

Public Library Standards

(FOR INFORMATIONAL PURPOSES ONLY)

Special Notice for Title 7 Libraries

The State Library recognizes and acknowledges the uniqueness of the governance structure associated with libraries established under Title 7 MCA. Furthermore, the State Library is aware that some of the essential public library standards assign authority and responsibility to the library director or library board which in the case of Title 7 libraries is legally vested in the local governing authority, not the director or board. Thus, these Title 7 libraries are encouraged to indicate compliance with a public library standard in instances where their local governing authority (Interlocal Agreement, City Administrator, City Council, etc.) performs the functions addressed by that standard. If you remain uncertain of your library's compliance with a specific standard because of your library's governance structure, please contact Bob Cooper, Director of Statewide Library Resources at the Montana State Library.

| Standard |
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| General |
| The library is established under Montana's laws according to 22-1-301 through 22-1-317, 22-1-701 through 22-1-1711, or Title 7 MCA. |
| The board conforms to all applicable state, local and federal laws, rules and regulations. |
| (a) Monthly, or at least every other month six meetings a year with no gap between meetings greater than 90 days, library board meetings are held in an accessible location at times and a place convenient to the public and according to state laws on public meetings. |
| (b) The library submits the Montana Public Library Annual Statistical Report to the Montana state library. |
| Policies and Bylaws |
| (a) Every three years, the board reviews and updates its bylaws as necessary. |
| (b) The board develops, studies, evaluates, reviews, updates and adopts as necessary all library policies at least once every three years. When the board reviews library policies, the policies' effect on the library's relations with the public are evaluated. |
| (c) The public has easy access to written policies, procedures, and bylaws. |
| Planning and Evaluation |
| (a) The board uses the Montana Public Library Annual Statistical Report to review the library's year-to-year progress and performance. |
| (b) The library governing authority adopts emergency response plans that ensure the safety of the public and staff as the primary priority. |
| Finance |
| The board and the director follow fiscal procedures consistent with state law and local government requirements in preparing, presenting, and administering its budget. |
| (a) Local tax revenues provide at least 50% of the support for the library. Grants, donations and other revenue sources supplement but do not supplant local tax support. |
| (b) The director works with the board to develop an annual financial plan or budget. |
| (c) Every three years the board and the director review the adequacy of insurance coverage for the collection and building, and update the coverage as necessary. |
| Library Director |
| (a) Board hires the director according to local, state and federal Regulations and delegates the day-to-day management of the library to the director. |
| (b) The board evaluates the performance of the director annually. |
| (c) Each public library has a paid director who is responsible for the administration of library services. |

| (d) All public library directors will be certified by the state library. | | | | | | | | | | | | | | | |
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| Human Resources: General | | | | | | | | | | | | | | | |
| (a) The library board provides continuing education for the director and staff members by allocating funds to support continuing education costs, including travel expense and salary. | | | | | | | | | | | | | | | |
| (b) Paid staff persons are present during 90% of all open hours. | | | | | | | | | | | | | | | |
| (c) The board has adopted and reviewed a personnel policy within the past three years. | | | | | | | | | | | | | | | |
| (d) The library maintains written, up-to-date job descriptions. | | | | | | | | | | | | | | | |
| (e) The library has internet access for staff. | | | | | | | | | | | | | | | |
| Access | | | | | | | | | | | | | | | |
| (a) The board and the director determine the days of the week and the hours during the day to be open to provide maximum service. | | | | | | | | | | | | | | | |
| (b) The library is open during the week at least the following minimum hours. Many libraries exceed this minimum because the community, the board, and the director recognize that the number of hours of public service leads to greater use by the public. A library with more than one service outlet may use the total non-overlapping hours of all outlets to meet the minimum requirement. | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th><i>Population</i></th> <th><i>Minimum</i></th> <th><i>Desirable</i></th> </tr> </thead> <tbody> <tr> <td><3,500</td> <td>15</td> <td>25-40</td> </tr> <tr> <td>>3,500</td> <td>30</td> <td>40-50</td> </tr> <tr> <td>>10,000</td> <td>40</td> <td>50-60</td> </tr> <tr> <td>>25,000</td> <td>50</td> <td>60+</td> </tr> </tbody> </table> | <i>Population</i> | <i>Minimum</i> | <i>Desirable</i> | <3,500 | 15 | 25-40 | >3,500 | 30 | 40-50 | >10,000 | 40 | 50-60 | >25,000 | 50 | 60+ |
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| >10,000 | 40 | 50-60 | | | | | | | | | | | | | |
| >25,000 | 50 | 60+ | | | | | | | | | | | | | |
| (c) Library users who wish to copy materials available from non-circulating items or from computer files have access to a photocopy machine or printer. | | | | | | | | | | | | | | | |
| (d) The library has a telephone and answers telephone inquiries. | | | | | | | | | | | | | | | |
| (e) The library provides access to resources and services to patrons with disabilities. | | | | | | | | | | | | | | | |
| Collection Development | | | | | | | | | | | | | | | |
| (a) The board adopts a collection management policy that it reviews every three years. The policy addresses the use of electronic resources. | | | | | | | | | | | | | | | |
| (b) The board and the director develop an annual materials budget as part of the library budget. | | | | | | | | | | | | | | | |
| (c) The library uses at least one professionally recognized review source. | | | | | | | | | | | | | | | |
| (d) The library provides access to federal, state and local government documents that are appropriate to its community. | | | | | | | | | | | | | | | |
| Access to the Collection | | | | | | | | | | | | | | | |
| (a) Materials are purchased to ensure a steady flow of materials for the public. | | | | | | | | | | | | | | | |
| (b) The library catalogs and organizes its collection according to standard cataloging and classification systems and procedures. Automated records comply with the machine-readable catalog (MARC) format. | | | | | | | | | | | | | | | |
| (c) The library offers interlibrary loan and follows Montana state interlibrary loan protocols. | | | | | | | | | | | | | | | |
| Collection Evaluation | | | | | | | | | | | | | | | |
| (a) The library's collection is continually evaluated for additions and deletions based on the library's collection management policy. | | | | | | | | | | | | | | | |
| Facilities | | | | | | | | | | | | | | | |
| (a) The board and the director evaluate the library building every three years to determine adequate space needs. | | | | | | | | | | | | | | | |
| (b) The board and the director identify and attempt to address facility shortcomings. | | | | | | | | | | | | | | | |

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| (c) The library facility is safe for the public and staff. |
| (d) The library's facilities conform to local requirements for accessibility. |
| Public Relations |
| (a) The library cooperates in state, regional and national efforts to promote library services. |
| (b) The library uses basic PR/marketing tools such as brochures, flyers, bookmarks, newspaper, radio, TV, public service outlets, websites, story times, displays and programs in the library. |
| Services |
| (a) Every two years the library gathers feedback on library services from library users and non-users. The library can use a variety of methods, including but not limited to, surveys, focus groups, and community meetings. |
| (b) The library uses comparative statistics, annual surveys or other methods to evaluate the services offered. |
| (c) The library offers programming for children and adults. |
| (d) The library has policies and/or procedures for services provided. |
| (e) The library programming is free and open to all. |
| (f) The library makes every effort to maintain confidentiality of library records as addressed in 22-1-1103 MCA. |
| (g) Core library services as defined by the local community and library are provided all hours the library is open. Examples include lending circulating materials, reference and interlibrary loan. |
| Certification Statement |
| (a) This statement will provide for a status report regarding each essential standard and will require the signature of the library director and library board chair. |
| (b) The signed and dated certification statement will be returned to the state library by July 25 th of each year. |