

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

LIBRARY BOARD OF RHODE ISLAND

PUBLIC NOTICE OF PROPOSED RULE MAKING

The Library Board of Rhode Island ("LBRI") has drafted proposed Minimum Standards and Regulations for Rhode Island Public Libraries ("Minimum Standards"). These proposed standards and regulations have been prepared in accordance with Sections 29-3.1-4.1, 29-3.1-7, and 29-6-3, as well as Chapter 42-35 of the General Laws of Rhode Island, as amended.

Pursuant to the provisions of section 42-35-3 and in accordance with the Chapter 42-35 of the General Laws of Rhode Island, the LBRI hereby gives notice of its intent to repeal the Minimum Standards for Rhode Island Public Libraries, filed as ERLID #462 in 2000.

Notice is hereby given, in accordance with the provisions of Chapter 42-35 of the Rhode Island General Laws as amended, that a public hearing on the above standards and regulations, as well as the repeal of ERLID #462, shall be held on **Thursday, May 30, beginning at 9:30 AM in Conference Room B** in the William E. Powers Building, One Capitol Hill, Providence, RI, 02908, at which time and place all persons interested will be heard.

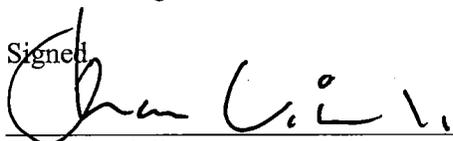
In the development of the proposed standards and regulations, consideration was given to the following: (1) alternative approaches; (2) overlap or duplication with other statutory and regulatory provisions; and (3) significant economic impact on small business, as defined in Chapter 42-35.1 of the Rhode Island General Laws, as amended. No alternative approach, duplication, overlap or significant impact on small business was identified.

Copies of the proposed standards and regulations are available for public inspection at the offices of Department of Administration, Office of Library and Information Services, One Capitol Hill, Providence, RI 02908, or online at www.olis.ri.gov, or by calling Howard Boksenbaum at (401) 574-9300, or by sending an email to howard.boksenbaum@olis.ri.gov. If you send an email request, please refer to "Proposed Minimum Standards and Regulations for Rhode Island Public Libraries" in the subject line. In conformance with section 42-35-3(a)(1) of the General Laws of Rhode Island, a copy of a concise summary of all non-technical amendments being proposed is available upon request.

For the sake of accuracy, it is requested that comments made relative to any aspect of the regulations, including alternative approaches, overlap, or significant economic impact, are received prior to or at the hearing. These comments should refer to "Proposed Minimum Standards and Regulations for Rhode Island Public Libraries" and the specific regulation(s) commented upon. They should be mailed to Howard Boksenbaum, Chief Library Officer, Office of Library and Information Services, Department of Administration, One Capitol Hill, Providence, RI, 02908. Written comments may also be submitted at the public hearing. Oral statements made at the hearing will be considered, but should be limited to five minutes each.

Any individual requiring a reasonable accommodation in order to participate in this hearing should contact James A. Pitassi, Jr. at 222-6395 (voice) or #711 (R.I. Relay) at least three (3) business days prior to the hearing.

Signed



Thomas Viall
Chair, Library Board of Rhode Island

4-26-2013

Date

Concise Summary of Non-Technical Differences between Existing and Proposed Regulations

Rhode Island's public libraries have matured significantly since the Library Board of Rhode Island last reviewed and adopted Minimum Standards for Rhode Island Public Libraries in 2000. Through proposed standards and regulations, the Library Board of Rhode Island hopes to continue to ensure the highest possible level of library service for all Rhode Islanders and while reducing the burden of annual paperwork required of the libraries that provide that service. The total number of Standards has been reduced from 54 to 23 Standards. The Standards have been revised with an eye toward becoming more measurable and to reflect clearer objectives. In comparison to the 2000 Standards, the proposed standards and regulations are streamlined, eliminate duplication and any items published elsewhere, such as by law or building code, defer to such laws and codes.

Many of the Standards in the 2000 edition have also become an integral part of operations at all RI libraries. For example, in the 2000 Standards, number 8: "The library provides access for users to statewide library holdings both within the library and remotely 24 hours a day, seven days a week, via the World Wide Web." Public libraries are members of Ocean State Libraries and as members all public libraries all comply. Standard 8 is still important for RI Libraries but compliance may be taken for granted from OSL membership and need no longer be explicit. Standards that may be seen as best practices already adopted are not included in this version.

For comparison purposes, attached are the proposed standards, followed by the old standards (ERLID # 462).

