**(NEW) Provides free interlibrary loan to other Indiana (other than reimbursement for actual direct photocopy and postage costs),**

**(NEW) 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.**

**(NEW) 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:**

		Basic	Enhanced
Class A	100,000 and above (12)	3 days/week	4 days/week
Class B	25,000 to 99,999 (46)	2 days/week	3 days/week
Class C	15,000 to 24,999 (28)	2 days/week	3 days/week
Class D	5,000 to 14,999 (63)	1 day/week	2 days/week
Class E	2,500 to 4,999 (35)	1 day/week	2 days/week
Class F	500 to 2,999 (52)	1 day/week	2 days/week
Class G	Up to 500 (1)	None	1 day/week

**(8) Adult services that include the following:**

(A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.

(B) Knowledge of and access to reference materials, including INSPIRE.

(C) A collection of materials for adults.

(D) Space designated in the library for adult services.

~~(E) To achieve an enhanced level of service, a library shall designate one (1) or more staff to serve at least part time as an adult services librarian by~~

~~a qualified individual holding the appropriate librarian certificate at each fixed location.~~

~~(F) To achieve an exceptional level of service, a library shall designate one (1) full-time equivalent staff member designated as an adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.~~

(9) Young adult services that include the following:

(A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.

(B) Knowledge of and access to reference materials, including INSPIRE.

(C) A collection of materials for young adults.

(D) Space designated in the library for young adult services.

~~(E) To achieve an enhanced level of service, a library shall designate one (1) or more staff to serve at least part time as a young adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.~~

~~(F) To achieve an exceptional level of service, a library shall designate one (1) full-time equivalent staff member designated as a young adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.~~

(10) Children's services that include the following:

(A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.

(B) A collection of materials for children, parents, and caregivers in each fixed location.

(C) Space in each fixed location designated in the library for children's services.

(D) An annual summer reading program for a minimum of six (6) weeks at each fixed location.

~~(E) To achieve an enhanced level of service, a library shall designate one (1) or more staff to serve at least part time as a children's services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.~~

~~(F) To achieve an exceptional level of service, a library shall designate one (1) full-time equivalent staff member designated as a children's services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.~~

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

- Essential:** 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.
- Enhanced** At least ten (10) 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.
- Exceptional** At least fifteen (15) 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.

~~\_\_\_\_\_ (12) 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.~~

(13) An integrated library system with an online public access catalog available on the library's website.

(14) The library shall provide public access computers with a minimum Internet connection speed of one and five-tenths megabits per second (1.5 Mbps) per fixed service location. Computers shall be provided for the free use of all persons regardless of residency, so long as such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines owed to the library or violations of library policies.

(15) 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:

~~Basic Enhanced Exceptional~~

~~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.~~

~~One (1) public access computer connected to the Internet per one thousand (1,000) served or a minimum of two (2), whichever is greater. Wireless Internet access in at least one (1) location and a scanner for patrons.~~

~~One (1) public access computer connected to the Internet per five hundred (500) served or a minimum of two (2), whichever is greater. Wireless Internet access in all public locations and a scanner for patrons.~~

~~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.~~

(16) 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.

(1) Hours of service shall be provided to allow the greatest possible access for the community as follows for each public library system. Using the definitions provided in section 2 of this rule, hours open is calculated by taking the total unique hours the district is open for regular public service for the majority of the year. The standards for hours and service days for a typical week are as follows:

Essential:

Class A	100,000 and above (12)	6 days/ 55 hours
Class B	25,000 to 99,999 (46)	6 days/ 55 hours
Class C	15,000 to 24,999 (28)	6 days/ 51 hours
Class D	5,000 to 14,999 (63)	5 days/ 39 hours
Class E	2,500 to 4,999 (35)	5 days/ 20 hours
Class F	500 to 2,999 (52)	4 days/ 20 hours
Class G	Up to 500 (1)	4 days/ 20 hours

Enhanced:

Class A	100,000 and above (12)	6 days/ 65 hours
Class B	25,000 to 99,999 (46)	6 days/ 58 hours
Class C	15,000 to 24,999 (28)	6 days/ 56 hours
Class D	5,000 to 14,999 (63)	5 days/ 36 hours
Class E	2,500 to 4,999 (35)	5 days/ 29 hours
Class F	500 to 2,999 (52)	5 days/ 22 hours
Class G	Up to 500 (1)	5 days/ 22 hours

Exemplary:

Class A	100,000 and above (12)	7 days/ 68 hours
Class B	25,000 to 99,999 (46)	7 days/ 65 hours
Class C	15,000 to 24,999 (28)	7 days/ 58 hours
Class D	5,000 to 14,999 (63)	7 days/ 56 hours
Class E	2,500 to 4,999 (35)	6 days/ 36 hours
Class F	500 to 2,999 (52)	6 days/ 25 hours
Class G	Up to 500 (1)	6 days/ 24 hours

~~Basic Enhanced Exceptional~~

~~Class A Libraries — Fifty five (55) hours per week, including six (6) evening hours and one (1) weekend day~~

~~Sixty (60) hours per week, eight (8) evening hours, and one (1) weekend day; or sixty (60) hours per week, six (6) evening hours, and two (2) weekend days~~

~~Sixty five (65) hours per week, eight (8) evening hours, two (2) weekend days; or sixty five (65) hours per week, ten (10) 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~~

~~Fifty (50) hours per week, four (4) evening hours, and one (1) weekend day~~

~~Fifty five (55) hours per week, six (6) evening hours, two (2) weekend days; or fifty five (55) hours per week, eight (8) 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~~

~~Thirty (30) hours per week, including two (2) evening hours and one (1) weekend day~~

~~Forty (40) hours per week, including four (4) evening hours and two (2) weekend days; or forty (40) hours per week, six (6) evening hours, and one (1) weekend day~~

- (m) The library shall provide support for continuing education for staff and trustees.
- (n) 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.
- (o) The library shall file with the Indiana state library ~~by February 1~~ **by the posted deadline** 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.
- (p) 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.