A

Plan for Excellence

Standards for
Alabama Public Library Systems

Developed by the
Joint Committee on Public Library Standards

Public Library Division
of the
Alabama Library Association
Alabama Public Library Service

2006
Revised Edition

Formerly titled *Standards for Public Library Service in Alabama,* 1988

STANDARDS FOR
ALABAMA PUBLIC LIBRARY SYSTEMS

A Public Library System is defined as an organization which is composed of legally established autonomous public libraries. A public library system is characterized by multiple policy-making library boards operating within a framework of written contracts.

MEETS STANDARD?	EXPLANATION
	ADMINISTRATION & GOVERNANCE
_____Y _____N	System is legally established – State Code 11-90-(1-4), has written bylaws governing its functions, and documents are on file at APLS.
_____Y _____N	System consists of autonomous public libraries characterized by multiple policy-making boards.
_____Y _____N	There is a written contract on file at APLS outlining system services and responsibilities of the system headquarters and its member libraries.
_____Y _____N	The system Board meets at least 4 times annually.
_____Y _____N	Board Meetings are open to the Public – State Code 13A-14-2, if applicable.
_____Y _____N	There is an orientation for new Board Members.
_____Y _____N	There is a Library Services & Policies Manual(s). This manual shall cover all aspects of system operation. Due to the difference among systems not all systems will adopt the same policies in their manuals. For suggestions on pertinent policies to be included refer to Appendix A, C & D in A Plan for Excellence.
_____Y _____N	An Alabama public library system will have a 5 Year Plan on file at APLS.

_____Y _____N An public library system will convene meetings of all member library directors or their designated representative.

Level 1 – Annually
Level 2 – 2 times annually
Level 3 – 4 times annually

_____Y _____N When distributing State Aid to member libraries an Alabama public library system shall verify that system member libraries are in compliance with State Aid Rules & Regulations.

_____Y _____N An Alabama public library system will have local support (i.e. not including state aid or federal funds).

Level 1 – Some documented local support
Level 2 - $1. 00 per capita
Level 3 - $2.00 per capita

_____Y _____N An Alabama public library system will pass on state aid directly to its member libraries or provide, through contract, an equal or greater value in services as agreed upon by system members.

LIBRARY DEVELOPMENT/SERVICE EXTENSION

_____Y _____N An Alabama public library system will extend service to areas without library facilities in cooperation with member libraries. This service may include bookmobile, books-by-mail service, service to specialized clientele, institutions, or electronic resources.

_____Y _____N An Alabama public library system will encourage the establishment or expansion of local library facilities as needs indicate. System directors will refer to Appendix E in A Plan for Excellence for a suggested bibliography of library building standards

Level 1 - The system will support member libraries' efforts to expand facilities.

Level 2 - The system will assist member libraries in the expansion of library facilities by consulting upon request with a member library's board, city officials, building consultants, architects or other professionals.

Level 3 - The system director will write a facilities needs assessment based on local community needs for a member library upon request.

_____Y _____N

An Alabama public library system will coordinate regional library service by _developing a written long-range plan of system service in cooperation with local libraries. The plan should cover a period of five years and be reviewed annually. The plan should include the following elements:

1. Basic Information about the Library
2. Community Conditions and Library Needs
3. Mission Statement and Service Responses
4. Goals and Objectives
5. Planned Activities
6. Plans for the Monitoring of Activities
7. Plans for Assessing the Achievement of Objectives

(See Sandra Nelson, *New Planning for Results: A Streamlined Approach,* American Library Association, 2001) The plan should cover the following areas: library development, consulting, service extension, resource sharing, system services, technology, and continuing education of system area librarians and board members.

_____Y _____N

An Alabama public library system will provide access to all services to residents living in the service area of the system.

_____Y _____N

The director of an Alabama public library system will attend board meetings of member libraries as needed or requested.

_____Y _____N

An Alabama public library system will work with government officials to promote funding for system and local library services.

_____Y _____N

An Alabama public library system will seek alternate funding sources, such as federal grants, foundations, etc., to improve system-area services.

_____Y _____N   An Alabama public library system will assist local libraries in identifying alternate funding sources and in preparing grant applications.

_____Y _____N   An Alabama public library system will promote local library services by using available publicity techniques and providing technical assistance to member libraries on local publicity outside of the library.

_radio   __electronic bulletin boards

_newspaper   __posters/fliers

_magazines   __booths at fairs

_news releases   __brochures

_commercial TV   __bibliographies

_cable TV   __newsletters

_videocassettes   __direct mail
                            promotional materials

_bookmarks   __speakers bureau

__storytimes at malls _webpages
_Other (Please specify) _____

_____Y _____N   An Alabama public library system will assist local libraries in planning and evaluating services as needed. The system director or staff will have at least one planning/evaluating consultation with each member library each year as requested.

_____Y _____N   The director or staff of an Alabama public library system will provide system support to member libraries through on site visits, by telephone, or electronically to assist member libraries in various areas such as planning for technology, library automation, technology support, outreach, adult services, youth services, materials selection and weeding, reference services, collection development, or library administration.

Level 1 - 4 times annually

Level 2 - 6 times annually
Level 3 - 8 or more times annually

_____Y _____N

An Alabama public library system will offer opportunities for continuing education activities for the staff of member libraries and/or board members. Such continuing education activities may be AVL training, automation system training, technology, customer service, personnel administration.

Level 1 - 1 per year
Level 2 - 2 per year
Level 3   - 4 per year

_____Y _____N

An Alabama public library system will annually aid member libraries to measure their progress toward meeting Alabama public library standards.

_____Y _____N

An Alabama public library system will develop a plan for services to users with special needs, such as the blind, the physically handicapped, unemployed, · educationally disadvantaged within the system area.

RESOURCE SHARING

_____Y _____N

An Alabama public library system will develop a system for filling interlibrary loan requests for member libraries.

_____Y _____N

An Alabama public library system will provide direct reciprocal borrowing among all member libraries. Reciprocal borrowing will be achieved through the use of a common library card for all system library members or honoring each others cards within the system.

_____Y _____N

An Alabama public library system will provide assistance for member libraries in providing reference service to their patrons.

_____Y _____N

An Alabama public library system will have access to a basic reference collection to provide back-up reference service. This reference collection will include the

recommended titles on the APLS Reference List. (See Appendix B.)

_____Y _____N   An Alabama public library system will make available sample policies or assist member libraries in developing a collection development policy. Where applicable a system will also have a policy for the system collection.

_____Y _____N   An Alabama public library system will assist in the evaluation of member libraries collections periodically or as requested.

_____Y _____N   An Alabama public library system will provide a mechanism for delivery of library materials.

Level 1 - Periodic delivery of materials
Level 2 - Weekly delivery of materials
Level 3 - Delivery of materials two or more times per Week

TECHNOLOGY

_____Y _____N   An Alabama public library system will have an automated public access catalog.

_____Y _____N   An Alabama public library system will assist member libraries in automating their collections.

Level 1 - Work toward automating all member libraries in system
Level 2 - 50% of all member libraries in a system are automated
Level 3 - 100% of all member libraries in a system are Automated

_____Y _____N   An Alabama public library system will assist member libraries in developing webpages.

Level 1 - Work toward providing a webpage for every member library in the system.
Level 2 - 50% of all member libraries in a system have webpages
Level 3 - 100% of all member libraries in a system have Webpages

_____Y _____N   An Alabama public library system will assist member libraries in providing an online catalog of holdings.

Level 1 - Work toward providing an online catalog for the system.
Level 2 - 50% of the member libraries in a system will have online catalogs
Level 3 - 100% of all member libraries in a system will have online catalogs

_____Y _____N   An Alabama public library system will assist member libraries in providing public access computers to the public.

_____Y _____N   An Alabama public library system will provide free communications to and from system headquarters to member libraries.

_____Y _____N   Alabama public library system will have a Technology Plan on File at APLS.

_____Y _____N   An Alabama public library system will delete expired patron records at least every five years.

_____Y _____N   An Alabama public library system will provide AVL training for staff of member libraries centrally or at the member library upon request as can be scheduled.

_____Y _____N   An Alabama public library system will provide access to electronic resources for the patrons of the system

INTRODUCTION

Revision of standards

The Public Library Division of the Alabama Library Association recognizes the need for continuing review and evaluation of public library standards. In 1994 a standing committee was appointed to review the 1988 standards. A revision of these standards, *A Plan for Excellence: Alabama Public Library Standards*, was adopted in 1996. A revision to the 1996 revised edition was made in 1998. The present document represents a major revision of the standards by the Public Library Division of the Alabama Library Association. It represents a consensus of professional opinion on what is necessary to provide quality public library service. The following librarians assisted in the development of this document:

Susie Anderson	Horseshoe Bend Regional Library
Renee Blalock	Birmingham Public Library
Annie Lucas Brown	Alabama Public Library Service
Edith Harwell	Homewood Public Library
Rene Lester	Luverne Public Library
Pam Lyons	Birmingham Public Library
Pat Ryan	Jefferson County Library Cooperative
Bonnie Seymour	Anniston-Calhoun County Library
Barbara Sirmans	Birmingham Public Library
Annabel Stephens	School of Library & Information Studies, UA
Susan Todd	Athens-Limestone Public Library
Theresa Trawick	Alabama Public Library Service
Betty Wyman	Thomas B. Norton Public Library

Additional assistance was given by the Technology Sub-Committee and Judy Shepard, Alabama Public Library Service for Reference Guidelines.

How were the standards developed?

The 1988 standards were developed by a joint committee of the Alabama Library Association and the Alabama Public Library Service. The 1996 and 1998 Revisions were the work of committees established by the Public Library Division of the Alabama Library Association and the Alabama Public Library Service, with input from public librarians in the state. The Standards Committee was charged to develop standards which would:

- provide quantitative measurement for each area of public library service;
- apply to every public library, including multi-agency library systems;
- incorporate long-range planning concepts, output (performance) measures, and other recent developments in public library service;
- provide a philosophical context for quality public library service;
- define minimal levels of service as well as levels of excellence;
- address public library organization and other types of library structures such as regional libraries or multitype library cooperatives;
- serve as a basis for local and statewide library assessment and development;
- serve as a basis for continuing education activities to be sponsored by both APLS and Alabama Library Association; and
- serve as or in conjunction with APLS state aid criteria.

What are the purposes of the standards?

The standards have several different purposes. For public libraries and library systems, the standards are a method by which to assess and to plan for better library service at the local or system level. Library needs can be documented and strong justification can be made for improved funding from local sources. The standards can provide a consistent process which can be used over a period of time to develop improvements in public library service.

For the Alabama Public Library Service, the standards can serve as a statewide indicator of current library services and as a guide indicating future planning actions. The standards can be viable both as a consulting tool and as a basis for statewide public library planning and development.

It should be noted that the standards are not a measurement of effort or dedication of local library staff. For some public libraries, particularly smaller libraries, it can be difficult to achieve even core level standards because of the size of the supporting tax base. Libraries are encouraged to explore the formation of alliances to increase resources available to them

How should the standards be used?

The standards are meant to be incorporated into the management of each public library and library system in Alabama. Library staffs and trustees should familiarize themselves with the standards and should adopt the standards as both assessment and planning tools.

Public library systems should adopt the system standards, after they are finalized, for their own use, but should also adopt the public library standards as a library development tool.

The standards should be used to assess the current situation in each library agency and to assist in the development of long-range plans and library evaluations.

About the standards

The standards include a section on long-range planning. Planning is an essential task for public libraries. It is an effort which ensures that library administrators continually monitor, assess, and improve library performance. The long-range planning process should be used in conjunction with the standards. The standards can be utilized as a tool by which to gather current data about a library, and the standards can also be used in the development of library objectives.

The standards make a clear distinction between a public library and a public library system. Depending upon these definitions, a public library organization will use either one or both of the standards sections.

PUBLIC LIBRARY: A public library is defined as an agency which is overseen by a single legally established policy-making board of trustees. A public library may or may not have branch library agencies.

PUBLIC LIBRARY SYSTEM: A public library system is defined as an organization which is composed of legally established autonomous public libraries. A public library system is characterized by multiple policy-making library boards operating within a framework of written contracts. A public library organization covering more than one county will be considered a library system.

Currently in Alabama, there exist multitype systems which include public libraries, public library systems, and other types of libraries such as schools, academic and special. Because of the composition of these multitype systems, they are not included in this standards document.

What are the levels of standards achievement?

The standards include two concepts in using the standards as an assessment and planning tool. These concepts are "core standards" and "gold star and blue ribbon" levels of aspiration.

CORE STANDARDS: The core level is the minimum level of achievement for a public library. These priority standards are those which should be achieved first because of their fundamental importance to public libraries.

GOLD STAR AND BLUE RIBBON LEVELS OF ASPIRATION: Several standards have three levels of achievement. This concept permits libraries to plan and to achieve service levels that are appropriate for their own communities. Depending upon community need and availability of resources, a library may choose to move beyond "Core" and attain a Gold Star (Exemplary) or Blue Ribbon (Benchmark of Excellence) level of achievement.

The standards provide a checklist for determining whether or not a library has met the standard. Library staff and trustees can use this checklist format to assess which standards have been met and which standards have not been met. Over a period of time, progress can be measured as more standards are marked as "Met."

What is the Certificate of Standards Achievement?

In all walks of life when quality really matters, we put systems into place with rules, practices, incentives and supports that help all to maintain high standards. We do so because we understand that individuals do their best, are most productive, and reach higher goals when they are working with a system that supports their best efforts. "A Plan for Excellence: Alabama Public Library Standards" is that system for public libraries within Alabama. These standards outline a method by which libraries can plan for better service.

As an incentive for libraries to achieve standards, and to recognize in a public way those libraries that meet the standards, the Alabama Public Library Service and the Public Library Division of the Alabama Library Association invite directors of public libraries to apply for a "Certificate of Standards Achievement."

This certificate gives public libraries the opportunity to showcase their achievements in their own communities with an attractive certificate or banner. There are three levels of achievement for which a library may apply:

CORE LEVEL (Minimum): These are standards for all Alabama Public Libraries that the majority should be able to achieve.

GOLD STAR (Exemplary): These are standards that all Alabama public libraries should strive for, though only some will achieve.

BLUE RIBBON (Benchmark of Excellence): These are standards that only a very few of Alabama public libraries will achieve.

LIBRARY STANDARDS AND
THE PLANNING PROCESS

Public libraries in Alabama are entering into a new period of library standards, planning, and evaluation. The use of public library standards and a planning process are important to the future of libraries in Alabama. Used together, the planning process and library standards can insure a common purpose, consistent planning objectives, and a strong assessment strategy at the local, system and state levels.

Public library staff members and trustees should adopt the standards as a planning tool and as a set of objectives. The planning process should be utilized to assist public libraries in achieving the public library standards.

