MINIMUM STANDARDS FOR RHODE ISLAND PUBLIC LIBRARIES

Rhode Island Department of State
LIBRARY SERVICES 1983

FOREWARD

Public library standards are criteria by which public libraries are measured and evaluated. Such standards represent objective, observable, and in most cases, quantitative measures -- measures that indicate the parameters of good or adequate public library service. Underlying public library standards are certain principles and beliefs regarding the role of public libraries in a modern and free society and certain principles and beliefs as to how public libraries can function in this role. Thus, it is a synthesis of practice and principle that is the true measure of a public library's worth. Public library standards function to aid libraries and communities in improving and strengthening library services. In addition, they serve as criteria for state and federal public library funding. This dual purpose necessitates that standards be up to date and in accord with current thought, practice, and trends if they are to be meaningful. **Minimum Standards for Rhode Island Public Libraries** (1983) is intended to fulfill this purpose.

On January 30, 1981, the Rhode Island Department of State Library Services (DSLS) began the process of developing new standards for Rhode Island public libraries to replace standards formulated and adopted in 1965 and still in effect. The 1965 Standards for Public Libraries were developed by the Standards Committee of the Rhode Island Library Association (RILA), approved by the membership, and adopted by DSLS. In 1973, a RILA Standards Committee updated the standards, but these were voted down by the membership. In 1974, the membership adopted **Guidelines for Public Library Service in Rhode Island**, a document based on the 1973 version of the standards. The guidelines, as such, did not replace the 1965 standards.

The development of new public library standards was one of the recommendations of the Governor's Conference on Library Information Services in 1979. A RILA Ad Hoc Committee began the work again and eventually, upon review of the nature of standards development and enforcement, it was decided that the Department of State Library Services should assume the task of developing new standards. Under law, it is the department's responsibility to promulgate and enforce standards. Thus, the DSLS Public Library Standards Committee has set about this task, with the goal of developing standards that are clear, equitable, enforceable and, above all, beneficial to public libraries and the people they serve.

DSLS Public Library Standards Committee

Frank Iacono, Chair
Melody A. Brown
Bruce E. Daniels
Dorothy B. Frechette
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Margaret Shea

In accordance with the **General Laws of Rhode Island**, 29-3.1-4(3), the Advisory Board of Library Commissioners approved the **Minimum Standards for Rhode Island Public Libraries** on August 11, 1983.

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PREFACE

National public library standards were last issued by the American Library Association in 1966 and do not accurately reflect the current challenges and concerns of public libraries today. **The Public Library Mission Statement and its Imperatives for Service** as drafted by the Public Library Association's Goals, Guidelines, and Standards Committee in 1979 provides a cornerstone for new public library standards. The Public Library Standards Committee of the Rhode Island Department of State Library Services endorses the Mission Statement as the conceptual framework on which this document is based.

PHILOSOPHICAL STATEMENT SUBCOMMITTEES

SERVICE TO CHILDREN

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THE ROLE OF THE PUBLIC LIBRARY

Citizens in a free society have the right and the responsibility to make informed choices about their personal lives, their group activities and associations, and their government. In order to make informed choices in each of these areas, they must be challenged and moved and uplifted by examples of human creativity. There is only one agency properly equipped to provide organized resources for such personal, cultural and intellectual growth, and that agency is the public library.

The purpose of the public library is to provide diverse and easily accessible materials, services and programs in an atmosphere which encourages the free flow of ideas to educate, inform, enrich and entertain the citizens of the community. The public library serves all people without regard for age or sex, religious or ethnic background, educational ability, or economic status. It provides equal access to resources for all, without question of user purpose; it makes available the broadest spectrum of thought to a citizenry whose privacy it aggressively defends.

Libraries must recruit and foster the development of personnel who, through ability, experience and education, can serve the needs of the public and the profession. Trustees and librarians, to whom the care of the public library is entrusted, should work to ensure that it remains reflective of and responsive to the needs of the community. In order to meet local needs, librarians collect, organize and make available materials in a variety of forms and on a level that can be understood by users. They develop and participate in networks which facilitate the sharing of records and resources; they must be informed about new technology and be prepared to take advantage of its capabilities. In addition, librarians provide information about other social service agencies in the community and refer users to them when appropriate; they participate in the integration into society of groups now largely isolated and excluded by racial and economic barriers, or by a lack of formal education and training.

In order for the public library to remain a valuable local resource, trustees and librarians should commit themselves to the development of comprehensive public relations programs designed to increase the public's awareness of the library's effectiveness and contributions, make a substantial effort to enlist legislative support for libraries at the state and local levels, and constantly analyze and evaluate community needs and the library's ability to meet them.

A free society demands full participation by citizens making informed choices. It is the responsibility of the public library to maintain standards of service which provide the information necessary to make these choices. With this perspective in mind, the Public Library Standards Committee adopts the following service statements as the theoretical base for new measures of quality for public libraries of Rhode Island.