Minimum Standards and Regulations
for Rhode Island Public Libraries

April 12, 2013

Thomas Viall, Chair
Library Board of Rhode Island
Office of Library and Information Services
Department of Administration
One Capitol Hill
Providence, RI 02908

Howard Boksenbaum
Chief of Library Services
Office of Library and Information Services
Department of Administration
One Capitol Hill
Providence, RI 02908

1.00 PURPOSE AND AUTHORITY:

1.01 Authority

1.011 Pursuant to section 29-6-3(3) of the Rhode Island General Laws, a city or town must submit or cause to be submitted to the office of library and information services evidence that free public libraries in the city or town meet standards of service as set forth in regulations to be developed under the supervision of the Chief of Library Services and adopted by the Library Board of Rhode Island pursuant to the provisions of chapter 3.1 of this title.

1.012 Pursuant to section 29-3.1-7(8)(ii) of the Rhode Island General Laws, the Chief of Library Services is authorized to develop standards and regulations for public library development and other purposes.

1.013 Pursuant to section 29-3.1-4.1(b)(3) and 29-3.1-4(b)(7)(ii) of the Rhode Island General Laws, the Library Board of Rhode Island is authorized to approve, adopt and require enforcement of standards and regulations for public library development and other purposes.

1.02 Purpose

1.021 Based on the above authority the Library Board of Rhode Island last adopted Minimum Standards in 2000.

1.022 The Library Board of Rhode Island and the Chief of Library Services now propose to develop a new set of Minimum Standards and Regulations that are consistent with current practices.

2.00 DEFINITIONS:

For the purpose of these rules the following definitions shall apply:

2.01 'Assistive technology' is equipment or software that is used to increase, maintain, or improve the functional capabilities of individuals with disabilities.

2.02 'City/town' refers to any one of the 39 designated municipalities in Rhode Island.

2.03 'Combined libraries' are two or more libraries designated by a city/town (cities/towns) to collectively provide public library services. (See also Library.)

2.04 'Digital literacy' is the ability to use electronic information and communication technologies to find, understand, evaluate, create, and communicate.

2.05 An 'FTE' is a full time equivalent equal to 35 hours per week and may be composed of more than one person's time.

2.06 'Industry compatible' software is interoperable with similar software generally in use or available commercially. For example, documents created in Microsoft Excel can be opened in Apple Numbers, Open Office Calc, or Google Sheets.

- 2.07 'Library' is a "public library" as defined in Rhode Island General Law 29-3.1-1.1; to wit, "a library in a city or town that has been designated by the city or town council or town financial meeting as a library to provide library services to all individuals residing in the city or town," personified in the Board of Trustees who may act through the library director.
- 2.08 The 'most recent census' is the population enumerated in the current Office of Library and Information Services Annual Report for Public Libraries.
- 2.09 'Office productivity software' includes, but is not limited to, word processing, spreadsheet, and presentation programs. Examples of office productivity software include commercial products like Microsoft Word and Apple Pages, freeware such as Open Office Writer, or cloud-based tools such as Google Docs.
- 2.10 A 'professional librarian' holds a master's degree in library and information science from a graduate school accredited by the American Library Association.

3.00 MINIMUM STANDARDS AND REGULATIONS

In order to be eligible to receive state aid pursuant to section 29-6-3(3) of the Rhode Island General Law), a library must meet the following Minimum Standards and Regulations for Rhode Island Public Libraries:

- 3.01 The library operates according to relevant federal, state, and local laws. The library must be in compliance with all federal, state, and local building, fire, safety, and handicapped access codes for public buildings, such as the Americans with Disabilities Act (ADA), as well as relevant portions of RIGL Title 29 entitled Libraries, RIGL section 38-2-3 entitled Access to Public Records, and RIGL section 42-46 entitled Open Meetings.
- 3.02 The library operates according to relevant American Library Association (ALA) ethical and philosophical statements for public libraries. Relevant statements will be enumerated on the OLIS websites.
- 3.03 The library adopts and periodically reviews written policies governing its services.
- 3.04 The library is open a minimum number of hours each week based on community needs and the population of the city/town (or combined cities/towns) according to the most recent census. Unique hours are the total hours all public library facilities in a city/town (cities/towns) are open with concurrent hours being counted only once.

Hours refer to the winter schedule in cases where winter and summer hours differ.

<u>Population</u>	<u>Unique Hours</u>	<u>Each Combined Library</u>
<u>Under 10,000</u>	<u>35 hours</u>	<u>25 hours</u>
<u>10,000-19,999</u>	<u>50 hours</u>	<u>25 hours</u>
<u>20,000 - 49,999</u>	<u>60 hours</u>	<u>25 hours</u>
<u>50,000 and over</u>	<u>64 hours</u>	<u>25 hours</u>

In the case of combined libraries, each individual library must meet the Combined Library minimum, and the aggregate of all library hours in the city/town (cities/towns) must meet the Unique Hours minimum.