For those who may be unfamiliar with the planning process, the following American Library Association summary provides a brief introduction:

The New Planning for Results is an all-in-one guide that outlines a tested, results-driven planning process that has been revamped and streamlined from its earlier rendition to enable libraries to respond quickly to rapidly changing environments. Award-winning consultant and nationally respected consultant and trainer Sandra Nelson has honed the planning process to focus on the essential steps necessary to draft a forward-looking plan for any public library, regardless of organizational structure or size.

Planning and evaluation are key words in the library literature of the last twenty-five years. In 2001, *The New Planning for Results* streamlined planning into a four-month process. Its predecessors included the 1998 *Planning for Results: A Public Library Transformation Process [Guidebook and How-To Manual]*, the 1987 *Planning and Role Setting for Public Libraries* and the earliest version *A Planning Process for Public Libraries (1980)*, where the "planning process" model was introduced.

The planning process is described in this standards document because it provides the framework for using the Alabama standards. As libraries work toward achieving these standards, the planning process can provide the structure for setting objectives based on these standards. In addition, the strategies chosen to implement the standards will reflect local community needs if these strategies are developed within this planning process.

Planning is first and foremost a process. The written plan, which is a static document, is an end result of this process. The moving target refers to the community's needs for library service; these needs continue to move while the library works to carry out its plan. The plan itself is only a "snapshot" of the community and the library's response to that community. As the community changes, the library's plan needs to change along with it.

Why plan?

Before focusing on the steps of the planning process, it is important to address the question, "Why plan?" In its simplest form, it can be assumed that planning is done primarily to "get things done." However, planning is future oriented. It moves the library away from reacting to daily problems and toward trying to achieve desired results: focusing on library standards, goals and objectives and on planning aids in allocating human and financial resources.

The key benefit of engaging in planning is improved quality and effectiveness. Without a plan, library administrators have no way to evaluate how effective the library has been. With the attention on end results, library staff can begin to answer the question, "What difference did we make?"

The planning model

The planning process as described in *The New Planning for Results: A Streamlined Approach* has six steps. **Prepare: Planning to Plan** is the first step. During this phase, library staff, trustees, and the planning committee composed of community representatives (stakeholders) learn about the library standards and the planning process and explore assumptions underlying planning. In order to plan, the library environment needs to be receptive to change. A basic understanding of interpersonal communication skills can greatly improve the process. In addition, all constituencies involved in planning need to know the reasons for the planning; the anticipated outcomes; and the expected role of each individual in the process.

The second step **Imagine: Identifying Possibilities** is the information gathering and vision-making phase of the process. The planning committee studies both the library and the community in which the library serves. The process identifies current conditions in the community and compares them to a vision for the future. The two main tasks are determining community vision and identifying community needs.

VISION minus CURRENT CONDITION equals NEEDS

The public library standards should be used as the assessment tool for this part of the information-gathering task. Assessing the libraries against the library standards will give a clear understanding of the current levels of achievement.

Design: Inventing the Future is the third step in the process. Instead of assuming that the library can provide all services, five to seven service responses can be selected or given higher priority based on community needs and library resources. The thirteen service responses are:

BASIC LITERACY: A library that offers BASIC LITERACY service addresses the need to read and to perform other essential daily tasks.

BUSINESS & CAREER INFORMATION: A library that offers BUSINESS & CAREER INFORMATION service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

COMMONS: A library that provides a COMMONS environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

COMMUNITY REFERRAL: A library that offers COMMUNITY REFERRAL addresses the need for information related to services provided by community agencies and organizations.

CONSUMER INFORMATION: A library that provides CONSUMER INFORMATION service helps to satisfy the need for information that impacts the ability of community residents to make informed consumer decisions and to help them become more self-sufficient.

CULTURAL AWARENESS: A library that offers CULTURAL AWARENESS service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

CURRENT TOPICS & TITLES: A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

FORMAL LEARNING SUPPORT: A library that offers FORMAL LEARNING SUPPORT helps students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals.

GENERAL INFORMATION: A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

GOVERNMENT INFORMATION: The library that offers GOVERNMENT INFORMATION service helps satisfy the need for information about elected officials and governmental agencies that enables people to participate in the democratic process.

INFORMATION LITERACY: A library that provides INFORMATION LITERACY service helps address the need for skills related to finding, evaluating, and using information effectively.

LIFELONG LEARNING: A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

LOCAL HISTORY & GENEALOGY: A library that offers LOCAL HISTORY & GENEALOGY service addresses the desire of community residents to know and better understand personal or community heritage.

The selection of responses leads to the writing of service goals and objectives. These statements aid the library in communicating its purposes to the community.

Service goals must have three components: the target audience, description of service and purpose of service. An example is "The children in Anytown will have the resources they need to meet their recreational needs."

Objectives contain three elements: a measure, a standard against which to compare the measure and a date or timeframe. An example is "The number of children enrolled in the

Summer Reading Program will increase by 10% each year."

The fourth step in the planning process is **Build: Assembling the Future**. This step involves the library staff members in the identification of activities that will meet goals and objectives. A larger challenge in this step is identifying the resources required for each activity.

The fifth step is **Communicate: Informing the Stakeholders.** Important tasks to be met at this step include writing the basic library plan, presenting a draft to staff and planning committee for review and comment, and submitting the final draft to the library board or local government for review and approval.

The sixth and final step is **Implement: Moving into the Future**. The process moves from "planning" to "doing." Resources are allocated or **reallocated** to implement the activities listed in the plan. Progress is monitored and the plan may need to be changed accordingly.

The planning process and Alabama's public library standards are an integrated methodology that provides for a state-wide level of service while preserving local autonomy in the achievement of service objectives.

Public libraries and public library systems should adopt the library standards as an assessment and objective-setting document and should use the planning process as an avenue to the achievement of library standards.

Assumptions on which the Standards are based

The Standards Revision Committee met several times a year for the last two years to study the standards in other states, and review the documentation available on Alabama Public Libraries. The basic assumptions used by the Committee were:

1. The core group of standards for public libraries establishes a minimum level of accomplishment that most libraries can meet.
2. Librarians want an easy to use tool to assess the quality of their library.
3. Although the standards are based on population groups, each library needs a way to be recognized when it exceeds the standards of its group.
4. The standards represent the current situation for libraries in Alabama. The review and revision process is ongoing as needed.
5. Bibliostat WebConnect reports are the foundation for comparing individual library data. Accurate reporting was, and will continue to be, a requirement for development of standards.

A chart, **Standards For Alabama Libraries – Overview** - precedes each population group. Following the chart, there is a **Checklist** with further explanation of each item on the chart. A library director can easily look at the chart for his population group, pull the corresponding checklist, and quickly determine if the library qualifies for the certificate.

Gold Star and Blue Ribbon Standards follow the Core checklist for each population group. A library can apply for both a Certificate of Achievement and an award. It is intended that the Certificate will be awarded once, while the Gold and Blue Ribbon awards may be earned more than once.

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STANDARDS FOR ALABAMA LIBRARIES
SERVICE POPULATION UNDER 5,000
-OVERVIEW-

	CORE	GOLD STAR	BLUE RIBBON
STANDARD			
Facility			
	Minimum of 2000 Sq Ft		
	Meets ADA		
	Has Identifying Sign & Hours Posted		
	Has After Hours Book Return		
Administration & Governance			
	Library is Legally Established - State Code §11-90-(1-4)		
	4 Board Meetings Annually		
	Board Meetings Open to the Public - State Code §13A-14-2		
	Orientation for New Board Members		
	Library Services & Policies Manual(s)		
Planning			
	Library Has Long Range Plan On File at APLS		
	Library Has Technology Plan On File at APLS		
	Plans Are Evaluated Annually		
Budget			
	Library Meets MOE		
	Written Annual Budget		
	Official financial statement sent to APLS		
	Minimum of 12% Of Local Appropriation For Materials	Minimum of 16% OR $3.00 Per Capita Materials Expenditure	Minimum of 20% OR $6.00 Per Capita Materials Expenditure

	CORE	GOLD STAR	BLUE RIBBON
	Minimum of $13.00 Per Capita From Local Income (Government, Paid Direct, Other)	Minimum of $20.00 Per Capita	Minimum of $25.00 Per Capita
Hours Of Operation			
	Open 16 Hours Per Week	20 Hours, At Least 4 Hours After 5PM/Weekends	30 Hours, At Least 8 Hours After 5PM/Weekends
Staffing			
	.5FTE (Full Time Equivalent)	.5 FTE per 1000 Population	1 FTE per 1000 Population
	If Hired After 2003, Director Will Have Or Is Working Toward BA/BS	Director Has BA/BS	Director Has MLS
Employee Benefits			
	Health Insurance Is Provided For Full Time Employees		
	Employer Participates In A Retirement System For Full Time Employees		
Administrators' Meetings & Continuing Education			
	Director Will Attend 4 Professional/Continuing Education Meetings Per Year	Director Will Attend 5 Meetings Per Year	Director Will Attend 6 Meetings Per Year
	Library Staff Attend 1 Continuing Education Meeting Per Year		
Promotion & Partnering			
	Handout Describing Library, Resources, Services, Hours		
	Engages In 3 Cooperative Activities With Other Libraries		
	Implements 3 Publicity Techniques Outside the Library Per Year		

	CORE	GOLD STAR	BLUE RIBBON
Collection			
	4 Items Per Capita	8 Items Per Capita	10 Items Per Capita
	AVL Access For Staff & Patrons		
	Turnover Rate Of .5	Turnover Rate of 1	Turnover Rate of 1.5
	Weeds Collection 3% Per Year	Weeds Collection 4% Per Year	Weeds Collection 5% Per Year
	5% Of Holdings Added Per Year	7% of Holdings Added Per Year	10% of Holdings Added Per Year
	Provides Local Newspaper(s)		
	Has Basic Reference Collection		
	10% of Non-Fiction Collection Published Within Last 5 Years		
Services			
	Reference		
	Interlibrary Loan		
	Reader Advisory		
	Programs		
Telecommunications			
	Library Has A Telephone		
	Library Has Facsimile Capability		
	Library Has An Email Address		
	Library Has An Internet Connection		
Technology			
	Library Has An Automated Public Access Catalog		
	Library Has An Automated Circulation System		
	Library Has A Public Access Computer(s)		
	Library Has Public & Staff Internet Access		
	Library Has A Telephone Message System		

	CORE	GOLD STAR	BLUE RIBBON
	Expired Patron Records Are Deleted At Least Every 5 Years		
Construction (If Applicable)			
	Library Engages A Registered Architect		
	Library Engages A Building Consultant		
	Space Needs Assessment Done Prepared Every 5 Years		
	Plan For 20 Years Growth Of Population Of Service Area		

STANDARDS FOR ALABAMA PUBLIC LIBRARIES
POPULATION UNDER 5,000
-CHECKLIST-

MEETS STANDARD?   **EXPLANATION**

FACILITY

_____Y _____N   Minimum 2,000 SQ, FT.

_____Y _____N   Meets ADA requirements at time of construction or renovation

_____Y _____N   Signs and hours posted in a visible location

_____Y _____N   Book return available to the public after hours

ADMINISTRATION AND GOVERNANCE

_____Y _____N   Library is legally established in accordance with Code of Alabama, 1975, §11-90- (1-4) and eligible for State Aid. Appendix A-Rules and regulations for Supplemental State Aid to Public Libraries

_____Y _____N   Library Board meets at least 4 times/year with librarian or director in attendance; has written, signed minutes available to general public. Board meetings are open to the public in accordance with Code of Alabama, 1975 §13A-14-2

_____Y _____N   Library director conducts orientation session for new board members.

_____Y _____N   Library has written policy manual(s), available to the public that are reviewed and revised at least every 3 years. Appendix A is list of policies for the Personnel Policies manual. Appendix C is a list of Collection Development Policies. Appendix D is a list of policies for the Library Service Policies manual

PLANNING

_____Y _____N   Library has long- range plan covering 5 years filed

_____Y _____N   with Alabama Public Library Service. (APLS)

_____Y _____N   Library has Technology Plan based on guidelines prepared by APLS. Appendix B is current copy of guidelines.

_____Y _____N   Annual evaluation of all plans is conducted and updates are filed with APLS.

BUDGET

_____Y _____N   MOE = Maintenance of Effort; annual library appropriation for non-capital funds from local sources meets or exceeds the preceding year; and the annual expenditure of local funds meets or exceeds the expenditures of the preceding year.

_____Y _____N   Library has written itemized and justified budget. An official financial statement is sent to APLS annually.

_____Y _____N   Minimum of 12% of local appropriation is budgeted for materials

CERTIFICATE LEVEL:
GOLD STAR: 16% OR   **BLUE RIBBON: 20% OR**
$3.00 Per Capita   **$6.00 Per Capita**
Materials Expenditure   **Materials Expenditure**

_____Y _____N   Minimum of $13.00 per capita is appropriated from local sources, including government, paid direct, other

CERTIFICATE LEVEL:
GOLD STAR: $20   **BLUE RIBBON: $25**

HOURS OF OPERATION

_____Y _____N   Open to the public at least 16 hours per week

CERTIFICATE LEVEL:
GOLD STAR: **20 Hours, at least 4 Hours After 5PM/Weekends**

BLUE RIBBON: **30 Hours, at least 8 Hours After 5PM/Weekends**

STAFFING

_____Y _____N   Minimum of .5 FTE

CERTIFICATE LEVEL:
GOLD STAR: .5FTE Per 1000 Population
BLUE RIBBON: 1 FTE Per 1000 Population

_____Y _____N Director required to have undergraduate degree if hired after 2003, or if hired prior to 2003 is currently working toward an undergraduate degree

CERTIFICATE LEVELS:
GOLD STAR: Director Has BA/BS
BLUE RIBBON: Director Has MLS

EMPLOYEE BENEFITS

_____Y _____N All full time employees have access to health insurance

_____Y _____N All full time employees have access to employer supported retirement plan

ADMINISTRATION MEETINGS AND CONTINUING EDUCATION

_____Y _____N Director attends 4 professional development meetings each year, i.e. administrator meetings, conferences, workshops, etc.