SERVICE TO CHILDREN

The public library fosters the process of intellectual and social growth in children by providing materials and services designed to meet their needs and those of the adults responsible for their development. Librarians should possess a knowledge of the developmental stages that lead to adulthood, yet welcome each child as an individual.

To insure the integration of children's services into the library's total program of service, the children's librarian participates in decisions effecting library policy, including the setting of goals and objectives and the budget process. In determining the portion of the budget for children's materials, consideration should be given to the child population in the community, juvenile usage, and the overall needs of the children's collection. It is the library's responsibility to develop

a collection that responds to the community while providing for the various abilities, potentials and interests of each child. This commitment requires the availability of a wide variety of print and non-print media.

Access to all materials in the library's collection and services the library offers including reserves, interlibrary loan and automated data bases should be offered without any restriction imposed by the library on the basis of age. It is essential that children be accorded the same rights and privileges as other library users and be treated with the same respect and consideration. Competent reference and reader's advisory service should be available to children during all the hours that the library is open. Guidance in selecting materials should be provided for parents and adults who work with children.

The encouragement of reading for pleasure and information is a primary goal of children's services. Programming is a basic component of library services and is one of the most effective means of implementing this goal. These activities should be offered both at the library and out in the community; working in cooperation with other community libraries and with school media centers is essential in providing total library service to children in the community.

SERVICE TO YOUNG ADULTS

Library service to young adults should begin with a recognition of the basic premise that young adults form a unique and sizable segment of library users. Neither child nor adult, the young adult requires special materials and services through this transitional phase. The library should make an active commitment to provide materials, resources and a welcoming environment for these young people as an investment in our present as well as our future.

Young adults should be guaranteed open and equal access to all materials and services provided by the library. They should be allowed access to all adult services, including reserves, interlibrary loan, and nondiscriminatory registration. Confidentially regarding materials and services requested should be respected. The library should also provide and develop special services as need arises.

The library's selection policy should reflect the special needs of young adults and provide access to a wide variety of media. A designated portion of the total library materials budget should be allocated for the purchase of young adult materials to reflect the full range of their interests and abilities, with emphasis on acquiring materials of a popular and topical nature, as well as information on careers, life skills, and sexuality. Print materials selected should include paperbacks and teen-oriented magazines. Music should be selected with emphasis on popular formats and current interests of young adults.

Recommendations for the purchase of materials should be solicited from the young adult community. Review sources should include the standard library journals as well as specialized publications dealing with the interests of young adults. If individual libraries cannot afford them, these review sources should be made available on a regional basis.

SERVICE TO ADULTS

The public library should respond to the complex, diffuse, and immediate needs of adults by providing a variety of services. In meeting these needs, the staff assists users by linking them with a wide range of resources extending from leisure reading materials to specialized information. Collection and organization of materials, reader's advisory service, programming, reference, and referral are all ways in which the library meets this responsibility.

The public library should make reference an integral part of its service so that questions of vital interest to adults, such as consumer and career-related needs, can be answered through the use of library resources. Guidance in the use of these materials should be provided by an unbiased and non-judgmental staff.

New technology should be explored and used by the library in order to meet its goal of providing access to information for adults. Computers and cable television should be made available for community use in those libraries where such service is applicable. As more information is stored in data bases and no longer available in hard copy, it becomes increasingly important that the library provide free or low-cost access to computers as information tools.

Traditionally, the library has stressed its role as a support institution for formal adult education. In addition, it should emphasize its ability to provide resources for adult engaged in informal retraining and renewal and for all self-initiated adult learning.

Programming is another valid way of providing information, and the public library should incorporate it as a part of its adult services. Programs can be exciting extensions of the library collections, they can utilize community experts, and they are an excellent way to reach people who might not otherwise use the library's services.

The library serves as a lively center of activity in the community by providing information on local events and making meeting space available to local organizations for their educational, recreational and cultural activities. Additionally, library personnel should provide materials to support these activities, help groups with program planning, and take part in programs giving book talks, acting as discussion leaders, or sharing their particular abilities.

The library should play a major role in bringing together community agencies and those who need their services. This is one way in which the public library can act as a vital link in an informal network of helping agencies. More formally, the public library should establish itself as an active and cooperative member of the interrelated library network, so that delivery of materials and sharing of resources can be accomplished more efficiently.

The public library has a special responsibility to meet the informational and recreational interests of groups who have unique needs. Some elderly people, for example, as well as many handicapped and chronically ill, can be served through the mail, home delivery, or deposit collections in institutions. These people, and the large numbers of poor and disadvantaged who may be economically and/or psychologically confined to their neighborhoods, can also be reached by bookmobile service. Literacy training for adults and provision of classes and materials for the non-English speaking are services which help to ensure that such people will be informed citizens as well as enthusiastic library users in the future.

In order to keep the public informed about its services, the public library should develop strong relationships with the local press, business, and community groups. It should also maintain effective communications with local government officials. Providing them with up-to-date information on current issues is one way of convincing them of the importance of continued and increased funding for library service.