- 3.05 The library extends full access and borrowing privileges without charge to all Rhode Island residents.
- 3.06 The library makes its entire range of materials and services available to everyone regardless of ability, providing assistive technology, software, materials, alternative access to library resources, and staff assistance in using them as needed.
- 3.07 The library provides trained staff to help patrons use library resources, including electronic and digital resources, during all operating hours.
- 3.08 The library provides its community with resources and assistance to support digital literacy.
- 3.09 The library provides a website with access to online library resources, promotion of AskRI.org, and current information about library services, including hours of operation, schedules of library events, contact information, and other information necessary to inform the community about library operations.
- 3.10 The library has a director who is a professional librarian.
- 3.11 The library/combined libraries of a city/town (cities/towns) have a minimum of 1 FTE staff excluding custodians, security staff, and pages for each 3,000 population (rounded to the nearest 3,000) based on the most recent census.

3.12 Library staff are trained in and assigned to provide the following services at the minimum level specified in the chart below. More than one requirement may be met by a single qualified staff member; conversely, more than one qualified staff member may be designated to meet the requirement. In the case of combined libraries, each library must meet the requirements for the Under 10,000 category and the combined libraries together must meet the requirements for their population category.

Core Competency	Population Under 10,000	Population 10,000 - 19,999	Population 20,000 - 49,999	Population Over 50,000
Management (Director)	1/2 FTE	1 FTE	1 FTE	1 FTE
Youth Services (professional librarian)	½ the time the library is open	1 FTE	Children: 1 FTE Young Adult: ½ FTE	Children: 1 FTE Young Adult: 1 FTE
Reference (professional librarian)	½ the time the library is open	½ FTE	1 FTE and additional professional librarian(s) whenever the library is open	1 FTE and additional professional librarian(s) whenever the library is open
Public Access Computing Technology (trained staff)	whenever the library is open	whenever the library is open	1 FTE and additional trained staff whenever the library is open	1 FTE and additional trained staff whenever the library is open
Digital Literacy (trained staff)	whenever the library is open	whenever the library is open	whenever the library is open	whenever the library is open
Additional Professional Librarian(s)				1 FTE professional librarian per 10,000 population (rounded to the nearest 10,000) in addition to the above requirements

3.13 For safety reasons, at least two workers, who may include custodians, security staff, or pages, are in the building during all open hours.

3.14 The library conducts a community needs assessment at least every five years.

3.15 The library adopts a five-year long range plan of service, based in part on the community needs assessment, and reviews it annually.

- 3.16 The library adopts personnel policies and procedures that apply to all staff and volunteers and makes them available to staff and volunteers.
- 3.17 In a city/town (cities/towns) that has designated more than one library to provide library services, a library council composed of the chair of the board of trustees and the director of each library, and a representative of the city/town (cities/towns) meets annually to coordinate services and make a joint application for state grant-in-aid.
- 3.18 The library is a certified member of the Library of Rhode Island.
- 3.19 The library is a member in good standing of Ocean State Libraries, Inc.
- 3.20 The library provides adequate space to implement a full range of library services, including community meeting space(s), as determined by its long-range plan.
- 3.21 The library provides free access to computers for public use.
- 3.22 The library offers free access to the Internet, industry-compatible office productivity software, and the ability to use personal storage devices on public computers.
- 3.23 The library ensures that all public hardware and software are updated regularly and in proper working order.
- 4.00 SUBMISSION OF ANNUAL REPORT.
- 4.01 Each library or group of combined libraries must submit a report annually to the Chief of Library Services to verify compliance with the minimum standards and regulations.
- 4.02 Annual reports are due no later than September 15 unless otherwise indicated by the Chief of Library Services.
- 5.00 REQUEST FOR WAIVER
- 5.01 In the event that a library (or combined Libraries) fails to comply with any of the minimum standards and regulations, that library or (combined libraries) may submit to the Chief of Library Services a request for a waiver. Upon receipt of a waiver request, the Chief of Library Services will investigate and render a written decision within six weeks.
- 6.00 ENFORCEMENT
- 6.01 In the event that it is determined that a library (or combined libraries) fails to comply with any of the minimum standards and regulations, the Chief of Library Services will investigate and render and mail a written decision within six weeks of that determination.
- 6.02 If the request for waiver is denied, the library (or combined libraries) may appeal the decision to the Library Board of Rhode Island by sending a letter of appeal to the Chair of the Library Board of Rhode Island with a copy to the Chief Library Officer. The letter must be sent within twenty calendar days of the decision.
- 6.03 The appeal will be heard by the Library Board of Rhode Island at its regular meeting or within six weeks of the appeal whichever comes first.
- 6.04 Written response to the appeal will be sent to the library (or combined libraries) within ten days of the appeal hearing.