CERTIFICATE LEVEL:
GOLD STAR: Attends 5 Per Year
BLUE RIBBON: Attends 6 Per Year

_____Y _____N Staff attends at least one training program per year. May include in-house training sessions or workshops

PROMOTION AND PARTNERING

_____Y _____N Library has a handout (i.e., bookmark, brochure, flier, etc.) promoting services, hours, resources, facilities

_____Y _____N Library participates in 3 cooperative activities with other libraries

_____Y _____N Library is promoted within the community by using at least three different publicity techniques during the year

COLLECTION

_____Y _____N

4 items per capita. Includes all formats of material (Holdings divided by population)

CERTIFICATE LEVEL:
GOLD STAR: 8 Items   BLUE RIBBON: 10 Items

_____Y _____N

Turnover rate is .5
(Circulation divided by total holdings)

CERTIFICATE LEVEL:
GOLD STAR: 1.0   BLUE RIBBON: 1.5

_____Y _____N

Alabama Virtual Library access

_____Y _____N

3% of collection is weeded each year

CERTIFICATE LEVEL:
GOLD STAR: 4 %   BLUE RIBBON: 5%

_____Y _____N

5% of collection is added each year

CERTIFICATE LEVEL:
GOLD STAR: 7%   BLUE RIBBON: 10%

_____Y _____N

Local newspaper(s) is available for public use

_____Y _____N

Basic current reference collection. Appendix B. Contains guidelines and examples for the reference collection

_____Y _____N

10% or more of non-fiction collection is less than 5 years old

SERVICES

_____Y _____N

Reference service is provided all hours that the library is open

_____Y _____N

Library provides interlibrary loan

_____Y _____N

Library provides Readers' advisory service

_____Y _____N

Library provides programming appropriate to the library's role in the community

TELECOMMUNICATIONS

_____Y _____N

Library has telephone and number listed in

_____Y _____N   directory

_____Y _____N   Library has facsimile capability

_____Y _____N   Library has email address that is checked daily

_____Y _____N   Library has Internet connection

TECHNOLOGY

_____Y _____N   Library has automated public access catalog

_____Y _____N   Library has automated circulation system

_____Y _____N   Library has public access computer with Internet access

_____Y _____N   Staff has Internet access

_____Y _____N   Expired patron records are deleted at least every 5 years

_____Y _____N   Library has message system to provide service hours and promote special events after hours. (May be answering machine, voice mail or other technology)

CONSTRUCTION

(DO NOT ANSWER UNLESS THE BUILDING PROJECT WAS COMPLETED DURING THE CURRENT YEAR)

_____Y _____N   Registered architect was hired for project

_____Y _____N   Library building consultant was hired when developing a building program or an MLS Librarian with experience in developing a library building program

_____Y _____N   Space needs assessment was done prior to planning the use of space in the building

_____Y _____N   Plan for building includes estimated 20 years growth

STANDARDS FOR ALABAMA LIBRARIES
POPULATION 5,000-9,999
-OVERVIEW-

		CORE	GOLD STAR	BLUE RIBBON
STANDARD				
Facility				
	Minimum of 2000 Sq Ft			
	Meets ADA			
	Has Identifying Sign & Hours Posted			
	Has After Hours Book Return			
Administration & Governance				
	Library is Legally Established - State Code §11-90-(1-4)			
	4 Board Meetings Annually			
	Board Meetings Open to the Public - State Code §13A-14-2			
	Orientation for New Board Members			
	Library Services & Policies Manual(s)			
Planning				
	Library Has Long Range Plan On File at APLS			
	Library Has Technology Plan On File at APLS			
	Plans Are Evaluated Annually			
Budget				
	Library Meets MOE			
	Written Annual Budget			
	Official Financial Statement Sent to APLS			
	Minimum of 12% of Local Appropriation For Materials	Minimum of 18% OR $3.00 Per Capita Materials Expenditure	Minimum of 25% OR $6.00 Per Capita Materials Expenditure	

	CORE	GOLD STAR	BLUE RIBBON
	Minimum of $12.00 Per Capita From Local Revenue (Government, Paid Direct, Other)	Minimum of $15.00 Per Capita	Minimum of $20.00 Per Capita
Hours Of Operation			
	Open 20 Hours Per Week	30 Hours, At least 5 Hours After 5PM/Weekend	40 Hours, At Least 8 Hours After 5PM/Weekends
Staffing			
	2.5FTE (Full Time Equivalent)	.75 FTE Per 1000 Population	1 FTE per 1000 Population
	If Hired After 2003, Director Will Have <u>Or</u> Is Working Toward BA/BS	Director Has BA/BS	Director Has MLS
Employee Benefits			
	Health Insurance Is Provided For Full Time Employees		
	Employer Participates In A Retirement System For Full Time Employees		
Administrators' Meetings & Continuing Education			
	Director Will Attend 4 Professional/Continuing Education Meetings Per Year	Director Will Attend 5 Meetings Per Year	Director Will Attend 6 Meetings Per Year
	Library Staff Attend 1 Continuing Education Meeting Per Year		
Promotion & Partnering			
	Handout Describing Library, Resources, Services, Hours		

	CORE	GOLD STAR	BLUE RIBBON
	Engages In 3 Cooperative Activities With Other Libraries		
	Implements 3 Publicity Techniques Outside the Library Per Year Libraries		
Collection			
	3.0 Items Per Capita	5.0 Items Per Capita	7.0 Items Per Capita
	AVL Access For Staff & Patrons		
	Turnover Rate Of 1.0	Turnover Rate of 1.5	Turnover Rate of 2.0
	Weeds Collection 3% Per Year	Weeds Collection 4% Per Year	Weeds Collection 5% Per Year
	5% Of Holdings Added Per Year	7% of Holdings Added Per Year	10% of Holdings Added Per Year
	Provides Local Newspaper(s)		
	Has Basic Reference Collection		
	10% of Non-Fiction Collection Published Within Last 5 Years		
Services			
	Reference		
	Interlibrary Loan		
	Reader Advisory		
	Programs		
Telecommunications			
	Library Has A Telephone		
	Library Has Facsimile Capability		
	Library Has An Email Address		
	Library Has An Internet Connection		
Technology			

	CORE	GOLD STAR	BLUE RIBBON
	Library Has An Automated Public Access Catalog		
	Library Has A Public Access Computer(s)		
	Library Has Public & Staff Internet Access		
	Library Has A Telephone Message System		
	Expired Patron Records Are Deleted At Least Every 5 Years		
Construction (If Applicable)			
	Library Engages A Registered Architect		
	Library Engages A Building Consultant		
	Space Needs Assessment Done Prepared Every 5 Years		
	Plan For 20 Years Growth Of Population Of Service Area		

STANDARDS FOR ALABAMA PUBLIC LIBRARIES
POPULATION 5,000-9,999
-CHECKLIST-

MEETS STANDARD?

EXPLANATION

FACILITY

_____Y _____N

Minimum 2,000 SQ, FT.

_____Y _____N

Meets ADA requirements at time of construction or renovation

_____Y _____N

Sign and hours visibly posted

_____Y _____N

Book return available for after hours use

ADMINISTRATION AND GOVERNANCE

_____Y _____N

Library is legally established in accordance with Code of Alabama, 1975, §11-90-(1-4) and eligible for State Aid. Appendix H-Rules and regulations for Supplemental State Aid to Public Libraries

_____Y _____N

Library Board meets at least 4 times/year with librarian or director in attendance; has written, signed minutes available to general public. Board meetings are open to the public in accordance with Code of Alabama, 1975, §13A-14-2

_____Y _____N

Library director conducts orientation session for new board members.

_____Y _____N

Library has written policy manual(s), available to the public that are reviewed and revised at least every 3 years. Appendix A is list of policies for the Personnel Policies manual. Appendix C is a list of Collection Development Policies. Appendix D is a list of policies for the Library Service Policies manual

PLANNING

_____Y _____N

Library has long range plan covering 5 years, filed with Alabama Public Library Service. (APLS)

_____Y _____N   Library has Technology Plan based on guidelines prepared by APLS. Appendix F. is current copy of guidelines

_____Y _____N   Annual evaluation of all plans is conducted and updates are filed with APLS

BUDGET

_____Y _____N   MOE = Maintenance of Effort; annual library appropriation of non-capital funds from local sources meets or exceeds the preceding year; and the annual expenditure of local funds meets or exceeds the expenditures of the preceding year

_____Y _____N   Library has written itemized and justified budget. An official financial statement is sent to APLS annually.

_____Y _____N   Minimum of 12% of local appropriation is budgeted for materials

CERTIFICATE LEVEL:

GOLD STAR: 18% OR $3.00 Per Capita Materials Expenditure   BLUE RIBBON: 25% OR $6.00 Per Capita Materials Expenditure

_____Y _____N   Minimum of $12.00 per capita is appropriated from local sources, including government, paid direct, other income

CERTIFICATE LEVEL:

GOLD STAR: $15.00   BLUE RIBBON: $20.00

HOURS OF OPERATION

_____Y _____N   Open to the public at least 20 hours per week

CERTIFICATE LEVEL:

GOLD STAR: 30 Hours, at least 5 Hours After 5PM/Weekends

BLUE RIBBON: 40 Hours, at least 8 Hours After 5PM/Weekends

STAFFING

_____Y _____N   Minimum of 2.5 FTE

CERTIFICATE LEVEL:

GOLD STAR: .75FTE Per 1000 Population

BLUE RIBBON: **1 FTE Per 1000 Population**

_____Y _____N   Director required to have undergraduate degree if hired after 2003, or 60 hours of work toward an undergraduate degree if hired prior to 2003

CERTIFICATE LEVELS:
GOLD STAR: **Director Has BA/BS**
BLUE RIBBON: **Director Has MLS**

EMPLOYEE BENEFITS

_____Y _____N   All full time employees have access to health insurance

_____Y _____N   All full time employees have access to employer supported retirement plan

ADMINISTRATION MEETINGS AND CONTINUING EDUCATION

_____Y _____N   Director attends 4 professional development meetings each year, i.e., administrator meetings, conferences, workshops, etc.

CERTIFICATE LEVEL:
GOLD STAR: **Attends 5 Per Year**
BLUE RIBBON: **Attends 6 Per Year**

_____Y _____N   Staff attends at least one training program per year. May include in-house training sessions or workshops

PROMOTION AND PARTNERING

_____Y _____N   Library has a handout (i.e., bookmark, brochure, flier, etc.) promoting services, hours, resources, facilities

_____Y _____N   Library participates in 3 cooperative activities with other libraries

_____Y _____N   Library is promoted within the community by using at least three different publicity techniques during the year

COLLECTION

_____Y _____N   3 items per capita. Includes all formats of material

(Holdings divided by population)

CERTIFICATE LEVEL:
GOLD STAR: 5.0 Items   BLUE RIBBON: 7.0 Items

_____Y _____N   Turnover rate is 1.0
(Circulation divided by total holdings)

CERTIFICATE LEVEL:
GOLD STAR: 1.5   BLUE RIBBON: 2.0

_____Y _____N   Alabama Virtual Library access

_____Y _____N   3% of collection is weeded each year

CERTIFICATE LEVEL:
GOLD STAR: 4 %   BLUE RIBBON: 5%

_____Y _____N   5% of collection is added each year

CERTIFICATE LEVEL:
GOLD STAR: 7%   BLUE RIBBON: 10%

_____Y _____N   Local newspaper(s) is available for public use

_____Y _____N   Basic current reference collection. Appendix B contains guidelines and examples for the reference collection

_____Y _____N   10% or more of non-fiction collection is less than 5 years old

SERVICES

_____Y _____N   Reference service is provided all hours that the library is open

_____Y _____N   Library provides interlibrary loan

_____Y _____N   Library provides Readers' advisory service

_____Y _____N   Library provides programming appropriate to the library's role in the community

TELECOMMUNICATIONS

_____Y _____N   Library has telephone and number listed in directory

_____Y _____N   Library has facsimile capability

_____Y _____N   Library has email address that is checked daily

_____Y _____N   Library has Internet connection

TECHNOLOGY

_____Y _____N   Library has automated public access catalog

_____Y _____N   Library has automated circulation system

_____Y _____N   Library has public access computer with Internet access

_____Y _____N   Staff has Internet access

_____Y _____N   Expired patron records are deleted at least every 5 years

_____Y _____N   Library has message system to provide service hours and promote special events after hours. (May be answering machine, voice mail or other technology)

CONSTRUCTION

(DO NOT ANSWER UNLESS THE BUILDING PROJECT WAS COMPLETED DURING THE CURRENT YEAR)

_____Y _____N   Registered architect was hired for project

_____Y _____N   Library building consultant was hired when developing a building program or an MLS Librarian with experience in developing a library building program

_____Y _____N   Space needs assessment was done prior to planning the use of space in the building

_____Y _____N   Plan for building includes estimated 20 years growth

STANDARDS FOR ALABAMA LIBRARIES
POPULATION 10,000-24,999
-OVERVIEW-

	CORE	GOLD STAR	BLUE RIBBON
STANDARD			
Facility			
	Minimum of 2000 Sq Ft		
	Meets ADA		
	Has Identifying Sign & Hours Posted		
	Has After Hours Book Return		
Administration & Governance			
	Library is Legally Established - State Code §11-90-(1-4)		
	4 Board Meetings Annually		
	Board Meetings Open to the Public - State Code §13A-14-2		
	Orientation for New Board Members		
	Library Services & Policies Manual(s)		
Planning			
	Library Has Long Range Plan On File at APLS		
	Library Has Technology Plan On File at APLS		
	Plans Are Evaluated Annually		
Budget			
	Library Meets MOE		
	Written Annual Budget		

		CORE	GOLD STAR	BLUE RIBBON
		Official Financial Statement Sent to APLS		
		Minimum of 12% of Local Appropriation For Materials	Minimum of 16% **OR** $3.00 Per Capita Materials Expenditure	Minimum of 20% **OR** $6.00 Per Capita Materials Expenditure
		Minimum of $ 7.00 Per Capita From Local Income (Government, Paid Direct, Other)	Minimum of $15.00 Per Capita	Minimum of $25.00 Per Capita
Hours Of Operation				
		Open 30 Hours Per Week	40 Hours, At Least 5 Hours After 5PM/Weekends	45 Hours, At Least 8 Hours After 5PM/Weekends
Staffing				
		4.0 FTE (Full Time Equivalent)	.5 FTE per 1000 Population	1 FTE per 1000 Population
		Director Required to Have BA/BS + 3 Yrs Experience, OR If Hired After 2003 an MLS	Director Has MLS	Director Has MLS + 3 Yrs Administrative Experience
Employee Benefits				
		Health Insurance Is Provided For Full Time Employees		
		Employer Participates In A Retirement System For Full Time Employees		
Administrators' Meetings & Continuing Education				
		Director Will Attend 4 Professional/Continuing Education Meetings Per Year	Director Will Attend 5 Meetings Per Year	Director Will Attend 6 Meetings Per Year
		Professional and Paraprofessional Staff Attend 1 CE Meeting Per Year	Professional and Paraprofessional Staff Attend 2 CE Meetings Per Year	ALL Staff Will Have Opportunity to Attend 1 CE Meeting Per Year
Promotion & Partnering				
		Handout Describing Library, Resources, Services, Hours		

	CORE	GOLD STAR	BLUE RIBBON
	Engages In 3 Cooperative Activities With Other Libraries		
	Implements 3 Publicity Techniques Outside the Library Per Year		
Collection			
	2.0 Items Per Capita	3.0 Items Per Capita	5.0 Items Per Capita
	AVL Access For Staff & Patrons		
	Turnover Rate Of .1.0	Turnover Rate of 1.75	Turnover Rate of 2.5
	Weeds Collection 3% Per Year	Weeds Collection 4% Per Year	Weeds Collection 5% Per Year
	5% Of Holdings Added Per Year	7% of Holdings Added Per Year	10% of Holdings Added Per Year
	Provides Local Newspaper(s)		
	Has Basic Reference Collection		
	10% of Non-Fiction Collection Published Within Last 5 Years		
Services			
	Reference		
	Interlibrary Loan		
	Reader Advisory		
	Programs		
Telecommunications			
	Library Has A Telephone		
	Library Has Facsimile Capability		
	Library has An Email Address		
	Library Has An Internet Connection		

	CORE	GOLD STAR	BLUE RIBBON
Technology			
	Library Has An Automated Public Access Catalog		
	Library Has An Automated Circulation System		
	Library Has A Public Access Computer(s)		
	Library Has Public & Staff Internet Access		
	Library Has A Telephone Message System		
	Expired Patron Records Are Deleted At Least Every 5 Years		
Construction (If Applicable)			
	Library Engages A Registered Architect		
	Library Engages A Building Consultant		
	Space Needs Assessment Done Prepared Every 5 Years		
	Plan For 20 Years Growth Of Population Of Service Area		

STANDARDS FOR ALABAMA PUBLIC LIBRARIES
POPULATION 10,000-24,999
-CHECKLIST-

MEETS STANDARD?