STANDARDS AND GUIDELINES

Editor's Note: For the purpose of this document, the following definitions and distinctions must be kept in mind:

An "S" precedes each standard with which the library must comply. A "G" precedes each guideline which recommends a further level of quality in library service. Both standards and guidelines are numbered consecutively from section to section.

Other definitions applicable to one section of the standards appear at the end of each section.

GOVERNANCE

Rationale

The governing body of the public library is the library board of trustees. As the formal liaison between the library and the community, the board is responsible for policy-making and planning based on a knowledge of the community, its service needs, and current standards and trends regarding libraries and librarianship. The library is best served by board members who have a genuine interest in its growth and development and who are willing and able to devote time and effort to their duties as trustees.

S1. THE LIBRARY BOARD SHALL BE GOVERNED BY WRITTEN BY-LAWS WHICH OUTLINE ITS PURPOSE AND OPERATIONAL PROCEDURES.

G1. By-laws should have provisions for:

(a) dates, times, and frequency of meetings
(b) special meetings
(c) number of board members and terms of office
(d) disqualifications and vacancies
(e) establishment of a quorum
(f) appointment of special committees
(g) amendments to the by-laws

G2. Aside from their joint responsibility to study, plan, and develop library policies and to review them on a regular basis, the library board and the director should understand their separate functions. The board is responsible for governance, the director for administration.

G3. The library director should attend all board meetings except those at which his/her salary or tenure are discussed.

G4. The board should represent the entire community, drawing its membership from as many segments of the community as possible.

G5. To ensure board effectiveness and vitality, board members should serve specified terms and succeed themselves no more than once.

S2. THE LIBRARY SHALL ESTABLISH AN ORIENTATION PROGRAM TO PROVIDE NEW BOARD MEMBERS WITH THE BASIC INFORMATION NEEDED TO PERFORM THEIR DUTIES EFFECTIVELY.

S3. THE LIBRARY BOARD SHALL ADAPT A LONG-RANGE PLAN, WHICH SHALL INCLUDE:

(A) A STATEMENT OF COMMUNITY NEEDS
(B) GOALS
(C) OBJECTIVES
(D) A PLAN FOR EVALUATION

G6. The long-range plan should encompass five years and be reviewed annually.

S4. FOR THE PURPOSE OF COORDINATED STATEWIDE PLANNING, THE LIBRARY SHALL PROVIDE THE RHODE ISLAND OFFICE OF LIBRARY AND INFORMATION SERVICES WITH A COPY OF ITS LONG-RANGE PLAN.

G7. Trustees should actively seek adequate public support by interpreting to the public and to government officials the services, policies, and financial needs of the library.

S5. THE LIBRARY SHALL PARTICIPATE IN THE RHODE ISLAND INTERRELATED LIBRARY NETWORK THROUGH AFFILIATION WITH ITS DESIGNATED INTERRELATED LIBRARY SYSTEM.

G8. Trustees should join and participate in state, regional, and national library associations and attend meetings and workshops related to their duties.

ADMINISTRATION

Rationale

The library director is responsible for administering the total library program of service. This involves providing and organizing the resources necessary to meet the needs of the community and planning for its future needs. The director also assumes ultimate responsibility for keeping the library program consistent with its stated goals.

S6. THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SHALL SUBMIT TO THE OFFICE OF LIBRARY AND INFORMATION SERVICES THE ANNUAL EPORT AS REQUIRED BY THE STATE GRANT-IN-AID TO CITIES AND TOWN PROGRAM.

G9. The director should:

(a) administer policy and recommend needed policies for board action
(b) attend board meetings and serve as liaison between the board and the staff
(c) prepare and implement the budget
(d) select and supervise personnel
(e) oversee materials selection and collection development
(f) maintain an active program of public relations
(g) cooperate and work with community organizations and agencies
(h) affiliate with state and national professional organizations and attend professional meetings and workshops.
(i) be familiar with local, state, and federal library-related laws and support progressive library-related legislation.

G10. The library should make provisions for user evaluation and community comments and suggestions.

PERSONNEL

Rationale

The library staff is the vital link between the community and fulfillment of its library and information needs. Effectiveness in this role depends upon a staff of sufficient size that is well-trained and committed to the library's service goals. Competent and qualified personnel are attracted by adequate compensation and an atmosphere which encourages job satisfaction and professional growth.

S7. THE LIBRARY SHALL HAVE A PROFESSIONAL LIBRARIAN AS DIRECTOR.

S8. THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SHALL HAVE A MINIMUM OF ONE FULL TIME EQUIVALENT STAFF MEMBER FOR EACH 3500 POPULATION OR FRACTION THEREOF.

S9. THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SHALL HAVE PROFESSIONAL LIBRARIANS COMPRISE AT LEAST ONE - THIRD OF THE FULL TIME EQUIVALENT STAFF.