7.00 EFFECTIVE DATE

7.01 These rules take effect twenty (20) days after they are filed with the Office of the Secretary of State.

7.02 Once the rules take effect, they supersede any other rules in effect that prescribe Minimum Standards for Rhode Island Public Libraries

Approved and Adopted by the Library Board of Rhode Island on _____, 2013.

Signed by



State of Rhode Island and Providence Plantations

A. Ralph Mollis
Secretary of State

Rules and Regulations Filing Form

1. Agency Name and Address

Department of Administration Office of Library and Information Services
One Capitol Hill Providence

2. Title of Rule

Minimum Standards for Rhode Island Public Libraries

3. Statutory Source of Authority

RIGL 29-3.1-4.1(3)

4. Concise Explanatory Statement – §42-35-2.3

To assure a minimum level of library service to Rhode Island residents by helping to improve and strengthen library services.

5. Type of Filing

Emergency Rules	
A1. Emergency 120-day initial – §42-35-3(b)	A2. Emergency 90-day renewal – §42-35-3(b)
<input type="checkbox"/> Adoption	<input type="checkbox"/> Adoption
<input type="checkbox"/> Amendment of ERLID:	<input type="checkbox"/> Amendment
<input type="checkbox"/> Repeal of ERLID:	Indicate ERLID of 120-day initial:
Brief Statement of Reason for Finding Imminent Peril §42-35-3(b)(2):	

Final Rules			
<input type="checkbox"/> B1. Amendment	<input type="checkbox"/> B2. Adoption	<input type="checkbox"/> B3. Repeal	<input type="checkbox"/> C. Technical Revision
Supersedes ERLID:	Repeals ERLID:	Expires ERLID:	
If B1 or C, please indicate new, amended, deleted, or revised sections:			

6. Notice and Hearing Information

Date of Public Notice – §42-35-3(a)(1): Notice Not Required
Date of Public Hearing – §42-35-3(a)(2): Hearing Not Required
End of Comment Period:

7. Agency Additional Information – Web Page

8. Certification

I hereby certify that the attached rules and regulations were adopted in accordance with the Administrative Procedures Act (42-35) and that they are true copies of this Department, attest,

Name

Title

Notary Public
Subscribed and sworn before me
this _____ day of _____, _____

Prior Standards : ERLID #462

Minimum Standards for Rhode Island Public Libraries
Rhode Island Office of Library and Information Services - 2000

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Preface

In the fall of 1998, staff from the Office of Library and Information Services (OLIS) met with public library directors to discuss a revision of *Minimum Standards for Rhode Island Public Libraries*. These standards had been approved and published in 1983 and implemented in 1988. There was general agreement that a revision and updating were overdue, especially in light of the dramatic increase in the role of technology in libraries, the growing importance of communicating to the public the wide range of services offered by public libraries, and the need for library staff at all levels for ongoing training.

The development of revised standards proceeded in three phases. In the first phase, a committee wrote a new philosophical statement based on *Libraries, an American Value* from the American Library Association. This new statement provides the framework for the role of a public library and for the principles that were developed in the second phase. The principles articulate the expectations that citizens of Rhode Island should have as they physically or virtually enter any public library in this state. Vermont's draft standards were a helpful resource at this stage. In this phase, many decisions were also made about the formatting of the document, most importantly that there would be no guidelines, only standards. All standards would be met by all independent public libraries except those based on city or town population, where it is specifically indicated that the combined libraries in a city or town could together comply with a standard. As in the past, libraries must comply with the standards or receive an approved waiver in order to receive state grant-in-aid.

The third phase of development resulted in the delineation of the specific standards under each principle. The standards do not represent a full description of quality library service. Instead, they are strategic indicators that, at this point in time, provide signposts on the way to making the principles a reality. The standards were selected with the citizen's need for competent and convenient library services in mind. Where specific target levels are provided, they reflect reasonable steps forward. Some libraries will have achieved these levels already and are encouraged to continue to lead the way. Others will take advantage of the three-year time frame from approval and publication until implementation to plan how they will move forward toward compliance by July 1, 2003. These standards reflect minimum requirements; libraries striving for excellence will work to exceed them. As trustees and directors review this document and work toward compliance, they can refer to the OLIS Library Programs web site for supporting continuing education opportunities, sample policies and related links, and appropriate resources from the OLIS Library.