EXPLANATION

FACILITY

_____Y _____N

Minimum of 2000 Sq Ft

_____Y _____N

Meets ADA requirements at time of construction or renovation

_____Y _____N

Sign and hours visibly posted

_____Y _____N

Book return available for after hours use

ADMINISTRATION AND GOVERNANCE

_____Y _____N

Library is legally established in accordance with Code of Alabama, 1975, §11-90-(1-4) and eligible for State Aid. Appendix H. -Rules and regulations for Supplemental State Aid to Public Libraries

_____Y _____N

Library Board meets at least 4 times/year with librarian or director in attendance; has written, signed minutes available to general public. Board meetings are open to the public in accordance with the Code of Alabama, 1975 §13A-14-2

_____Y _____N

Library director conducts orientation session for new board members

_____Y _____N

Library has written policy manual(s), available to the public that are reviewed and revised at least every 3 years. Appendix A is list of policies for the Personnel Policies manual. Appendix C is a list of Collection Development Policies. Appendix D is a list of policies for the Library Service Policies manual

PLANNING

_____Y _____N

Library has long range plan covering 5 years, filed with Alabama Public Library Service. (APLS)

_____Y _____N   Library has Technology Plan based on guidelines prepared by APLS. Appendix F. is current copy of guidelines

_____Y _____N   Annual evaluation of all plans is conducted and updates are filed with APLS

BUDGET

_____Y _____N   MOE = Maintenance of Effort; annual library appropriation from local sources meets or exceeds the preceding year; and the annual expenditure of local funds meets or exceeds the expenditures of the preceding year

_____Y _____N   Library has written itemized and justified budget. An official financial statement is sent to APLS annually.

_____Y _____N   Minimum of 12% of local appropriation is budgeted for materials

CERTIFICATE LEVEL:
GOLD STAR: 16% OR   **BLUE RIBBON: 20% OR**
$3.00 Per Capita   **$6.00 Per Capita**
Materials Expenditure   **Materials Expenditure**

_____Y _____N   Minimum of $7.00 per capita is appropriated from local sources, including government, paid direct, other income

CERTIFICATE LEVEL:
GOLD STAR: $15.00   **BLUE RIBBON: $25.00**

HOURS OF OPERATION

_____Y _____N   Open to the public at least 30 hours per week

CERTIFICATE LEVEL:
GOLD STAR: **40 Hours, at least 5 hours After 5PM/Weekends**
BLUE RIBBON: **45 Hours, at least 8 Hours After 5PM/Weekends**

STAFFING

_____Y _____N   Minimum of 4.0 FTE

CERTIFICATE LEVEL:
STAR: **.5FTE Per 1000 Population**

BLUE RIBBON:　　　　**1 FTE Per 1000 Population**

_____Y _____N

Director required to have undergraduate degree with 3 years experience, or if hired after 2003 an MLS

CERTIFICATE LEVELS:
GOLD STAR:　　　　**Director Has MLS**
BLUE RIBBON:　　　　**Director Has MLS +**
　　　　　　　　　　　3 Yrs Administrative
　　　　　　　　　　　　Experience

_____Y _____N

All full time employees have access to health insurance

_____Y _____N

All full time employees have access to employer supported retirement plan

ADMINISTRATION MEETINGS OR CONTINUING EDUCATION

_____Y _____N

Director attends 4 professional development meetings each year, i.e., administrator meetings, conferences, workshops, etc.

CERTIFICATE LEVEL:
GOLD STAR:　　　　**Attends 5 Per Year**
BLUE RIBBON:　　　　**Attends 6 Per Year**

_____Y _____N

Professional and paraprofessional staff attend at least one training program per year. May include in house training or workshops.

CERTIFICATE LEVEL:
GOLD STAR:　　　　**Attend 2 Per Year**
BLUE RIBBON:　　　　**Training Available**
　　　　　　　　　　　for <u>All</u> **Staff**

PROMOTION AND PARTNERING

_____Y _____N

Library has handout (i.e., bookmark, brochure, flier, etc.) promoting services, hours, resources, facilities

_____Y _____N

Library participates in 3 cooperative activities with other libraries

_____Y _____N

Library is promoted within the community by using at least three different publicity techniques during the year

COLLECTION

_____Y _____N

2.0 items per capita. Includes all formats of material (Holdings divided by population)

CERTIFICATE LEVEL:
GOLD STAR: 3.0 Items   **BLUE RIBBON: 5.0 Items**

_____Y _____N

Turnover rate is 1.5
(Circulation divided by total holdings)

CERTIFICATE LEVEL:
GOLD STAR: 1.75   **BLUE RIBBON: 2.5**

_____Y _____N

Alabama Virtual Library access

_____Y _____N

3% of collection is weeded each year

CERTIFICATE LEVEL:
GOLD STAR: 4 %   **BLUE RIBBON: 5%**

_____Y _____N

5% of collection is added each year

CERTIFICATE LEVEL:
GOLD STAR: 7%   **BLUE RIBBON: 10%**

_____Y _____N

Local newspaper(s) is available for public use

_____Y _____N

Basic current reference collection, Appendix B contains guidelines and examples for the reference collection

_____Y _____N

10% or more of non-fiction collection is less than 5 years old

SERVICES

_____Y _____N

Reference service is provided all hours that the library is open

_____Y _____N

Library provides interlibrary loan

_____Y _____N

Library provides Readers' advisory service

_____Y _____N

Library provides programming appropriate to the library's role in the community

TELECOMMUNICATIONS

_____Y _____N   Library has telephone and number listed in directory

_____Y _____N   Library has facsimile capability

_____Y _____N   Library has email address that is checked daily

_____Y _____N   Library has Internet connection

TECHNOLOGY

_____Y _____N   Library has automated public access catalog

_____Y _____N   Library has automated circulation system

_____Y _____N   Library has public access computer with Internet access

_____Y _____N   Staff has Internet access

_____Y _____N   Expired patron records are deleted at least every 5 years

_____Y _____N   Library has message system to provide service hours and promote special events after hours. (May be answering machine, voice mail or other technology)

CONSTRUCTION

(DO NOT ANSWER UNLESS PROJECT WAS COMPLETED DURING THE CURRENT YEAR)

_____Y _____N   Registered architect was hired for project

_____Y _____N   Library building consultant was hired when developing a building program or an MLS Librarian with experience in developing a library building program

_____Y _____N   Space needs assessment was done prior to planning the use of space in the building

_____Y _____N   Plan for the building includes estimated 20 years growth

STANDARDS FOR ALABAMA LIBRARIES
POPULATION 25,000-49,999
-OVERVIEW-

	CORE	GOLD STAR	BLUE RIBBON
STANDARD			
Facility			
	.4 Sq Ft Per Capita		
	Meets ADA		
	Has Identifying Sign & Hours Posted		
	Has After Hours Book Return		
Administration & Governance			
	Library is Legally Established - State Code §11-90-(1-4)		
	4 Board Meetings Annually		
	Board Meetings Open to the Public - State Code §13A-14-2		
	Orientation for New Board Members		
	Library Services & Policies Manual(s)		
Planning			
	Library Has Long Range Plan On File at APLS		
	Library Has Technology Plan On File at APLS		
	Plans Are Evaluated Annually		
Budget			
	Library Meets MOE		
	Written Annual Budget		
	Official Financial Statement Sent to APLS		

	CORE	GOLD STAR	BLUE RIBBON
	Minimum of 10% of Local Appropriation for Materials	Minimum of 15% OR $3.00 Per Capita Materials Expenditure	Minimum of 20% OR $6.00 Per Capita Materials Expenditure
	Minimum of $6.00 Per Capita From Local Income (Government, Paid Direct, Other)	Minimum of $15.00 Per Capita	Minimum of $20.00 Per Capita
Hours Of Operation			
	Open 40 Hours Per Week	45 Hours, At Least 7 Hours After 5PM/Weekends	50 Hours, At Least 10 Hours After 5PM/Weekends
Staffing			
	5FTE (Full Time Equivalent)	.3 FTE per 1000 Population	.5 FTE per 1000 Population
	Director Has MLS	Director Has MLS + 3 Yrs Administrative Experience	Director Has MLS + 5 Yrs Administrative Experience
Employee Benefits			
	Health Insurance Is Provided For Full Time Employees		
	Employer Participates In A Retirement System For Full Time Employees		
Administrators' Meetings & Continuing Education			
	Director Will Attend 4 Professional/Continuing Education Meetings Per Year	Director Will Attend 5 Meetings Per Year	Director Will Attend 6 Meetings Per Year
	Professional and Paraprofessional Staff Attend 1 CE Meeting Per Year	Professional and Paraprofessional Staff Attend 2 CE Meetings Per Year	ALL Staff Will Have Opportunity to Attend 1 CE Meeting Per Year
Promotion & Partnering			
	Handout Describing Library, Resources, Services, Hours		

	CORE	GOLD STAR	BLUE RIBBON
	Engages In 3 Cooperative Activities With Other Libraries		
	Implements 3 Publicity Techniques Outside the Library Per Year		
Collection			
	1.5 Items Per Capita	2.0 Items Per Capita	2.5 Items Per Capita
	AVL Access For Staff & Patrons		
	Turnover Rate Of .1.5	Turnover Rate of 2.5	Turnover Rate of 3.0
	Weeds Collection 3% Per Year	Weeds Collection 4% Per Year	Weeds Collection 5% Per Year
	5% Of Holdings Added Per Year	7% of Holdings Added Per Year	10% of Holdings Added Per Year
	Provides Local Newspaper(s)		
	Has Basic Reference Collection		
	10% of Non-Fiction Collection Published Within Last 5 Years		
Services			
	Reference		
	Interlibrary Loan		
	Reader Advisory		
	Programs		
Telecommunications			
	Library Has A Telephone		
	Library Has Facsimile Capability		
	Library Has An Email Address		
	Library Has An Internet Connection		
Technology			

	CORE	GOLD STAR	BLUE RIBBON	
	Library Has An Automated Public Access Catalog			
	Library Has An Automated Circulation System			
	Library Has Public & Staff Internet Access			
	Expired Patron Records Are Deleted At Least Every 5 Years			
Construction (If Applicable)				
	Library Engages A Registered Architect			
	Library Engages A Building Consultant			
	Space Needs Assessment Done Prepared Every 5 Years			
	Plan For 20 Years Growth Of Population Of Service Area			

STANDARDS FOR ALABAMA PUBLIC LIBRARIES
POPULATION 25,000-49,999
-CHECKLIST-

MEETS STANDARD?

EXPLANATION

FACILITY

_____Y _____N

.4 Sq Ft Per Capita

Square feet is defined as usable space under the roof line or/and usable space under roof line of main library and branches.

_____Y _____N

Meets ADA requirements at time of construction or renovation

_____Y _____N

Sign and hours visibly posted

_____Y _____N

Book return available for after hours use

ADMINISTRATION AND GOVERNANCE

_____Y _____N

Library is legally established in accordance with Code of Alabama, 1975, §11-90-(1-4) and eligible for State Aid. Appendix H.-Rules and regulations for Supplemental State Aid to Public Libraries

_____Y _____N

Library Board meets at least 4 times/year with librarian or director in attendance; has written, signed minutes available to general public

_____Y _____N

Librarian conducts orientation session with new board members

_____Y _____N

Library has written policy manual(s), available to the public that are reviewed and revised at least every 3 years. Appendix A is list of policies for the Personnel Policies manual. Appendix C is a list of Collection Development Policies. Appendix D is a list of policies for the Library Service Policies manual

PLANNING

_____Y _____N   Library has long range plan covering 5 years, filed with Alabama Public Library Service. (APLS)

_____Y _____N   Library has Technology Plan based on guidelines prepared by APLS. Appendix G. is current copy of guidelines

_____Y _____N   Annual evaluation of all plans is conducted and updates are filed with APLS

BUDGET

_____Y _____N   MOE = Maintenance of Effort; annual library appropriation for non-capital funds from local sources meets or exceeds the preceding year; and the annual expenditure of local funds meets or exceeds the expenditures of the preceding year

_____Y _____N   Library has written itemized and justified budget. An official financial statement is sent to APLS annually.

_____Y _____N   Minimum of 10% of local appropriation is budgeted for materials

CERTIFICATE LEVEL:
GOLD STAR: 15% OR $3.00 Per Capita Materials Expenditure   **BLUE RIBBON: 20% OR $6.00 Per Capita Materials Expenditure**

_____Y _____N   Minimum of $6.00 per capita is appropriated from local sources, including government, paid direct, other income

CERTIFICATE LEVEL:
GOLD STAR: $15.00   **BLUE RIBBON: $20.00**

HOURS OF OPERATION

_____Y _____N   Open to the public at least 40 hours per week

CERTIFICATE LEVEL:
GOLD STAR: **45 Hours, at least 7 Hours After 5PM/Weekends**
BLUE RIBBON: **50 Hours, at least 10 Hours After 5PM/Weekends**

STAFFING

_____Y _____N   Minimum of 5.0 FTE

CERTIFICATE LEVEL:
GOLD STAR: .3FTE Per 1000 Population
BLUE RIBBON: .5FTE Per 1000 Population

_____Y _____N   Director required to have MLS degree

CERTIFICATE LEVELS:
GOLD STAR: MLS + 3 Yrs Administrative Experience
BLUE RIBBON: MLS + 5 Yrs Administrative Experience

_____Y _____N   All full time employees have access to health insurance

_____Y _____N   All full time employees have access to employer supported retirement plan

ADMINISTRATION MEETINGS OR CONTINUING EDUCATION

_____Y _____N   Director attends 4 professional development meetings each year, i.e. administrator meetings, conferences, workshops, etc.

CERTIFICATE LEVEL:
GOLD STAR: Attends 5 Per Year
BLUE RIBBON: Attends 6 Per Year

_____Y _____N   Professional and paraprofessional staff attend at least one training program per year. May include in-house training sessions or workshops.