S10. THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF LESS THAN 17,500 SHALL ALLOCATE AT LEAST ONE-THIRD OF THE REQUIRED PROFESSIONAL STAFF TIME TO CHILDREN'S SERVICES; THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF 17,500 OR MORE SHALL HAVE AT LEAST ONE FULL TIME EQUIVALENT PROFESSIONAL CHILDREN'S LIBRARIAN.

S11. THE LIBRARY SHALL HAVE A MANUAL OF PERSONNEL POLICIES AND PROCEDURES.

S12. THE PERSONNEL MANUAL SHALL INCLUDE:

(A) AN EQUAL EMPLOYMENT OPPORTUNITY POLICY
(B) A POLICY ON STAFF DEVELOPMENT ADDRESSING ATTENDANCE AT PROFESSIONAL MEETINGS AND CONTINUING EDUCATION PROGRAMS AND PARTICIPATION ON PROFESSIONAL COMMITTEES
(C) GRIEVANCE PROCEDURES
(D) DISCHARGE PROCEDURES INSURING DUE PROCESS AS DESCRIBED IN THE AMERICAN LIBRARY ASSOCIATION'S SECURITY OF EMPLOYMENT IN LIBRARIES STATEMENT
(E) VACATION AND SICK LEAVE POLICY
(F) A POLICY ON LEAVES AND ABSENCE

G11. The personnel manual should also contain information on:

(a) policies that affect employment and working conditions
(b) organization of the library
(c) employment practices
(d) personnel elections
(e) salary administration
(f) employee benefits
(g) conditions of work

G12. The library should institute equitable pay scales based on a position classification plan recommended by the American Library Association or other sources; it should also develop written job descriptions for each position.

G13. Appointments and promotions should be made on the basis of merit, taking into consideration an employee's length of service.

G14. A written performance evaluation should be made of each employee at the end of a six month probationary period and annually thereafter.

G15. Time allowed staff to attend professional meetings and continuing education programs and to serve on professional committees should be granted with pay.

Definitions

Equal Employment Opportunity Policy:
a statement in which the library commits itself to an employment system in which neither intentional nor unintentional discrimination operates.

Full Time Equivalent (FTE):
25 hours a week for a library serving a population less than 10,500 and 35 hours a week for a library serving a population of 10,500 or more (exclude the hours of custodial and security personnel).

Professional:
holding a degree from a graduate library school accredited by the American Library Association or an equivalent certificate from a state that awards such certificates. A waiver will be granted to a library with personnel currently in professional positions who do not comply with the degree requirement. When these positions become vacant, the library shall comply with the above requirement.

SERVICES

Rationale

Service to the total community is the library's basic responsibility. The essential components of this service are access to a broad range of materials, resources, and programs; a service oriented staff; and a plan of service. How well the library identifies and responds to the community's needs is the true measure of its effectiveness.

HOURS

G16. The library's schedule of hours should be based on community needs.

G17. A librarian should be available to provide reference and reader's advisory services to users during all hours the library is open.

S13. ALL PUBLIC AREAS SHALL BE OPEN ALL OF THE HOURS THE LIBRARY IS OPEN.

S14. THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF LESS THAN 10,500 SHALL BE OPEN A MINIMUM OF 25 UNIQUE HOURS PER WEEK.

THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF AT LEAST 10,500 AND LESS THAN 17,500 SHALL BE OPEN A MINIMUM OF 45 UNIQUE HOURS PER WEEK.

THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF 17,500 OR MORE SHALL BE OPEN A MINIMUM OF 60 UNIQUE HOURS PER WEEK.

LENDING AND BORROWING

G18. Every library should have a written circulation policy that includes the regular lending period, number of items that may be borrowed at one time, and reserve procedures.

G19. The library should provide without charge a library card to any state resident.

G20. In accordance with the Universal Book Return Service, the library should provide for return of materials to any library.

REFERENCE SERVICES

S15. THE LIBRARY SHALL PROVIDE AND PROMOTE INTERLIBRARY LOAN SERVICE TO USERS OF ALL AGES.

G21. The library should have photocopying capabilities available for use by the general public.

S16. THE LIBRARY SHALL PROVIDE AND PROMOTE TELEPHONE INFORMATION SERVICE DURING ALL HOURS IT IS OPEN.

G23. The library should actively cooperate with other libraries, information centers, and agencies to extend its service potential and provide for the need of its users.

G24. Reference referrals should be based on staff awareness of other information providers and the specific services they offer (in-person access, loans, online data bases, etc.)

G25. Health and human service information referrals should be based on an accurate and updated community information file. As a unified directory of services and programs, the file should include:

Name of agency/group	Statement of purpose
Acronym	List of Services Offered
Address	Eligibility Requirements
Telephone number(s)	Membership Requirements
Office Hours	Application Procedures
Appointment Hours	Dues or Fees
Principal Officer/Contact Person	Publications

G26. The library should have a specific plan for formal instruction of individuals and groups in the use of information aids and provide informal instruction during all open hours.