Through standards, the state assures each citizen access to a minimum level of library service which effectively meets his or her information needs. Trustees, directors, and staff of individual libraries will continue to design facilities and services targeted for their community through a reflective planning process and local advocacy of support for library services. Local public libraries then work together, through a statewide network, to provide a high level of service to all the state's residents.

In the constantly changing world in which libraries operate, any standards can only represent markers on an evolving continuum. It is recommended that a new revision of this document be completed for implementation in 2008. Public library standards function to aid libraries and communities in improving and strengthening library services. In addition, they serve as criteria for state and federal public library funding. This dual purpose necessitates that standards be up-to-date and in accord with current thought, practice, and trends if they are to be meaningful.

Many thanks are due to the committee members who worked so diligently and with such dedication to produce this document. Following feedback sessions and public hearings, this final document was approved by the Library Board of Rhode Island on September 18, 2000.

Standards Committee Members and Reactor Panels

Philosophical Statement Committee

Directors

Ann Crawford, Librarian, Cross' Mills (Charlestown)
Frances Farrell-Bergeron, Director, West Warwick
Jenny Laperriere, Director, Foster and Tyler
Christopher LaRoux, Director, Greenville
Leslie McDonough, Director, North Scituate

Staff

Cindy Lunghofer, Adult Services Librarian, East Providence
Shirley Long, Assistant Director, Providence
Dorothy Swain, Head of Reference, Greenville

Unaffiliated

Susan Rosenzweig, Consultant & Adjunct Faculty, URI GSLIS

Office of Library and Information Services

Dorothy Frechette
Frank Iacono
Melody Lloyd Allen

Core Committee, Phase 1

Public Libraries

John Cory, Assistant Director, Cranston
Joan Hackett, Director, Harmony
Jenny Laperriere, Director, Foster and Tyler Libraries, Foster
Shirley Long, Assistant Director, Providence
Leslie McDonough, Director, North Scituate
Dorothy Swain, Head of Reference, Greenville
Sarah Weed, Librarian, George Hail, Warren
Gayle Wolstenholme, Director, Gloucester-Manton

Office of Library and Information Services

Dorothy Frechette
Frank Iacono
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Reactor Panel, Phase 1

Public Libraries

Judith Bell, Librarian, Jamestown
Ann Crawford, Librarian, Cross' Mills, Charlestown
Derryl Johnson, Librarian, Marian J. Mohr, Johnston
Christopher LaRoux, Director, Greenville
Douglas Pearce, Director, Warwick

Office of Library and Information Services

Ann Piascik

Core Committee, Phase 2

Public Libraries

John Cory, Assistant Director, Cranston
Joan Hackett, Librarian, Harmony
Shirley Long, Assistant Director, Providence
Leslie McDonough, Director, North Scituate
Dorothy Swain, Head of Reference, Greenville

Office of Library and Information Services

Dorothy Frechette
Frank Iacono
Melody Lloyd Allen

Reactor Panel, Phase 2

Public Libraries

Judith Bell, Librarian, Jamestown
Roberta A. E. Cairns, Director, East Providence
Ann Crawford, Librarian, Cross' Mills, Charlestown
Derryl Johnson, Librarian, Marian J. Mohr, Johnston
Christopher LaRoux, Director, Greenville
Douglas Pearce, Director, Warwick
Gayle Wolstenholme, Librarian, Gloucester-Manton

Office of Library and Information Services

Ann Piascik

OLIS Support Staff - Debbie Cullerton

Philosophical Statement

To ensure equal and open access to organized resources and information, public libraries in Rhode Island must take an active, vital role in the communities they serve. This is essential for the continued personal, cultural, and intellectual growth of all Rhode Islanders.

Libraries provide a legacy to each generation, preserving the heritage of the past and offering the promise of the future. Therefore, Rhode Island public libraries must:

- Reflect the diversity of communities served and sustain our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, productive, and culturally enriched.
- Defend the constitutional rights of all individuals to use library resources and services while affirming the responsibility and the right of all parents and guardians to guide their own children's use of the library.
- Respect individual privacy and preserve confidentiality in the use of library resources.
- Provide trained personnel to connect people with the resources they need within the library, throughout the Rhode Island library network, via electronic resources, and through referrals to outside agencies.
- Act as community centers by promoting social, cultural, and educational programming for the benefit of the public.
- Respond to the needs and desires of their communities, and encourage feedback regarding services, programs and facilities.
- Design services and facilities so that all Rhode Islanders, regardless of age, sex, race, color, national origin, sexual orientation, handicap, economic status, or educational ability, may freely use the library.
- Promote public awareness of the services available to all Rhode Islanders by establishing and maintaining effective communication with the media, business and community groups, and government officials.