CERTIFICATE LEVEL:
GOLD STAR: Attend 2 Per Year
BLUE RIBBON: Training Available for <u>All</u> Staff

PROMOTION AND PARTNERING

_____Y _____N   Library has a handout (i.e., bookmark, brochure, flier, etc.) promoting services, hours, resources, facilities

_____Y _____N   Library participates in 3 cooperative activities with other libraries. Check items that apply in accompanying list

_____Y _____N   Library is promoted within the community by using at least three different publicity techniques during the year

COLLECTION

_____Y _____N   1.5 items per capita. Includes all formats of material (Holdings divided by population)

CERTIFICATE LEVEL:
GOLD STAR: 2.0 Items   **BLUE RIBBON: 2.5 Items**

_____Y _____N   Turnover rate is 1.5
(Circulation divided by total holdings)

CERTIFICATE LEVEL:
GOLD STAR: 2.5   **BLUE RIBBON: 3.0**

_____Y _____N   Alabama Virtual Library access

_____Y _____N   3% of collection is weeded each year

CERTIFICATE LEVEL:
GOLD STAR: 4 %   **BLUE RIBBON: 5%**

_____Y _____N   5% of collection is added each year

CERTIFICATE LEVEL:
GOLD STAR: 7%   **BLUE RIBBON: 10%**

_____Y _____N   Local newspaper(s) is available for public use

_____Y _____N   Basic current reference collection. Appendix B contains guidelines and examples for the reference collection

_____Y _____N   10% or more of non-fiction collection is less than 5 years old

SERVICES

_____Y _____N   Reference service is provided all hours that the library is open

_____Y _____N   Library provides interlibrary loan

_____Y _____N   Library provides Readers' advisory service

_____Y _____N   Library provides programming for children and adults appropriate to the library's role in the

community

TELECOMMUNICATIONS

_____Y _____N   Library has telephone and number listed in directory

_____Y _____N   Library has facsimile capability

_____Y _____N   Library has email address that is checked daily

_____Y _____N   Library has Internet connection

TECHNOLOGY

_____Y _____N   Library has automated public access catalog

_____Y _____N   Library has automated circulation system

_____Y _____N   Library has public access computer with Internet access

_____Y _____N   Staff has Internet access

_____Y _____N   Expired patron records are deleted at least every 5 years

_____Y _____N   Library has message system to provide service hours and promote special events after hours. (May be answering machine, voice mail or other technology)

CONSTRUCTION

(DO NOT ANSWER UNLESS THE BUILDING PROJECT WAS COMPLETED DURING THE CURRENT YEAR)

_____Y _____N   Registered architect was hired for project

_____Y _____N   Library building consultant was hired when developing a building program or an MLS Librarian with experience in developing a library building program

_____Y _____N   Space needs assessment was done prior to planning the use of space in the building

_____Y _____N   Plan for building includes estimated 20 years

growth

STANDARDS FOR ALABAMA LIBRARIES
POPULATION 50,000-99,999
– OVERVIEW-

	CORE	GOLD STAR	BLUE RIBBON
STANDARD			
Facility			
	.4 Sq Ft Per Capita		
	Meets ADA		
	Has Identifying Sign & Hours Posted		
	Has After Hours Book Return		
Administration & Governance			
	Library is Legally Established - State Code §11-90-(1-4)		
	4 Board Meetings Annually		
	Board Meetings Open to the Public - State Code §13A-14-2		
	Orientation for New Board Members		
	Library Services & Policies Manual(s)		
Planning			
	Library Has Long Range Plan On File at APLS		
	Library Has Technology Plan On File at APLS		
	Plans Are Evaluated Annually		
Budget			
	Library Meets MOE		
	Written Annual Budget		
	Official Financial Statement Sent to APLS		
	Minimum of 8% of Local Appropriation for Materials	Minimum of 12% OR $3.00 Per Capita Materials Expenditure	Minimum of 16% OR $6.00 Per Capita Materials Expenditure

	CORE	GOLD STAR	BLUE RIBBON
	Minimum of $ 6.50 Per Capita From Local Income (Government, Paid Direct, Other)	Minimum of $10.00 Per Capita	Minimum of $15.00 Per Capita
Hours Of Operation			
	Open 45 Hours Per Week	50 Hours, At Least 10 Hours After 5PM/Weekends	55 Hours, At Least 15 Hours After 5PM/Weekends
Staffing			
	8 FTE (Full Time Equivalent)	.25 FTE per 1000 Population	.3 FTE per 1000 Population
	Director Has MLS	Director Has MLS + 3 Yrs Administrative Experience	Director Has MLS + 5 Yrs Administrative Experience
Employee Benefits			
	Health Insurance Is Provided For Full Time Employees		
	Employer Participates In A Retirement System For Full Time Employees		
Administrators' Meetings & Continuing Education			
	Director Will Attend 4 Professional/Continuing Education Meetings Per Year	Director Will Attend 5 Meetings Per Year	Director Will Attend 6 Meetings Per Year
	Professional and Paraprofessional Staff Attend 1 CE Meeting Per Year	Professional and Paraprofessional Staff Attend 2 CE Meetings Per Year	ALL Staff Will Have Opportunity to Attend 1 CE Meeting Per Year
Promotion & Partnering			
	Handout Describing Library, Resources, Services, Hours		

	CORE	GOLD STAR	BLUE RIBBON
	Engages In 3 Cooperative Activities With Other Libraries		
	Implements 3 Publicity Techniques Outside the Library Per Year		
Collection			
	2.0 Items Per Capita	2.5 Items Per Capita	3.0 Items Per Capita
	AVL Access For Staff & Patrons		
	Turnover Rate Of 1.5	Turnover Rate of 1.75	Turnover Rate of 2.0
	Weeds Collection 3% Per Year	Weeds Collection 4% Per Year	Weeds Collection 5% Per Year
	5% Of Holdings Added Per Year	7% of Holdings Added Per Year	10% of Holdings Added Per Year
	Provides Local Newspaper(s)		
	Has Basic Reference Collection		
	10% of Non-Fiction Collection Published Within Last 5 Years		
Services			
	Reference		
	Interlibrary Loan		
	Reader Advisory		
	Programs		
Telecommunications			
	Library Has A Telephone		
	Library Has Facsimile Capability		
	Library Has An Email Address		
	Library Has An Internet Connection		
Technology			
	Library Has An Automated Public Access Catalog		
	Library Has An Automated Circulation System		

	CORE	GOLD STAR	BLUE RIBBON
	Library Has Public & Staff Internet Access		
	Library Has A Telephone Message System		
	Expired Patron Records Are Deleted At Least Every 5 Years		
Construction (If Applicable)			
	Library Engages A Registered Architect		
	Library Engages A Building Consultant		
	Space Needs Assessment Done Prepared Every 5 Years		
	Plan For 20 Years Growth Of Population Of Service Area		

STANDARDS FOR ALABAMA PUBLIC LIBRARIES
POPULATION 50,000-99,999
-CHECKLIST-

MEETS STANDARD?

EXPLANATION

FACILITY

_____Y _____N

.4 Sq Ft Per Capita

Square feet is defined as usable space under the roof line or/and usable space under roof line of main library and branches.

_____Y _____N

Meets ADA requirements at time of construction or renovation

_____Y _____N

Sign and hours visibly posted

_____Y _____N

Book return available for after hours use

ADMINISTRATION AND GOVERNANCE

_____Y _____N

Library is legally established in accordance with Code of Alabama, 1975, §11-90-(1-4) and eligible for State Aid. Appendix H. -Rules and regulations for Supplemental State Aid to Public Libraries

_____Y _____N

Library Board meets at least 4 times/year with librarian or director in attendance; has written, signed minutes available to general public

_____Y _____N

Library director conducts orientation session for new board members

_____Y _____N

Library has written policy manual(s), available to the public that are reviewed and revised at least every 3 years. Appendix A is list of policies for the Personnel Policies manual. Appendix C is a list of Collection Development Policies. Appendix D is a list of policies for the Library Service Policies manual

PLANNING

_____Y _____N

Library has long range plan covering 5 years, filed with Alabama Public Library Service. (APLS)

_____Y _____N   Library has Technology Plan based on guidelines prepared by APLS. Appendix B is current copy of guidelines

_____Y _____N   Annual evaluation of all plans is conducted and updates are filed with APLS

BUDGET

_____Y _____N   MOE = Maintenance of Effort; annual library appropriation of non-capital funds from local sources meets or exceeds the preceding year; and the annual expenditure of local funds meets or exceeds the expenditures of the preceding year

_____Y _____N   Library has written itemized and justified budget. An official financial statement is sent to APLS annually.

_____Y _____N   Minimum of 8% of local appropriation is budgeted for materials

CERTIFICATE LEVEL:
GOLD STAR: 12% OR   **BLUE RIBBON: 16% OR**
$3.00 Per Capita   **$6.00 Per Capita**
Materials Expenditure   **Materials Expenditure**

_____Y _____N   Minimum of $6.50 per capita is appropriated from local sources, including government, paid direct, other income

CERTIFICATE LEVEL:
GOLD STAR: $10.00   **BLUE RIBBON: $15.00**

HOURS OF OPERATION

_____Y _____N   Open to the public at least 45 hours per week

CERTIFICATE LEVEL:
GOLD STAR: **50 Hours, at least 10 Hours**
                           Hours After 5PM/Weekends

BLUE RIBBON: **55 Hours, at least 15 Hours**
                           After 5PM/Weekends

STAFFING

_____Y _____N   Minimum of 8FTE

CERTIFICATE LEVEL:

	GOLD STAR:	**.25FTE Per 1000 Population**
	BLUE RIBBON:	**.3FTE Per 1000 Population**

_____Y _____N   Director required to have MLS degree

CERTIFICATE LEVELS:

GOLD STAR:	**MLS + 3 Yrs Administrative Experience**
BLUE RIBBON:	**MLS + 5 Yrs Administrative Experience**

EMPLOYEE BENEFITS

_____Y _____N   All full time employees have access to health insurance

_____Y _____N   All full time employees have access to employer supported retirement plan

ADMINISTRATION MEETINGS AND CONTINUING EDUCATION

_____Y _____N   Director attends 4 profession development meetings each year, i.e., administrator meetings, conferences, workshops, etc.

CERTIFICATE LEVEL:

GOLD STAR:	**Attends 5 Per Year**
BLUE RIBBON:	**Attends 6 Per Year**

_____Y _____N   Professional and paraprofessional staff attend one training program per year. May include in-house training sessions or workshops

CERTIFICATE LEVEL:

GOLD STAR:	**Attend 2 Per Year**
BLUE RIBBON:	**Training Available for All Staff**

PROMOTION AND PARTNERING

_____Y _____N   Library has handout (i.e., bookmark, brochure, flier, etc.) promoting services, hours, resources, facilities

_____Y _____N   Library participates in 3 cooperative activities with other libraries

_____Y _____N   Library is promoted within the community by using at least three different publicity techniques during

the year

COLLECTION

_____Y _____N

1.0 items per capita. Includes all formats of material (Holdings divided by population)

CERTIFICATE LEVEL:
GOLD STAR: 2.5 Items   BLUE RIBBON: 3.0 Items

_____Y _____N

Turnover rate is 1.5
(Circulation divided by total holdings)

CERTIFICATE LEVEL:
GOLD STAR: 1.75   BLUE RIBBON: 2.0

*When applying at this Certificate Level, a Library in this population category may choose to meet either items per capita or turnover rate.

_____Y _____N

Alabama Virtual Library access

_____Y _____N

3% of collection is weeded each year

CERTIFICATE LEVEL:
GOLD STAR: 4 %   BLUE RIBBON: 5%

_____Y _____N

5% of collection is added each year

CERTIFICATE LEVEL:
GOLD STAR: 7%   BLUE RIBBON: 10%

_____Y _____N

Local newspaper(s) is available for public use

_____Y _____N

Basic current reference collection. Appendix B contains guidelines and examples for the reference collection.

_____Y _____N

10% or more of non-fiction collection is less than 5 years old

SERVICES

_____Y _____N

Reference service is provided all hours that the library is open

_____Y _____N

Library provides interlibrary loan

_____Y _____N

Library provides Readers' advisory service

_____Y _____N   Library provides programming for children and adults appropriate to the library's role in the community

TELECOMMUNICATIONS

_____Y _____N   Library has telephone and number listed in directory

_____Y _____N   Library has facsimile capability

_____Y _____N   Library has email address that is checked daily

_____Y _____N   Library has Internet connection

TECHNOLOGY

_____Y _____N   Library has automated public access catalog

_____Y _____N   Library has automated circulation system

_____Y _____N   Library has public access computer with Internet access

_____Y _____N   Staff has Internet access

_____Y _____N   Expired patron records are deleted at least every 5 years

_____Y _____N   Library has message system to provide service hours and promote special events after hours. (May be answering machine, voice mail or other technology)

CONSTRUCTION

(DO NOT ANSWER UNLESS THE BUILDING PROJECT WAS COMPLETED DURING THE CURRENT YEAR)

_____Y _____N   Registered architect was hired for project

_____Y _____N   Library building consultant was hired when developing a building program or an MLS Librarian with experience in developing a library building program

_____Y _____N   Space needs assessment was done prior to planning the use of space in the building

_____Y _____N   Plan for building includes estimated 20 years
                                     growth

STANDARDS FOR ALABAMA LIBRARIES
SERVICE POPULATION OVER 100,000
– OVERVIEW-

	CORE	GOLD STAR	BLUE RIBBON
STANDARD			
Facility			
	.3 Sq Ft Per Capita		
	Meets ADA		
	Has Identifying Sign & Hours Posted		
	Has After Hours Book Return		
Administration & Governance			
	Library is Legally Established - State Code §11-90-(1-4)		
	4 Board Meetings Annually		
	Board Meetings Open to the Public - State Code §13A-14-2		
	Orientation for New Board Members		
	Library Services & Policies Manual(s)		
Planning			
	Library Has Long Range Plan On File at APLS		
	Library Has Technology Plan On File at APLS		
	Plans Are Evaluated Annually		
Budget			
	Library Meets MOE		
	Written Annual Budget		
	Official Financial Statement Sent to APLS		
	Minimum of 12% of Local Appropriation For Materials	Minimum of 16% OR $3.00 Per Capita Materials Expenditure	Minimum of 20% OR $6.00 Per Capita Materials Expenditure