G27. Bibliographies and other information access guides should be developed by librarians as an active "alert" service.

PROGRAMS

G28. The library should commit a portion of its budget to programming designed to meet the needs and interests of the community.

G29. As part of the library's public relations program, librarians should be available to meet with and speak to community groups and agencies.

G30. Library programming should be a coordinated effort, designed to meet the educational, cultural, and recreational needs and interests of the community; programs should be developed for all age groups and be free of charge.

G31. The library should be an access point for cable television programming.

G32. The library should participate in programming for local and statewide cable television.

CHILDREN'S AND YOUNG ADULT SERVICES

S17. IN ACCORDANCE WITH THE AMERICAN LIBRARY ASSOCIATION'S POLICY STATEMENT **FREE ACCESS TO LIBRARIES FOR MINORS** THE LIBRARY SHALL PROVIDE CHILDREN AND YOUNG ADULTS ACCESS TO ALL MATERIALS AND SERVICES.

G33. The library should communicate and cooperate with local schools to foster coordinated library services to children and young adults.

G34. The library should offer services specifically designed for preschool children, elementary age children, and young adults.

OUTREACH

G35. The library should develop and maintain a strong liaison with community groups, agencies, and educational institutions to promote mutual support, cooperation, and exchange of information.

G36. Library service should be extended to those in the community whose access to information and materials is inhibited by economic, social, or cultural barriers; limited reading skills; physical or mental handicap; or confinement in institutions or at home.

G37. The library should hire and/or train staff who can effectively communicate with non-English speaking and deaf members of the community.

G38. The library staff should be available to work with community members and groups in organizing, planning, and producing programs.

G39. Staff membership in community groups should be encouraged.

Definitions

"alert" service:
service designed to inform users of the availability of resources or information on specific topics or issues.

public areas:
reference, reader's advisory, general collection, and circulation areas serving children, young adults, and adults.

unique hours:
total hours all public library facilities in a city or town are open, with concurrent hours being counted once.

Universal Book Return Service:
the ability of a library user to return a book borrowed from a public library that is a member of the Rhode Island Interrelated Library Network to any other member library.

MATERIALS

Rationale

The library provides access to the record of human experience by selecting a wide variety of materials for its own collection and expanding available resources through links with other libraries. The long-range plan guides the library director and the staff in the allocation of available funds for collection development; the selection policy guides the staff in the evaluation of materials to be purchased for the collection and indicates to the community the criteria used in the evaluation process. In response to individual interests, abilities and viewpoints, materials ranging in level of difficulty and approaches to the subject are collected in various formats and organized for effective use.

S18. THE LIBRARY SHALL HAVE A WRITTEN POLICY, APPROVED BY THE BOARD, COVERING THE SELECTION AND MAINTENANCE OF MATERIALS.

G40. The selection policy should include:

(a) the purpose and scope of the collection
(b) an endorsement of the Library Bill of Rights and the Freedom to Read Statement
(c) the criteria and the selection of tools to be used in evaluating materials to be added or discarded, including gifts
(d) a procedure for handling requests for reconsideration using a standard form
(e) a provision for annual review of policy

S19. IN ACCORDANCE WITH THE LIBRARY BILL OF RIGHTS, THE LIBRARY SHALL PROVIDE MATERIALS REPRESENTING ALL POINTS OF VIEW.

S20. THE LIBRARY'S MATERIALS BUDGET SHALL BE ALLOCATED IN ACCORDANCE WITH THE LIBRARY'S LONG-RANGE PLAN FOR MEETING THE NEEDS OF CHILDREN, YOUNG ADULTS, AND ADULTS IN THE COMMUNITY.

S21. THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF LESS THAN 10,500 SHALL HAVE A MINIMUM OF 2 1/2 ITEMS PER CAPITA.

THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF AT LEAST 10,500 AND LESS THAN 21,000 SHALL HAVE A MINIMUM OF 2 ITEMS PER CAPITA.

THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF 21,000 OR MORE SHALL HAVE A MINIMUM OF 1 1/2 ITEMS PER CAPITA.

THE MINIMUM COLLECTION SIZE IS 10,500 ITEMS.

G41. The library should provide access to materials in the following formats:

(a) hard cover books
(b) paperbacks
(c) large print materials
(d) newspapers
(e) periodicals
(f) pamphlets
(g) vertical file materials
(h) government ocuments
(i) films
(j) filmstrips
(k) records/audio tapes
(l) video tapes/discs
(m) slides
(n) posters
(o) artwork
(p) realia
(q) maps
(r)microfilms

G42. The library should participate in cooperative purchasing and networking.

S22. THE LIBRARY SHALL BE A MEMBER OF THE RHODE ISLAND LIBRARY FILM COOPERATIVE.

G43. Audiovisual equipment and facilities for viewing and previewing should be available to users.

G44. The library's collection should contain currently useful items and satisfy the majority of user requests.