Principles

- **Rhode Islanders have free and equal access to a full range of materials, information, electronic resources, programs, and other library services.**
- **Rhode Islanders are assisted by courteous, competent, committed, and well-trained staff.**
- **Rhode Islanders have access to professionally managed library services.**
- **Rhode Islanders have access to a library governed by a Board of Trustees committed to the growth and development of library services in their community.**
- **Rhode Islanders have access to an expanded level of service through cooperation and collaboration of libraries and community agencies.**
- **Rhode Islanders are aware of library services, programs, and facilities.**
- **Rhode Islanders have access to well-designed, equipped, and maintained facilities.**

Minimum Standards for Rhode Island Public Libraries

Rhode Islanders have free and equal access to a full range of materials, information, electronic resources, programs, and other library services.

1. All libraries are open a minimum number of hours each week, including evening and weekend hours that are based on community needs, and in accordance with the following population categories based on the 2000 census, the library/combined libraries of a city/town are open the corresponding number of unique hours:

under 10,000	35 hours
10,000 - 19,999	50 hours
20,000 - 49,999	60 hours
50,000 and over	65 hours

In the case of combined libraries, each library is open a minimum of 25 hours. (All of the above hours refer to the winter schedule)

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

2. All materials, except special collections, are accessible all hours the library is open.
3. When the library is closed, telephone callers hear a recorded message providing the library's open hours and web address. When the library is open, all callers reach a staff member or have the opportunity to leave a message.
4. The library makes all of its holdings known to library users statewide and extends its borrowing privileges without charge to all Rhode Islanders, regardless of age.
5. In accordance with the American Library Association's policy statement, *Free Access to Libraries for Minors*, the library provides children and young adults access to all materials and services.
6. In accordance with the *Library Bill of Rights*, the library provides materials representing diverse points of view.
7. The library makes its entire range of materials and services available to everyone, providing assistive technology, software, materials, staff assistance, and alternative access to library resources as needed.
Note: Assistive technology is any item or piece of equipment which is used to increase, maintain, or improve the functional capabilities of individuals with disabilities.
8. The library provides access for users to statewide library holdings both within the library and remotely 24 hours a day, seven days a week, via the World Wide Web.

9. The library encourages and provides reference and interlibrary loan services to users of all ages, including questions and requests through the telephone, Rhode Island Relay, fax, and the Internet. The library responds to reference questions by the end of the next business day.
10. The library provides access to electronic resources, including those that are available via the World Wide Web. The library provides onsite public access to the Internet appropriate to the demonstrated needs of the local library community and offers instruction in its use.
11. The library provides the equipment, training, and guidance necessary for the public to access, print, and copy information available through the library's print, media, and electronic resources, within current copyright restrictions.
12. The library actively collects and preserves materials of local interest.

Rhode Islanders are assisted by courteous, competent, committed, and well-trained staff.

13. The library adopts a personnel policies and procedures manual that applies to full-time and part-time staff including the director and is distributed to staff. If a collective bargaining agreement exists, the manual is consistent with and addresses any issues not covered in the collective bargaining agreement. The personnel manual covers:
 - a. an equal employment opportunity policy
 - b. library organization chart
 - c. job descriptions and classifications
 - d. employee benefits
 - e. working conditions (e.g. breaks, work week, hourly rates, annual salaries, etc.)
 - f. vacation and leave policies (e.g. bereavement leave, sick leave, parental and family medical leave, military leave, jury duty leave, staff development leave, leave of absence)
 - g. staff development policy
 - h. appointments and promotions
 - i. nepotism
 - j. probation periods
 - k. conduct at work (e.g. dress, use of telephone, electronic mail, etc.)
 - l. personnel evaluation
 - m. discharge procedures
 - n. grievance procedures
 - o. anti-harassment policy
 - p. drug-free workplace
 - q. emergency closing procedures
 - r. *American Library Association Code of Ethics*
 - s. other required policies

14. For safety reasons, a minimum of two staff members including custodians, security staff and pages are in the building during all open hours.
15. The library/combined libraries of a city/town has a minimum of 1 FTE staff member excluding custodians, security staff and pages for each 3000 population or fraction thereof based on the 2000 census.
16. The library/combined libraries of a city/town provides staff at the following levels by population categories based on the 2000 census:

Under 10,000	10,000 - 19,999	20,000 - 49,999	Over 50,000
1 FTE MLS director	1 FTE MLS director	1 FTE MLS director	1 FTE MLS director
1/2 FTE with some educational background and experience working with children assigned to children's services	1 FTE MLS professional assigned to youth services	1 FTE MLS professional assigned to children's services	1 FTE MLS professional assigned to children's services
	1/2 FTE MLS professional assigned to reference services	1 FTE MLS professional assigned to reference services	1 FTE MLS professional assigned to reference services
		MLS professional available to provide reference services all hours library is open	MLS professional available to provide reference services all hours library is open
		1 MLS professional assigned to include young adult services as part of duties	1 FTE MLS professional assigned to young adult services
			1 FTE MLS professional per 10,000 population or fraction thereof assigned to public service areas in addition to above requirements

Note: An FTE at a library in a community with a population under 10,000 equals at least 25 hours per week. An FTE at a library in a community with a population of 10,000 and over equals at least 35 hours per week.

Note: An MLS professional holds a library degree from a graduate library school accredited by the American Library Association or an equivalent certificate from a state that awards such certificates. In the case of combined libraries, the director of each library holds an MLS from an ALA accredited program.

17. The library provides an orientation for new employees, including a review of the personnel policies and procedures manual.
18. The library supports the staff's continuing education and professional activities, allocating funds for continuing education activities.
19. All professional librarians attend at least one continuing education event per year.
20. The library provides annual continuing education opportunities for its staff in customer service techniques or allows staff to attend, on work time, customer service workshops at other sites.
21. Library staff has access to Internet mail for communication and professional development. Staff has the opportunity to learn to use new equipment and technology, including new databases and software. The library has at least one computer dedicated for staff use only.

Rhode Islanders have access to professionally managed library services.

22. The library has a professional librarian with a Master's Degree in Library Science from an ALA accredited program as director.
23. The duties of the director include:
 - a. administering policy, regularly reviewing and recommending policies for board action
 - b. attending board meetings and serving as liaison between the board and the staff
 - c. preparing and implementing the budget
 - d. selecting, training, supervising, evaluating, and terminating staff
 - e. being responsible for the materials selection and collection development process
 - f. being familiar with local, state, and federal library-related laws and proposed legislation
 - g. submitting an annual report to the Office of Library and Information Services (OLIS) and other required reports to appropriate authorities
24. Library administration maintains a manual(s) of all current policies and operating procedures for staff use.
25. The director develops job descriptions with salary ranges for staff and conducts regular performance evaluations.
26. At least every three years, the library conducts a community study or uses other needs assessment techniques to determine awareness of library services and to ensure community participation in their design and delivery.

Rhode Islanders have access to a library governed by a Board of Trustees committed to the growth and development of library services in their community.

27. The library board is governed by written by-laws which outline its purpose and operation and must include:

- a. frequency of meetings
- b. special meetings
- c. compliance with open meetings laws where applicable
- d. number of board members
- e. terms of office
- f. recruitment of members
- g. definition of duties of trustees
- h. disqualifications and vacancies
- i. establishment of a quorum
- j. appointment of special committees
- k. amendments to the by-laws

28. The library board meets at least quarterly.

29. The director attends all board meetings.

30. The library establishes an orientation program to provide new board members with the basic information to perform their duties effectively, which includes an introduction to the *Rhode Island Public Library Trustees Handbook* as well as related resources provided by OLIS.

31. The library board adopts a long-range plan which encompasses at least three years and is reviewed annually. The plan is submitted to the city/town planning department so that the community's needs for library services and facilities can be incorporated into the city/town's comprehensive plan. The plan includes the following components:

- a. analysis of community needs
- b. vision/mission statement
- c. goals
- d. measurable objectives
- e. evaluation process to determine progress toward meeting objectives

32. The library board adopts policies covering:

- a. circulation
- b. collection development, including gifts and special collections
- c. email/Internet use and other technology issues
- d. emergencies
- e. exhibits and displays
- f. harassment
- g. intellectual freedom
- h. personnel
- i. rules of conduct for library users
- j. services for nonresident borrowers
- k. unattended children
- l. use of library meeting rooms and equipment

33. The library board complies with all relevant laws.

34. In towns with more than one independent library, a library council is established and composed of a trustee, the director and a community representative or their alternates from each library.

35. The duties of the library council are:

- a. meeting at least twice a year
- b. coordinating the long-range planning process for library services within the city/town
- c. applying to OLIS for state grant-in-aid funds for libraries complying with these standards within the city/town, with funding based on the percentage of support those libraries receive from the city/town or based on some other division of funds mutually agreed upon by the library council

Rhode Islanders have access to an expanded level of service through cooperation and collaboration of libraries and community agencies.