	CORE	GOLD STAR	BLUE RIBBON
	Minimum of $13.00 Per Capita From Local Income (Government, Paid Direct, Other)	Minimum of $15.00 Per Capita	Minimum of $20.00 Per Capita
Hours Of Operation			
	Open 50 Hours Per Week	55 Hours, At Least 15 Hours After 5PM/Weekends	60 Hours, At Least 20 Hours After 5PM/Weekends
Staffing			
	12 FTE (Full Time Equivalent)	.3 FTE per 1000 Population	.5 FTE per 1000 Population
	Director Has MLS	Director Has MLS + 3 Yrs Administrative Experience	Director Has MLS + 3 Yrs Administrative Experience
Employee Benefits			
	Health Insurance Is Provided For Full Time Employees		
	Employer Participates In A Retirement System For Full Time Employees		
Administrators' Meetings & Continuing Education			
	Director Will Attend 4 Professional/Continuing Education Meetings Per Year	Director Will Attend 5 Meetings Per Year	Director Will Attend 6 Meetings Per Year
	Professional and Paraprofessional Staff Attend 1 CE Meeting Per Year	Professional and Paraprofessional Staff Attend 2 CE Meetings Per Year	ALL Staff Will Have Opportunity to Attend 1 CE Meeting Per Year
Promotion & Partnering			
	Handout Describing Library, Resources, Services, Hours		

	CORE	GOLD STAR	BLUE RIBBON
	Engages In 3 Cooperative Activities With Other Libraries		
	Implements 3 Publicity Techniques Outside the Library Per Year		
Collection			
	2.0 Items Per Capita	2.5 Items Per Capita	3.0 Items Per Capita
	AVL Access For Staff & Patrons		
	Turnover Rate Of 1.5	Turnover Rate of 2.5	Turnover Rate of 3.0
	Weeds Collection 3% Per Year	Weeds Collection 4% Per Year	Weeds Collection 5% Per Year
	5% Of Holdings Added Per Year	7% of Holdings Added Per Year	10% of Holdings Added Per Year
	Provides Local Newspaper(s)		
	Has Basic Reference Collection		
	10% of Non-Fiction Collection Published Within Last 5 Years		
Services			
	Reference		
	Interlibrary Loan		
	Reader Advisory		
	Programs		
Telecommunications			
	Library Has A Telephone		
	Library Has Facsimile Capability		
	Library Has An Email Address		
	Library Has An Internet Connection		
Technology			
	Library Has An Automated Public Access Catalog		

	CORE	GOLD STAR	BLUE RIBBON
	Library Has A Public Access Computer(s)		
	Library Has Public & Staff Internet Access		
	Library Has A Telephone Message System		
	Expired Patron Records Are Deleted At Least Every 5 Years		
Construction (If Applicable)			
	Library Engages A Registered Architect		
	Library Engages A Building Consultant		
	Space Needs Assessment Done Prepared Every 5 Years		
	Plan For 20 Years Growth Of Population Of Service Area		

STANDARDS FOR ALABAMA PUBLIC LIBRARIES
POPULATION OVER 100,000
-CHECKLIST-

MEETS STANDARD?

EXPLANATION

FACILITY

_____Y _____N

.3 Sq Ft Per Capita

Square feet is defined as usable space under the roof line or/and usable space under roof line of main library and branches.

_____Y _____N

Meets ADA requirements at time of construction or renovation

_____Y _____N

Signs and hours visibly posted

_____Y _____N

Book return available for after hours use

ADMINISTRATION AND GOVERNANCE

_____Y _____N

Library is legally established in accordance with Code of Alabama, 1975, §11-90-(1-4) and eligible for State Aid. Appendix H.-Rules and regulations for Supplemental State Aid to Public Libraries

_____Y _____N

Library Board meets at least 4 times/year with librarian or director in attendance; has written, signed minutes available to general public

_____Y _____N

Library director conducts orientation session for new board members

_____Y _____N

Library has written policy manual(s), available to the public that are reviewed and revised at least every 3 years. Appendix A is list of policies for the Personnel Policies manual. Appendix C is a list of Collection Development Policies. Appendix D is a list of policies for the Library Service Policies manual

PLANNING

_____Y _____N

Library has long range plan covering 5 years, filed

with Alabama Public Library Service. (APLS)

_____Y _____N

Library has Technology Plan based on guidelines prepared by APLS. Appendix F. is current copy of guidelines

_____Y _____N

Annual evaluation of all plans is conducted and updates are filed with APLS

BUDGET

_____Y _____N

MOE = Maintenance of Effort; annual library appropriation of non-capital funds from local sources meets or exceeds the preceding year; and the annual expenditure of local funds meets or exceeds the expenditures of the preceding year

_____Y _____N

Library has written itemized and justified budget. An official financial statement is sent to APLS annually.

_____Y _____N

Minimum of 12% of local appropriation is budgeted for materials

CERTIFICATE LEVEL:
GOLD STAR: 16% OR $3.00 Per Capita for Materials Expenditure   **BLUE RIBBON: 20% OR $6.00 Per Capita for Materials Expenditure**

_____Y _____N

Minimum of $13.50 per capita is appropriated from local sources, including government, paid direct, other income

CERTIFICATE LEVEL:
GOLD STAR: $15.00   **BLUE RIBBON: $20.00**

HOURS OF OPERATION

_____Y _____N

Open to the public at least 50 hours per week

CERTIFICATE LEVEL:
GOLD STAR: **55 Hours, at least 15 Hours After 5PM/Weekends**
BLUE RIBBON: **60 Hours, at least 20 Hours Hours After 5PM/Weekends**

STAFFING

_____Y _____N

Minimum of 12 FTE

CERTIFICATE LEVEL:
GOLD STAR: .3FTE Per 1000 Population
BLUE RIBBON: .5FTE Per 1000 Population

_____Y _____N

Director required to have MLS degree

CERTIFICATE LEVELS:
GOLD STAR: MLS + 3 Yrs Administrative Experience
BLUE RIBBON: MLS + 5 Yrs Administrative Experience

EMPLOYEE BENEFITS

_____Y _____N

All full time employees have access to health insurance

_____Y _____N

All full time employees have access to employer supported retirement plan

ADMINISTRATION MEETINGS AND CONTINUING EDUCATION

_____Y _____N

Director attends 4 professional development meetings each year, i.e., administrator meetings, conferences, workshops, etc.

CERTIFICATE LEVEL:
GOLD STAR: 5 Per Year
BLUE RIBBON: 6 Per Year

_____Y _____N

Professional and paraprofessional staff attend one training program per year. May include in-house training sessions or workshops

CERTIFICATE LEVEL:
GOLD STAR: Attend 2 Per Year
BLUE RIBBON: Training Available for All Staff

PROMOTION AND PARTNERING

_____Y _____N

Library has handout (i.e., bookmark, brochure, flier, etc.) promoting the libraries services, hours, resources, facilities

_____Y _____N

Library contributes to statewide databases, i.e., ALICAT

_____Y _____N Library participates in 3 cooperative activities with other libraries

_____Y _____N Library is promoted within the community by using at least three different publicity techniques during the year

COLLECTION

_____Y _____N 2 items per capita. Includes all formats of material (Holdings divided by population)

CERTIFICATE LEVEL:
GOLD STAR: 2.5 Items   **BLUE RIBBON: 3.0 Items**

_____Y _____N Turnover rate is 1.5 (Circulation divided by total holdings)

CERTIFICATE LEVEL:
GOLD STAR: 2.5   **BLUE RIBBON: 3.0**

*When applying at this Certificate Level, a Library in this population category may choose to meet either items per capita or turnover rate.

_____Y _____N Alabama Virtual Library access

_____Y _____N 3% of collection is weeded each year

CERTIFICATE LEVEL:
GOLD STAR: 4 %   **BLUE RIBBON: 5%**

_____Y _____N 5% of collection is added each year

CERTIFICATE LEVEL:
GOLD STAR: 7%   **BLUE RIBBON: 10%**

_____Y _____N Local newspaper(s) is available for public use

_____Y _____N Basic current reference collection. Appendix B. contains guidelines and examples for the reference collection

_____Y _____N 10% or more of non-fiction collection is less than 5 years old

SERVICES

_____Y _____N Reference service is provided all hours that the library is open

_____Y _____N   Library provides interlibrary loan

_____Y _____N   Library provides Readers' advisory service

_____Y _____N   Library provides programming for children and adults appropriate to the library's role in the community

TELECOMMUNICATIONS

_____Y _____N   Library has telephone and number listed in directory

_____Y _____N   Library has facsimile capability

_____Y _____N   Library has email address that is checked daily

_____Y _____N   Library has Internet connection

TECHNOLOGY

_____Y _____N   Library has automated public access catalog

_____Y _____N   Library has automated circulation system

_____Y _____N   Library has public access computer with Internet access

_____Y _____N   Staff has Internet access

_____Y _____N   Expired patron records are deleted at least every 5 years

_____Y _____N   Library has message system to provide service hours and promote special events after hours. (May be answering machine, voice mail or other technology)

CONSTRUCTION

(DO NOT ANSWER UNLESS THE BUILDING PROJECT WAS COMPLETED DURING THE CURRENT YEAR)

_____Y _____N   Registered architect was hired for project

_____Y _____N   Library building consultant was hired when developing a building program or an MLS Librarian

with experience in developing a library building program

_____Y _____N   Space needs assessment was done prior to planning the use of space in the building

_____Y _____N   Plan for building includes estimated 20 years growth

APPENDIX A
Personnel Policies

A personnel policy should address the following elements.

Filling vacancies
- Recruitment
- Selection
- Appointment

Personnel procedures
- Probation
- Performance evaluation
- Promotion
- Grievance procedures
- Personnel records
- Resignation and dismissal
- Retirement

Salaries, position classifications

Benefits
- Insurance
- Retirement plan
- Worker's Compensation
- Hours, schedules, overtime, compensatory time

Staff development (can be a separate continuing education policy)
- In-service training
- Formal education
- Professional affiliations

Vacation and leave
- Vacation
- Sick leave
- Holidays
- Personal leave, including maternity and paternity leave
- Professional and educational leave
- Jury duty
- Reserve military duty
- Emergency leave

APPENDIX B
Basic Reference Collection

(ACTUAL LIST IS MAINTAINED ON WEBSITE FOR APLS – ALL COLLECTION EVALUATIONS WILL BE COMPARED TO THE SUGGESTED LIST)

Suggestions for a basic reference collection

Each public library should have a collection of basic reference tools so that a majority of the reference requests received can be answered in-house.

This list of titles, arranged by the Dewey Decimal Classification and then broad subjects has been compiled by the reference staff of the Alabama Public Library Service with the advice of reference librarians from the public libraries of Birmingham, Huntsville, and Mobile. The subject areas are displayed in bold print, e.g., "Dictionary of Foreign Phrases." One or more examples of reference books are listed for each subject area.

Standard or classic titles that will remain in print or will be updated regularly have been selected. Every effort has been made to select reasonably priced items. This list is meant to be a guide; librarians may wish to select other titles. There are many excellent reference books that are not on this list.

The following titles are basic selection aids for reference resources. These titles were used to develop this list. APLS keeps current copies of these books for you to use when you are selecting titles for your own collection:

American Reference Books Annual. Bohdan S. Wynar, ed. Libraries Unlimited.
Guide to Reference Books. Robert Balay, ed. ALA.
Madame Audrey's Guide to Mostly Cheap But Good Reference Books for Small and Rural Libraries. Audrey Lewis. ALA.
Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers. Bohdan. S. Wynar, ed. Libraries Unlimited.
Reference Sources for Small and Medium-Sized Libraries. ALA. Annual.

A current reference collection is a necessity. Annuals, almanacs, and yearbooks should be replaced each year. Science and medical books should be replaced every three years. If you need assistance in determining the most current editions, contact the APLS Reference Department.

The **Internet** is an integral part of reference service now. No recommended list can be complete without a list of suggested sites.

APPENDIX C
Collection Development Policies

A collection development policy is more than a materials selection policy. Collection development is a process whereby the library staff brings together a variety of materials to meet patron demand. Patron demand is defined in the broad sense to indicate what the patron knows is presently needed or wanted as well as what may be needed or wanted sometime in the future. It does not simply mean the active user's persistent requests for the latest or the greatest, since catering to such pressures exclusively will detract from the library's ability to offer in-depth and wide-ranging service to less vocal elements of the community.

In the process of collection development, strengths and weaknesses are identified and a plan created to correct the weaknesses and maintain the strengths. The plan gives guidance to staff when deciding in what subject areas to consider buying and how much emphasis each area should receive.

A collection development policy should include:

Description of community to be served
Description of clientele to be served
Parameters of the collection (i.e., subject areas included, types of formats, including electronic resources)
Purposes of collection (i.e., types of programs or patron needs the collection must meet)
Priorities and limitations (i.e., multiple copies, gifts, cooperative collection development)
Selection
- Criteria
- Responsibility
- Method of selection
- Procedures for selection
Statement on intellectual freedom adopting the Freedom to Read, Library Bill of Rights, and Freedom to View statements, accompanied by procedures for handling patron complaints.
Procedures for handling gifts
Withdrawal of materials
Evaluation of collection

Some libraries have separate polices for electronic resources; other libraries have a single comprehensive policy. Either approach is acceptable.

The above is based upon *Developing Library Collections*, by G. Edward Evans, (Libraries Unlimited, 2000).

APPENDIX D
Library Service Policies

Policies on the following topics should be adopted by the board, written and available to the public, and reviewed regularly:

Borrowing privileges
- Eligibility
- Fees for non-residents
- Responsibilities of borrowers

Charges for service: fines, fees

Circulation policies
- Length of loans
- Number of items loaned
- Number of items loaned per topic
- Renewals
- Reserves
- Lost or damaged materials

Bulletin board restrictions
Confidentiality of library records
Displays, exhibits
Emergencies
Gifts
Interlibrary loan
Materials access policy
Meeting room use
Problem behavior
Reference work for students, genealogists, etc.
Service outlets and hours
Unattended children
Use of volunteers

APPENDIX E
Building Standards Bibliography

Brawner, Lee B. and Donald K. Beck, Jr. Determining Your Public Library's Future Size: a Needs Assessment and Planning Model. Chicago: American Library Association, 1996

Himmel, Ethel and William Wilson. Planning for Results: a Public Library Transformation Process. Chicago: American Library Association, 1998

Mayo, Dianne and Sandra Nelson. Wired for the Future: Developing Your Library Technology Plan. Chicago: American Library Association, 1999

McCabe, Gerard B. Planning for a New Generation of Public Library Buildings. (Greenwood Library Management Collection) Westport, Connecticut: Greenwood Publishing Group, 2000

Sannwald, William. Checklist of Library Building Design Considerations. Chicago: American Library Association, 2001, 4th edition

Woodward, Jeannette A. Countdown to a New Library: Managing the Building Project. Chicago: American Library Association, 2000.

Consultants at Alabama Public Library Service will be available to assist libraries in planning.

APPENDIX F
Guidelines for Technology

Technology is a tool used to accomplish the objectives of your library. When goals are based on community demand, and your library determines its objectives, technology invariably becomes an essential part of obtaining those goals. In order to effectively use technology, one must consider all of the implications and aspects of its use.

These guidelines will focus on the basic areas of function that is required to effectively employ technology.