G45. New items should be added to the collection at an annual rate of at least five (5) percent of the total collection.

G46. The collection should be weeded on a regular basis to discard unused and out-of-date items; appropriate titles should be forwarded to existing last-copy locations.

G47. The reference collection should be updated on a regular basis.

G48. The library should maintain a record of its holdings and follow established practices for acquiring, classifying, cataloging, and providing access to materials.

Definitions

Cooperative purchasing:
the purchasing of materials in cooperation with other libraries to save money when ordering or to plan collection development with resource sharing in mind.

item:
material in any physical format which is acquired and/or cataloged as an entity.

FACILITIES

Rationale

Library facilities are designed to meet the needs of the community as determined by the long-range plan of service and the library building program and should provide flexibility for growth and changing priorities in service. Buildings that are conveniently located, accessible to all members of the community, comfortable, safe, and efficient invite users to take advantage of library service. In addition to staff and work areas, space and furnishings are provided for a variety of functions in public areas including quiet study, browsing, listening and viewing, active learning, community meetings, and programs for all age groups.

G49. The library should make provisions for:

(a) access for the physically handicapped to all public areas and rest rooms
(b) easy public access to its catalog and circulation desk
(c) adequate seating for library users
(d) return of materials when the library is not open
(e) use and storage of audiovisual materials and equipment
(f) adequate work space for the library staff
(g) exhibit and bulletin board space
(h) parking at or near the library for both staff and users
(i) proper exterior and interior lighting and directional signs

S23. THE LIBRARY SHALL EQUIP AN AREA OR ROOM WITH SHELVING AND FURNITURE DESIGNED TO MEET THE NEEDS OF CHILDREN.

S24. THE LIBRARY SHALL HAVE A LISTED TELEPHONE NUMBER.

G50. The library building should be clearly identified and hours of service posted.

G51. The design of public and staff areas in the library should provide for adequate supervision by available staff.

G52. Lighting at reading level should be maintained at 75 to 100 foot candles; light should be evenly distributed and glare avoided.

G53. The library building should incorporate energy efficient technologies and provide for the physical comfort of staff and users.

G54. The library building and its contents should be adequately insured.

APPENDICES

STANDARDS IMPLEMENTATION PROCEDURE

Minimum Standards for Rhode Island Public Libraries will become effective in July 1, 1983. Public libraries will have five years in which to comply with the 1983 Minimum Standards.

The Department of State Library Services will assist each library in performing an initial standards review. For each standard with which the library does not comply, the director will be required to submit by July 1, 1984, a Standards Compliance Plan to the Director of the Department of State Library Services. For those standards which related to the combined libraries of a city or town, a joint Standards Compliance Plan for those particular standards must be submitted. The plan should detail the actions that the library/combined libraries of a city or town will take to comply with the particular standard by July 1, 1988.

A wavier will be granted to a library with personnel currently in professional positions who do not comply with the degree requirement. After July 1, 1988, whenever these positions become vacant, the library will be required to comply with the particular standard.

NOTE: In those cities or towns that have more than one independent library, the Department of State Library Services can legally withhold grant-in-aid funding only when all the libraries together fail to comply with a particular standard. It is the Department's intent, however, that all libraries will strive to provide the level of service set forth in this document.

STANDARDS COMPLIANCE PLAN

Name of City or Town:_____

Library: _____

_____

Standard:_____

YEAR	ACTION TO BE TAKEN

_____ _____

Director Chair, Board of Trustees

_____ _____

Director Chair, Board of Trustees

Name of City or Town:_____ _____

Date:_____

STANDARDS CERTIFICATION

Please complete and **submit one form per city/town** in order to receive state and federal funding for library services. Each city or town must certify that it complies with Minimum Standards for Rhode Island Public Libraries.

Only one STANDARDS CERTIFICATION form is to be submitted for each city or town. For those municipalities with more than one public library applying for grant-in-aid funds, the form must be filled out jointly, and signed by the respective library directors and chairpersons of the library boards.

LIBRARY A_____

LIBRARY B_____

LIBRARY C_____

A	B	C			OFFICE USE Only Standards	OFFICE USE Only Current
__	__	__	S1.	THE LIBRARY BOARD SHALL BE GOVERNED BY WRITTEN BY-LAWS WHICH 0UTLINE ITS PURPOSE AND OPERATIONAL PROCEDURES.	_____	_____
__	__	__	S2.	THE LIBRARY SHALL ESTABLISH AN ORIENTATION PROGRAM TO PROVIDE NEW BOARD MEMBERS WITH THE BASIC INFORMATION NEEDED TO PERFORM THEIR DUTIES EFFECTIVELY.	_____	_____
__	__	__	S3.	THE LIBRARY SHALL ADOPT A LONG-RANGE PLAN OF SERVICE WHICH SHALL INCLUDE: (A) A STATEMENT OF COMMUNITY NEEDS (B) GOALS (C) OBJECTIVES (D) A PLAN FOR EVALUATION	_____	_____