1. Libraries interested in developing in-house circulation and public access computer programs need to plan as follows:

   a) A library will have an automated library system using PAC (Public Access Computing), circulation and cataloging modules.
   b) Survey your building for electrical outlets and locations for cabling.
   c) Retrospective conversion of your collection can take from 11/2 to 2 years depending on the size of your library. You can pay vendors for the conversion process, however, fine-tuning must be done by librarians to make sure the database is correct.
   d) Select a vendor based on technical reports of their system, demonstrations of their systems, and visits to libraries that use their systems. Base selection of a vendor on the needs of your user population (such as dial-in access).
   e) Library system software upgrades should lag no greater than one version behind current version.
   f) USMARC format is recommended for catalog records. (Records are from reliable sources and are not usually keyed in from scratch.)
   g) Librarians should follow the rules for bibliographic description found in the latest edition of the Anglo-American Cataloging Rules AACR2 (currently 2nd ed., 1998 rev.)
   h) It is recommended that librarians use the latest edition of the Library of Congress Subject Headings, to ensure that all materials about a subject will be consistently listed under the same heading.
   i) It is recommended that public libraries do provide Web access to their library catalogs.
   j) The library should back up circulation and OPAC data on a regular schedule – making disks or tapes of that information and keeping it separate from its original location.

2. Libraries planning networks with other libraries to provide circulation and public access catalogs should follow the same criteria as above in statement 1. Some other suggestions follow:

   a) A Request for Proposal (RFP) should be developed by the library staff and should include questions from all departments of the library. The proposal should be detailed enough to allow the vendors to understand how your network is to function.
   b) Site visits to libraries using these systems are very important. Discuss the efficiency of the system with library staff that will use the system.

   c) Be sure that your vendor can supply software that allows each library in the system to have their own fines and loan period. Some aspects of the system will have to be a network policy that affects all members.

   d) A library should have the ability to load third party records onto their automated library system.

3. Most Alabama public libraries should provide some type of local electronic collections for their patrons, though some may obtain sufficient database access through the AVL (Alabama Virtual Library) thereby eliminating the need to maintain local database subscriptions. CD-ROMS, DVD and other multimedia/data storage devices can be networked to run from a central server on a local area network or from building to building on a wide area network.

The Alabama Public Library Service can help you plan for automation by loaning materials and articles on the process.

4. The following suggestions should be considered when implementing LAN's (Local Area Networks), WAN's (Wide Area Networks) and Network connectivity.

Buildings
   a) A library should apply set standards to accommodate technology.

   b) Technology related to building programs both new or renovated, is addressed in Buildings section. Also, see " Public Library Space Needs" at the State of Wisconsin web site: http://www.dpi.state.wi.us/dlcl/pld/plspace.html

Financing
   a) A library should have a budget plan that addresses the ongoing cost of technology, including hardware, software, upgrades, maintenance and Internet services.

   b) A library should have access to a full-time systems manager with full-time computer technicians. This staff can be within the library, within the city government, available as contracted service with a nearby university or other entity.

   c) A library should have internal staff that is regularly trained to manage and troubleshoot the system.

Collaboration
   a) It is recommended that public libraries contribute to statewide databases, such as catalogs and union lists of serials.

   b) A library should have access to the databases provided by the Alabama Virtual Library with output options to include printing, saving and e-mail.

The Internet
   a) A library should provide remote access for patrons to the library catalog and to the AVL databases.

   b) Web pages should be constructed with the objective of training and educating in the service/collection areas emphasized by the library, e.g., genealogy research.

   c) A library should have an Internet policy that lists responsibilities of Internet use. The Internet policy should be reviewed at minimum every six months.

   d) A signed Internet use agreement should be kept on file acknowledging guidelines. Refer to http://www.ala.org/alaorg/oif/internetusepolicies.html.

   e) Adopt a comprehensive, written Internet use policy that includes the following:

- Sets reasonable time, place, and manner restrictions.

- Expressly prohibit any use of library equipment to access material that is obscene, child pornography, or "harmful to minors" (consistent with any applicable state or local law).
- Provide for the privacy of users with respect to public terminals such as to protect the confidentiality of records, electronic or otherwise, which identify individual users and link them to search strategies, sites accessed, or other specific data about the information they retrieved or sought to retrieve.
- Communicates the relevant policies for use of Internet-access computers to all library users, and include the parents of children who may use the library without direct parental supervision. Do so in a clear and conspicuous manner sufficient to alert library users that filtering software is not utilized.
- Posts notices at all Internet-access computers that use of library equipment to access illegal materials specified in the Internet use policy is prohibited.
- Offers a variety of programs, at convenient times, to educate library users, including parents and children, on the use of the Internet. Publicize them widely.
- Offers library users a list of recommended Internet sites.

Web Pages
a) A library should have a Web Site that describes library services and collections that contain links to selected related sites.
b) Hyperlinks on web pages to web-available reference materials and other pertinent information.
c) Web pages are registered with different search engines.
d) Meta tags succinctly describe your web pages.

Computers and Networking
a) Minimum recommendations for telecommunication links:
   - 1 to 3 PC's – 56K v.90 Dialup Modem
   - 4 to 15 PC's – ISDN, Frame Relay, or DSL
   - 16 and above – Fractional T1, T1, T3, or Fiber
b) Libraries with 3 or more computers should have a Local Area Network connecting computers and sharing printers.
c) A library should have computer(s) designated for staff use only.
d) A library should create profiles so that groups and users are defined. Staff and patrons should have controls on what they can and can not view or perform on computers.
e) The suggested protocol for both LAN's and WAN's is TCP/IP using Static IP Addressing or DHCP.
f) A library should have written documentation of the availability of Z39.50 or any other Z39.xx protocol for staff and patron use.
g) Written guidelines should be provided to staff describing the appropriate use of staff computers, including responsibilities for security and backing up files.
h) Written guidelines should outline regular maintenance requirements for hardware, software, files and computer equipment.
i) A library should have a written computer replacement schedule. The recommendation considers a three-year life span with a replacement ratio of one third of the aged machines per fiscal year.

j) A library should have a written basic diagram of their network describing the physical layout of wiring and functions of hardware and components.
k) A library should have written documentation addressing adaptive needs, describing equipment available to assist persons with disabilities, available training, and policies/procedures.
l) A library should use an Intranet to provide information for staff training, policies, procedures, guidelines, forms, and to offer opportunities for collaborative work and to streamline the work environment.
m) A library should have provisions for and written documentation describing the use of portable technologies, e.g. laptops, e-books.

APPENDIX G
Glossary

ACCESSIBLE ROUTE: a continuous unobstructed path connecting all elements and spaces in a building or facility that can be negotiated by a severely disabled person using a wheelchair and that is also safe for and usable by people with other disabilities. Accessible routes may include parking access aisles, curb ramps, and lifts.

ARCHITECTURAL BARRIERS: those elements of a site, building, or facility that prevent ease of use for all persons. Such architectural barriers include, but are not limited to: stairs, revolving doors, narrow doorways, narrow rest rooms, high placement of fixtures (e.g. light switches, sinks, etc.), high placement of public telephones and drinking fountains, abnormal grading levels, and distant parking.

AUTOMATED CIRCULATION CONTROL SYSTEM: a circulation system in which activities related to the loan of items from the library collection are performed by computerized procedures.

AUTOMATED DATABASE: an organized collection of computer records, standardized in format and content, that is stored in any of a variety of computer-readable modes.

BRANCH LIBRARY: a library which has all of the following: (1) separate quarters; (2) permanent staff; (3) a permanent basic collection of books; (4) a regular schedule for opening to the public. Branch libraries are administered by a central or main library and do not report directly to a library board.

BYLAWS: secondary laws or rules adopted by an organization or assembly for governing its own meetings or affairs.

CIRCULATION: the lending of library materials to registered library borrowers for a specified period of time and under clearly identified rules and regulations.

CLERICAL STAFF: staff members who spend the majority of their work time filing, shelving, and processing library materials and performing other clerical tasks.

COLLECTION DEVELOPMENT: a term which encompasses a number of activities related to he development of the library collection, including the determination and coordination of selection policy, assessment of needs of users and potential users, collection use studies, collection valuation, identification of collection needs, selection of materials, planning for resource sharing, collection maintenance, and weeding. (Cooperative collection development refers to a group of libraries working together.)

COLLECTION DEVELOPMENT POLICY: policies and procedures developed to describe the scope and purpose of the library collection. Such policies include criteria for selection and weeding in all subject areas and the criteria for accepting gift materials.

CONTINUING EDUCATION: the activities by which library and other personnel purposefully seek to improve, diversify, or change their professional or job-related knowledge, attitudes, or skills. (Continuing education activities include short courses, full-term courses, institutes,

workshops, conferences, home study courses, learning packages, and other educational activities undertaken by staff members individually as part of their training or to meet staff development needs.)

CONTRACT EMPLOYEES: employees bound by contractual agreement to perform specified or limited duties on an as-needed basis during a specified time period (e.g. , bookkeeping, program coordinator, janitor). Does not typically include fringe benefits and may be terminated by either party on short notice.

COUNTY LIBRARY: a public library with an established country-wide service area maintained by a county for free use by all county residents. The library board is appointed by the county commission.

DEPOSIT STATION: a public library service outlet in a store, school, factory, club, or other organization or institution, with a small and frequently changed collection of books, and open only at limited and designated times.

DOCUMENT DELIVERY: document delivery is a service that provides access to materials requested but not immediately available. This service includes reserves, interlibrary loan, and requested purchases.

E-MAIL: electronic mail, millions of messages sent and received each day by users of bulletin board systems, online services and computer networks of any size.

EX-OFFICIO: non-voting member of a decision-making body who serves to educate and inform the body (e.g. library director is an ex-officio member of friends' board and foundation board).

FOCUS GROUPS: focus groups usually consist of 8-12 people with common characteristics who agree to participate in a structured but informal discussion of issues related to products or services of the sponsoring organization.

FOUNDATION: a self-governing body, recognized and approved by probate court and state and federal agencies, which acts under adopted by-laws with tax exempt status (typically 501(3)C) to seek and secure long-term funding support (e.g. major gifts, planned giving, endowments, etc.) for the library.

FOUNDATION BOARD: a body governed by bylaws and which actively solicits, develops, manages and allocates resources of the foundation.

FREE ACCESS: in a library which allows free access, no fees are assessed for services (interlibrary loan, reserves, online searches, etc.) or for any equipment or materials that are part of the circulating collection (videos, art prints, AV equipment, etc.) A library with free access may charge for any products meant for patron consumption (e.g. items that patrons pay for and keep) such as photocopies, computer supplies, and microfiche/microfilm printouts. Fines and penalties are not considered fees.

FRIENDS OF THE LIBRARY: an organization recognized and approved by the library board to serve as an adjunct of the library to perform acts of goodwill for the library, to promote positive public relations, to provide an avenue of volunteerism and to procure short-term funding goals. Recognition and approval may be withdrawn, suspended or given for a limited time by the

library board. The organization benefits from association with the national organization Friends of Libraries U.S.A.(FOLUSA).

FULL-SERVICE LIBRARY: any public library which meets or exceeds the minimum criteria in the standards for a Level I library.

FULL-TIME EQUIVALENT (FTE): on the statistical report form used by the Alabama Public Library Service one FTE is one employee working 40 hours per week. To compute the full-time equivalents of part-time employees, take the number of hours worked per week by a part-time employee and divide by the number of hours in the full-time work week (40). For example, the FTE of a part-time employee who works 28 hours per week at a library with a 40 hour work week is computed as 28 divided by 40, thus 0.7 full-time equivalents.

GOALS: a goal sets a broad direction or establishes a broad purpose for the library to achieve. Unless otherwise stated, a goal is not measurable and does not fall within a fixed time frame (e.g. to improve library service to the elderly). (Measurable example--to improve library services to the elderly by registering 100 elderly patrons, circulating 100 items per month by September 30).

GRANDFATHERED IN: integrating and continuing current practice, procedure, or personnel staffing as though it is in compliance with superseded or new rules, regulations or other changes which are now dictated.

GRANTS: funding awarded to meet an identified need or goal and accepted under conditions set forth in a formal document or letter and which is subject to audit by the awarding body. Grants may be solicited (invitation to request funding by a given date, typically appearing in a given format) or unsolicited (named as the recipient although no request was made by the recipient) by the funding body. Grants may be competitive (potential recipients must compete) or non-competitive (all requests are recognized with funding). Grants are awarded by agencies at local, state and federal governments, by corporate and business offices, by academic and scholarly institutions, by foundations and trust boards, by non-profit groups and organizations and by individuals.

HANDICAPPED ACCESSIBLE: a facility or area that is able to be entered or used by the use of ramps, elevators, cuts in the street, etc.

INDEPENDENT LIBRARY: a library which reports directly to a library board. A single library board may have more than one independent library reporting to it.

INFORMATION AND REFERRAL: the process of linking library users with community agencies which can provide a needed service.

INFORMATION SUPERHIGHWAY: this means different things to different people. Some say the Internet and other networks linked to it constitute the beginnings of the superhighway. Most agree it eventually will be a broadband thoroughfare delivering data and video on demand and allowing for extensive user interaction.

INTERLIBRARY LOAN: a transaction in which library materials, or copies of the materials, are lent by or borrowed from libraries that are independent and not belonging to the same system.

INTERLIBRARY LOAN CODE: a code that prescribes policies and procedures to be followed in interlibrary loan transactions.

INTERNET: called the network of networks, the Internet is a collection of thousands of computer networks that span the globe. An international electronic network of university, research, commercial, library, school, governmental, and private computers. It's not a commercial online service, and its reach extends beyond any one governmental jurisdiction. It's estimated that over 35 million users connected to the Internet in 1995, and use continues to increase.

LOCAL INCOME SUPPORT: includes all library income except state and federal funds (includes local taxes and other publicly appropriated funding).

LONG-RANGE PROGRAM: a plan for library services and management that is developed in accordance with the Public Library Association's Planning and Role Setting for Public Libraries. Long-Range Programs cover from three to five years and are updated annually.

MAINTENANCE OF EFFORT: this is measured in two ways: (1) the allocation from city and county monies to a library must equal or exceed the previous year's allocation (excluding one-time and capital allocations); (2) the expenditures of the library must equal or exceed the previous year's expenditure (excluding one-time and capital expenditures and gifts).

MARC RECORDS: MARC (machine-readable cataloging) is a communications format developed by the Library of Congress for producing and distributing machine-readable bibliographic records in magnetic format such as magnetic tape or disk.

MLS/SLIS: Master's degree in library science from one of the 50 universities which is accredited by the American Library Association for the professional degree program. The MLS/SLIS degree from an ALA accredited program is considered the appropriate professional degree for librarians.

MODEM: a hardware device that allows a PC (personal computer) to communicate and exchange information with other computers via telephone lines. For most users, a phone line is their link to cyberspace.

MUNICIPAL PUBLIC LIBRARY: a public library established and maintained by a municipality for free use by all municipal residents; the library board is appointed by the municipal governing body.