STANDARDS CERTIFICATION, PAGE 2

A	B	C			OLIS OFFICE USE Only Complies	Waiver
___	___	___	S4.	FOR THE PURPOSE OF COORDINATED STATEWIDE PLANNING, THE LIBRARY SHALL PROVIDE THE RHODE ISLAND DEPARTMENT OF STATE LIBRARY SERVICES [OLIS] WITH A COPY OF ITS LONG-RANGE PLAN.	_____	_____
___	___	___	S7.	THE LIBRARY SHALL HAVE A PROFESSIONAL LIBRARIAN AS DIRECTOR.	_____	_____
___	___	___	S11.	THE LIBRARY SHALL HAVE A MANUAL OF PERSONNEL POLICIES AND PROCEDURES.	_____	_____
___	___	___	S12.	THE PERSONNEL MANUAL SHALL INCLUDE: (A) AN EQUAL EMPLOYMENT OPPORTUNITY POLICY (B) A POLICY ON STAFF DEVELOPMENT ADDRESSING ATTENDANCE AT PROFESSIONAL MEETINGS AND CONTINUING EDUCATION PROGRAMS AND PARTICIPATION ON PROFESSIONAL COMMITTEES (C) GRIEVANCE PROCEDURES (D) DISCHARGE PROCEDURES INSURING DUE PROCESS AS DESCRIBED IN THE AMERICAN LIBRARY ASSOCIATION'S **SECURITY OF EMPLOYMENT IN LIBRARIES** STATEMENT (E) VACATION AND SICK LEAVE POLICY (F) A POLICY ON LEAVES OF ABSENCE	_____	_____
___	___	___	S18.	THE LIBRARY SHALL HAVE A WRITTEN POLICY, APPROVED BY THE BOARD, COVERING THE SELECTION AND MAINTENANCE OF MATERIALS.	_____	_____
___	___	___	S19.	ACCORDANCE WITH THE **LIBRARY BILL OF RIGHTS**, THE LIBRARY SHALL PROVIDE MATERIALS REPRESENTING ALL POINTS OF VIEW.	_____	_____
___	___	___	S6.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SHALL SUBMIT TO DEPARTMENT OF STATE LIBRARY SERVICES [OLIS] THE ANNUAL REPORT AS REQUIRED BY THE STATE GRANT-IN-AID TO CITIES AND TOWNS PROGRAM.	_____	_____
___	___	___	S13.	ALL PUBLIC AREAS SHALL BE OPEN ALL OF THE HOURS THE LIBRARY IS OPEN.	_____	_____

STANDARDS CERTIFICATION, PAGE 3

A	B	C			OLIS OFFICE USE Only Complies	Waiver
__	__	__	S24.	THE LIBRARY SHALL HAVE A LISTED TELEPHONE NUMBER.	_____	_____
__	__	__	S16.	THE LIBRARY SHALL PROVIDE AND PROMOTE TELEPHONE INFORMATION SERVICE DURING ALL HOURS IT IS OPEN.	_____	_____
__	__	__	S20.	THE LIBRARY'S MATERIALS BUDGET SHALL BE ALLOCATED IN ACCORDANCE WITH THE LIBRARY'S LONG-RANGE PLAN FOR MEETING THE NEEDS OF CHILDREN, YOUNG ADULTS AND ADULTS IN THE COMMUNITY.	_____	_____
__	__	__	S23.	THE LIBRARY SHALL EQUIP AN AREA OR ROOM WITH SHELVING AND FURNITURE DESIGNED TO MEET THE NEEDS OF CHILDREN.	_____	_____
__	__	__	S5.	THE LIBRARY SHALL PARTICIPATE IN THE RHODE ISLAND INTERRELATED LIBRARY NETWORK THROUGH AFFILIATION WITH ITS DESIGNATED INTER-RELATED LIBRARY SYSTEM.	_____	_____
__	__	__	S15.	THE LIBRARY SHALL PROVIDE AND PROMOTE INTERLIBRARY LOAN SERVICE TO USERS OF ALL AGES.	_____	_____
NA	__	__	S22.	THE LIBRARY SHALL BE A MEMBER OF THE R I LIBRARY FILM COOPERATIVE	_____	_____
__	__	__	S17.	IN ACCORDANCE WITH THE AMERICAN LIBRARY ASSOCIATION'S POLICY PROVIDE CHILDREN AND YOUNG ADULTS ACCESS TO ALL MATERIALS AND SERVICES.	_____	_____

The following standards will be measured by information provided on the Annual Report:

__	__	__	S8.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SHALL HAVE A MINIMUM OF ONE FULL TIME EQUIVALENT STAFF MEMBER FOR EACH 3500 POPULATION OR FRACTION THEREOF.	_____	_____
__	__	__	S9.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SHALL HAVE PROFESSIONAL LIBRARIANS COMPRISE AT LEAST ONE-THIRD OF THE [required] FULL TIME EQUIVALENT STAFF.	_____	_____

A	B	C			OLIS OFFICE USE Only Complies	Waiver
___	___	___	S10.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF LESS THAN 17,500 SHALL ALLOCATE AT LEAST ONE-THIRD OF THE REQUIRED PROFESSIONAL STAFF TIME TO CHILDREN'S SERVICES; THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF 17,500 OR MORE SHALL HAVE AT LEAST ONE FULL TIME EQUIVALENT PROFESSIONAL	_____	_____
___	___	___	S14.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF AT LEAST 10,500 SHALL BE OPEN A MINIMUM OF 25 UNIQUE HOURS PER WEEK. THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF AT LEAST 10,500 AND LESS THAN 17,500 SHALL BE OPEN A MINIMUM OF 45 UNIQUE HOURS PER WEEK. THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF 17,500 OR MORE SHALL BE OPEN A MINIMUM OF 60 UNIQUE HOURS PER WEEK.	_____	_____
___	___	___	S21.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF LESS THAN 10,500 SHALL HAVE A MINIMUM OF 2 1/2 ITEMS PER CAPITA. THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF AT LEAST 10,500 AND LESS THAN 21,000 SHALL HAVE A MINIMUM OF 2 ITEMS PER CAPITA. THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF 21,000 OR MORE SHALL HAVE A MINIMUM OF 1 1/2 ITEMS PER CAPITA. THE MINIMUM COLLECTION SIZE IS 10,500 ITEMS.	_____	_____

Note: A waiver of Standards will be granted by complying with this guideline:

G45. New items should be added to the collection of an annual rate of at least (5) percent of the total collection.

STANDARDS CERTIFICATION, PAGE 5

We, the undersigned, certify that the library/combined libraries currently complies/comply with the standards as indicated.

LIBRARY A

Library Director _____

Name of Library _____

Chair or President/Board _____

LIBRARY B

Library Director _____

Name of Library _____

Chair or President/Board _____

LIBRARY C

Library Director _____

Name of Library _____

Chair of President/Board _____

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WAIVER PROCEDURE

Beginning July 1, 1988, whenever a library/combined libraries of a city or town is/are unable to comply with a particular standard, the library/combined libraries of a city or town must submit a Request for Wavier.

The Director of the Department of State Library Services will render a written decision within six weeks of receiving the request.

If the request for wavier is denied, the library/combined libraries of a city or town may appeal the decision. The library/combined libraries of a city or town must file a written notice of appeal within ten calendar days of the decision. Such notice is to be sent to the Chair of the Advisory Board of Library Commissioners with a copy to the Director of the Department of State Library Services.

The appeal will he heard by the Advisory Board at its regular meeting or within six weeks whichever comes first.

Written response to the appeal will be sent to the library/combined libraries of a city or town within ten days of the appeal hearing.

REQUEST FOR WAIVER*

OF MINIMUM STANDARDS FOR RHODE ISLAND PUBLIC LIBRARIES

Name of City or Town: _____

We hereby request a wavier of the following standard: _____

_____

_____

_____

Reason: _____

_____

_____

Action which will be taken to comply with this standard: _____

_____

_____

Projected date for compliance with this standard:_____

Date: _____

Signature of Director:_____

Signature of Chair/Boards of Trustees:_____

Signature of Director** _____

Signature of Chair/Board of Trustees** _____

*Please fill out and submit a form for each standard to be waived.

**If more than more public library in your city or town.

THIS SIDE WILL BE COMPLETED BY THE
DEPARTMENT OF STATE LIBRARY SERVICES

Action recommended by the Department of State Library Services:_____

_____

_____

Date: _____

Signature:_____ Title:_____

Action taken by the Advisory Board of Library Commissioners: _____

_____

_____

_____

Date: _____

Documents Cited

Standards and Guidelines

Rhode Island Library Association. Standards Committee. **Standards for Public Libraries**, RILA, 1995.

Rhode Island Library Association. Committee on Standards for Public Libraries. **Guidelines for Public Library Service in Rhode Island**. RILA, 1974.

Statements

Rhode Island Library Association. Goals, Guidelines, and Standards Committee. **The Public Library Mission Statement and Its Imperatives for Service**. American Library Association, 1979.

American Library Association. "Security of Employment in Libraries." (Adopted July 10, 1974 by the ALA Council). ALA, 1974.

American Library Association. "Library Bill of Rights." (Adopted June 18, 1948 and amended February 2, 1961, June 27, 1967, and January 23, 1980 by the ALA Council.)

American Library Association. "The Freedom to Read." (Adopted June 25, 1953 and revised January 28, 1972 by the ALA Council). ALA, 1972.

American Library Association. "Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights." (Adopted June 30, 1972 and amended July 1, 1981 by the ALA Council). ALA, 1981.

Laws

United States Code. Title 17 (Copyrights). U.S. Government Printing Office, 1977-

General Laws of Rhode Island. Title 29 (Libraries). Bobbs-Merrill, 1969.