NETWORK: two or more computers that are connected permanently via cables and interfaces or temporarily via telephone lines can constitute a network. The Internet is the biggest of all networks, but many users are familiar with the local area networks (LANS) found in their offices.

NON-PRINT MATERIALS: materials in audio and visual formats which convey information primarily by sound or image or digitally rather than by text. (e.g., slides, motion pictures, filmstrips, audio recordings [cassette, disc, tape], videotapes, charts, maps, etc.).

ONLINE PUBLIC ACCESS CATALOG: a computer-based and supported library catalog (bibliographic database) designed to be accessed via terminals so that library users may directly and effectively search for and retrieve bibliographic records without the assistance of a human intermediary such as a specially trained member of the library staff.

ONLINE SERVICES: commercial dial-up services (American Online, CompuServe and Prodigy are three of the largest) provide news, information and discussion forums as well as e-mail and data program files for users with modem-equipped computers.

PARAPROFESSIONAL STAFF: staff members without an MLS/SLIS degree who spend the majority of their work time providing reference services, presenting programs, cataloging materials and working with the public in other ways. Paraprofessional staff normally has at least two years of college education.

PER CAPITA FUNDING: method of determining a library's funding strength by dividing anticipated funding by number of people in the service population. The most revealing and easily determined indicator of a library's financial health. Appropriate funding level is based upon the cost of a book multiplied by the total population in the service area.

PERSONNEL POLICIES AND PROCEDURES: policies and procedures defining all aspects of employment in the library, including benefits, leave time, discipline, promotion, etc.

PLANNING PROCESS: formal process of setting goals and objectives, determining the extent to which they are being met, considering various courses of action for meeting them, and determining courses of action to take, including what should be done, and how, when, where, and by whom it should be done (using the book, Planning and Role Setting in Public Libraries, American Library Association, 1987).

POSITION CLASSIFICATION (PERSONNEL): the process of grouping positions within an organization into categories based upon similar activities, duties, tasks, responsibilities, and prerequisite qualifications. (e.g., clerks, technical assistants, library assistants, paraprofessional [nonprofessionals], and ALA accredited MLS professional librarians.)

PRESERVATION: encompasses policies, procedures, and processes that enable institutions to prevent or reduce deterioration of library materials. A less formal statement is that preservation means the appropriate care and handling of materials so that they will last for as long as they are needed. Also the activities associated with maintaining library and archival materials for use, either in their original physical form or in some other usable way.

PROGRAMMING: an activity in which a staff member, or a person invited by a staff member, provides information to a group of people. Such activities must be planned in advance and reflected in the budget. They can be presented on or off the library premises, as long as they are sponsored by the library. Meetings sponsored by other groups, and presented in the library meeting rooms, are not considered to be programming.

PUBLIC RELATIONS: those functions of a library concerned with informing the public of its activities, policies, special collections, etc.

READERS ADVISORY SERVICE: a service concerned with the reading needs and preferences of adults in which staff recommend books, compile lists of selected titles and instruct adult readers in the use of the library and its resources.

READING ROOM: area designated for housing reading materials and furnished to accommodate readers.

READY REFERENCE: a reference service in which standard reference tools (such as an almanac, encyclopedia, dictionary, or atlas) are set aside from the general reference collection for the purpose of providing rapid access to information of a factual nature.

REFERENCE SERVICE: an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff.

REGIONAL NEWSPAPER: a newspaper that prints news from a larger area than a city or county. (e.g. Birmingham Post, Montgomery Advertiser, Mobile Press Register, etc.)

RESOURCE SHARING: a cooperative arrangement to make available the resources of a library for use by the patrons of another library, usually through interlibrary loan or reciprocal borrowing. (Resource sharing may also involve the sharing of personnel, personal expertise, equipment, and facilities.)

SERVICE AREA: the population a public library serves; service area may exceed city limits and cross county lines.

STANDARD CATALOGING: organization of the library's catalog according to generally recognized standards for library catalogs, such as the Dewey or Library of Congress classification systems, the Sears or Library of Congress subject headings, and the Anglo-American Cataloging (AACR2) rules or comparable rules for organization of descriptive catalog information.

TELEFACSIMILE (FAX): communicating with the transmission of a facsimile reproduction by means of electrical signals over telephone lines.

VERTICAL FILE: a collection of materials such as pamphlets, clippings, and pictures, which because of their shape and often their ephemeral nature, are filed vertically in drawers for easy reference.

WEED: to evaluate and to remove from the library collection materials that are of no use to the library because they are outdated, in poor physical condition, no longer read by the library's patrons, or no longer relate to the library's chosen "role."

APPENDIX H
STATE AID REQUIREMENTS

520-2-2-.01 Purposes

The purposes of state aid funds are to support and improve existing libraries and library systems and to encourage the development of new library programs and services where needed.

520-2-2-.02 Definitions

(1) PUBLIC LIBRARY: A public library is a library established in accordance with the Code of Alabama for the purpose of providing free public library service to the population in its legal service area. Public libraries may or may not have BRANCHES (auxiliary service outlets with quarters separate from the central library, with no less than a basic collection of materials, a regular staffing level, and an established service schedule, but without a separate policy-making board of trustees). The following are types of public libraries:

(a) MUNICIPAL PUBLIC LIBRARY: A public library established and maintained by a city, town, or other municipality, whose policy-making board of trustees is appointed by the municipal authority.

(b) COUNTY PUBLIC LIBRARY: A public library established and maintained by a county for the use of the whole or a part of a county, whose policy-making board is appointed by the county commission.

(c) CITY-COUNTY PUBLIC LIBRARY: A public library established and maintained by joint contractual agreement or joint resolution between county and municipal governments, with a single policy-making board appointed in accordance with the agreements.

(d) DISTRICT LIBRARY: A public library serving a taxing district which has been authorized by legislative action and created by majority vote of the residents of the district, whose policy-making board is elected in accordance with the provisions of the legislative action.

(2) PUBLIC LIBRARY SYSTEM: An organization composed of PUBLIC LIBRARIES and formed for the purpose of providing library services within a framework of written contracts; a public library system may also have contracts with county commissions or municipal governments for the system to provide library services to county or municipal residents who would otherwise be unserved.

(3) SYSTEM HEADQUARTERS: A site designated through contractual agreement to serve as administrative center for a PUBLIC LIBRARY SYSTEM. A system headquarters may serve any function established by contract.

(4) LEGAL SERVICE AREA: The legal service area of a library is the population within the boundaries of the geographic area the library is established to serve. A library may contract, in writing, to provide service to population outside its legal service area at the discretion of the library board of trustees. The following describe legal service areas of different types of libraries:

(a) The legal service area of a MUNICIPAL LIBRARY is the area within the municipality's corporate limits, regardless of county lines.

(b) The legal service area of a COUNTY LIBRARY is the area within the county boundaries.

(c) The legal service area of a CITY-COUNTY PUBLIC LIBRARY is all of the area within the corporate limits of participating municipalities and within the county.

(d) The legal service area of a PUBLIC LIBRARY SYSTEM consists of the legal service areas of the public libraries belonging to the system and any additional area(s) for which the system contracts to serve with the appropriate governing body.

(e) The legal service area of a DISTRICT LIBRARY is the area of the taxing district authorized by legislative action and approved by majority vote of the population within the district.

(5) STATE AID: Funds appropriated by the legislature as a supplement to local funds designated for the provision of library service.

(a) State aid funds are distributed quarterly by the Alabama Public Library Service on a per capita basis for the respective legal service areas and any area served contractually; population figures used are the most recently published Bureau of the Census population estimates.

(b) Where legal service areas overlap, as in the case where there is both a COUNTY LIBRARY and a MUNICIPAL LIBRARY serving the same population, state aid funds for that part of the population shall be distributed in accordance with the terms of an annually renewed written agreement between the library boards. In order for first quarter funds to be distributed on schedule, a current copy of the agreement must be on file at APLS by October 1. If no contract has been filed with APLS by the beginning of the second quarter, all state aid funds for the county population residing within the municipality will be divided equally between the COUNTY LIBRARY and the MUNICIPAL LIBRARY, with funds for first and second quarters distributed during the second quarter and with remaining funds distributed on the regular quarterly schedule.

(6) NON-CAPITAL FUNDS: Non-capital funds are those funds appropriated for normal/routine operations. They do not include funds specifically designated for the acquisition of and/or improvement to real property (buildings, land, etc.).

520-2-2-.03 Library Establishment, Policy and Service Requirements

To qualify for state aid, public libraries (whether or not they are members of systems) and public library systems must comply with the appropriate requirements as follows:

(1) A public library and a public library system must be legally established according to the Code of Alabama 1975, 11-90-(1-4). A copy of the ordinance or resolution establishing the public library and copies of public library system contracts must be on file with the Alabama Public Library Service (APLS).

(2) In order to receive state aid, a library board must:

(a) notify APLS of official board appointments and the terms to be served within 30 days of the appointment;

(b) meet a minimum of four times a year;

(c) have written bylaws governing its functions;

(d) approve written policies for the public library which cover the following:

1. Library objectives

2. Patrons

3. Personnel, including memberships in professional organizations, attendance at professional meetings, grievance procedures, job descriptions, performance evaluations, etc.

4. Cooperation with other libraries

5. Public relations

6. Materials selection policies

7. Regular services and special services to groups, the handicapped, non-resident borrowers, shut-ins, etc.

8. Overdue fines and other fees and charges

9. Gifts and memorials

10. Physical facilities

11. Other;

(e) The public library must develop a written five-year, long range program of service which will be reviewed and updated each year. The program should include as a minimum but not limited to:

1. The community's information needs and services

2. Staff development

3. Collection development

4. Capital expansion.

(3) The public library must employ a head librarian qualified to serve the needs of the public. Library administrators should participate in APLS-sponsored in-service training programs (workshops, administrators' meetings, conferences, etc.). Directors of regional libraries must attend at least two administrators' meetings each year. Directors of member and non-member public libraries should attend at least one administrators' meeting each year.

(4) The public library must not deny service to anyone on the basis of age, race, sex or creed.

(5) A public library must be open to serve the public at least the specified number of hours per week based on the following scale:

Minimum hours open for population served:

50 over 100,000

45 50,000-100,000

40 25,000- 49,999

30 10,000- 24,999

20 5,000- 9,999

16 under 5,000

(6) If a public library system headquarters provides direct patron services on-site (as opposed to extension services provided off-site), the system headquarters must be open the number of hours required in (5) above, based on the population of the county in which the system headquarters is physically located.

(7) Each library must strive to have a well-balanced collection of not less than one volume per capita and not less than 1.5 currently useful items per capita. The term "item" is intended to include books, non-book materials such as recordings, films, filmstrips, prints and cassettes.

520-2-2-.04 Fiscal Requirements

(1) A public library must have a current budget, and the participants of a public library system must have a cumulative total current budget, based on locally-appropriated non-capital funds, of not less than the amount of state aid for which the library or system is eligible nor less than the previous year's budget. Locally-appropriated non-capital funds may include a combination of municipal or county funds appropriated to the library or system budget and in-kind funds expended directly by local governments for public library services.

(a) If locally appropriated funds received are not sufficient to match for state aid and/or if the locally appropriated funds received are reduced from the previous year, the amount of state aid for the current fiscal year will be reduced by an amount equal to the difference between the current locally appropriated funds received and the average of the locally appropriated funds received for the previous two (2) fiscal years.

Example of the effect of a local budget reduction, assuming a population of 10,000 and $1 per capita state aid:

Local budget: 1990 $18,000 State aid: $10,000

Local budget: 1991 $20,000 State aid: $10,000

Local budget: 1992 $18,000 State aid: $ 9,000*

Local budget: 1993 $18,000 State aid: $10,000**

* (State aid is reduced by the $1,000 difference between the $19,000 average of the previous two years and the $18,000 amount budgeted for 1992).

** (State aid reverts to total eligible amount because the state aid amount is matched and there is no further local budget reduction.)

(b) A multi-county regional library can qualify for the total state aid amount for which it is eligible even if any county or municipality within the region is unable to match for its share, provided that supplementary local appropriations from other member counties or municipalities are available to match for the necessary amount of state aid. State aid funds received by a regional library by this method can only be used in the counties or municipalities providing the supplementary funds.

(c) No more than fifty percent (50%) of a library's state aid funds will be used for salaries during any fiscal year.

(d) No state aid may be used for construction, remodeling or alteration of buildings. If state aid funds are used for a non-allowable expense, such funds must be replaced with local money, or the amount must be returned to APLS.

(2) Where a public library system exists, all state aid funds for libraries or governmental units contracting to participate in the system will be forwarded to the system headquarters, providing that copies of the annually reviewed contracts are sent to APLS prior to receipt of state funding.

(3) State aid funds will be distributed directly to eligible public libraries which are not in systems.

(4) Changes in the distribution of state aid can only be made at the beginning of the APLS fiscal year and under the following conditions:

(a) A public library that wishes to change its status as a state aid recipient by either joining or withdrawing from a system must file written notification with APLS and the system headquarters by July 1 to insure provision of state aid by October 1.

(b) A public library that is not currently receiving state aid, but wishes to do so, must file written notification with APLS, and submit documentation that it meets the requirements of 520-2-2-.03 above, by August 1 in order to receive state aid by October 1.

520-2-2-.05 Audit Requirements

(1) A library must have an annual external audit of state aid funds made by a licensed public accountant and must file this audit with APLS by January 2 of each year.

(2) Audits will be conducted in compliance with generally accepted auditing standards including, but not limited to, verification that prorated expenditures are allocated correctly among appropriate funds sources.

(3) The auditor should stress the "compliance" aspect of the audit and his "unqualified" opinion is an objective which the library strives for in the administration of its financial affairs.

(4) Because many libraries provide audits for users other than APLS, we suggest the auditor be instructed to include a consolidated statement of all cash receipts, disbursements and encumbrances.

520-2-2-.06 State Aid Documentation Requirements

All documentation required for the receipt of state aid must be filed with APLS by the deadlines specified below or within 30 days of mailing of forms from APLS. Filing of documentation with APLS after a deadline may result in delay in receipt of state aid funds.

Required documentation	July 1	Aug.1	Oct.1	Dec.1	Jan.2
(1) Notification of change in system membership status:	X				
(2) Documentation of new eligibility to receive state aid:		X			
(3) State aid application form:			X		
(4) Projected state aid expenditure form:			X		
(5) Copies of contracts from public library systems:			X		

(6) Copies of contracts between county and municipal libraries:		X		
(7) Annual statistical report form:			X	
(8) Audit:				X

520-2-2-.07 Appeal Process

(1) A public library or public library system that fails to meet any of the Rules and Regulations for State Aid may request special consideration by writing the Director of the Alabama Public Library Service.

(2) Any and all of these rules and regulations may be waived by a majority vote of the Executive Board of the Alabama Public Library Service.

Author: Eugene C. O'Donnell, APA Secretary
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