36. The library is a member of the Library of Rhode Island (LORI).

37. The library is a member of the Cooperating Libraries Automated Network (CLAN).

38. The library provides referrals to local agencies for its users, identifying and maintaining a directory of local schools and community agencies.

39. The library initiates cooperation with local schools, coordinating homework support and literacy activities, as well as promoting awareness of public library services to students and faculty.

40. The library supports adult new readers, providing access to specialized collections, referrals to literacy programs, and other services to meet local needs.
41. The library promotes awareness of public library services to local agencies including, but not limited to, early childhood providers, after-school programs, health centers, senior services, and social service agencies.

Rhode Islanders are aware of library services, programs, and facilities.

42. The library's long-range plan includes public relations goals, objectives, and strategies to ensure continuous communication with the library's various audiences. The plan incorporates a range of publicity techniques such as:
 - a. library newsletter
 - b. general information brochure
 - c. newspaper articles or columns
 - d. annual report available to the public
 - e. TV and/or radio exposure
 - f. posters, flyers, bookmarks
 - g. presentations to community groups
 - h. exhibits, displays, bulletin boards
 - i. web page
 - j. electronic bulletin boards
 - k. videocassette
 - l. participation in community events, fairs, parades
 - m. advertising items
 - n. direct mail promotions
43. The library develops and implements specific strategies to inform people with disabilities, people with a first language other than English, adult new readers, and non-users of its materials, programs, and services.
44. Library staff responsible for coordinating public relations produce and distribute public information describing the library's location, resources, services, hours, etc. both in print and on the web.

Rhode Islanders have access to well-designed, equipped, and maintained facilities.

45. The library provides adequate space to implement the full range of library services as determined by its long-range plan.
46. Library facilities meet all federal, state, and local building, fire, safety, and handicapped access codes for public buildings, including the *Americans with Disabilities Act (ADA)*.
47. The library building is identified with signs clearly visible from the street. The entrance is well lighted, and hours of service are viewable from outside the building and on the library's web site.
48. The library building supports current and emerging telecommunications and electronic information technologies.
49. The library has public meeting space available for its programming and for use by community groups.
50. The library ensures access to its resources and services for individuals with disabilities, in compliance with the *Americans with Disabilities Act (ADA)*.
51. The library provides a photocopier for public use.
52. Staff and trustees review the building's space layout and signage for clarity of use and accessibility by staff and the public every five years.
53. The library develops, funds, and implements a plan to ensure regular cleaning and ongoing maintenance of the facility.
54. The library provides well-lighted, convenient, and safe parking for the public and staff or provides information regarding reasonable alternatives.

STANDARDS IMPLEMENTATION PROCEDURE

Minimum Standards for Rhode Island Public Libraries will become effective October 1, 2000. Public libraries will have until July 1, 2003 to comply with these minimum standards. At that time, a review of the standards should begin that would result in another revision to be approved in 2005 and implemented on July 1, 2008.

The Office of Library and Information Services will assist each library in performing an initial standards review. For each standard with which the library does not comply, the director will be required to submit by July 1, 2001 a *Standards Compliance Plan* to the Office of Library and Information Services. For those standards (numbers 1, 15, and 16) which relate to the combined libraries of a city or town, a joint *Standards Compliance Plan* for those particular standards must be submitted. The plan should detail the actions that will be taken to comply with the particular standard by July 1, 2003.

Beginning in state fiscal 2003-2004, standards certification form(s) must be submitted annually by each library and by the combined libraries in a city or town for Standards 1, 15, and 16. A *Request for Waiver* for each individual standard not met must be submitted by the individual library, or in the case of Standards 1, 15, and 16, by the combined libraries.

Waivers will not automatically be granted to a library with personnel currently in professional positions who do not comply with the degree requirement. Each request for waiver will be evaluated in consideration of the qualifications and experience of the staff in those professional positions. After July 1, 2003, whenever these positions become vacant, the library will be required to comply with the particular standard.

STANDARDS COMPLIANCE PLAN (to be submitted on or before July 1, 2001)

Standard Number: _____

Name of City or Town: _____

Library/Libraries: _____

ACTION TO BE TAKEN :

(Please complete (a) or (b) below:

(a) Check here if one or more requests for waiver will be filed for staff member(s) currently in a professional position who does not comply with the degree requirement: _____

Position(s): _____

(b) Projected date by which the library/combined libraries will be in compliance with this standard: _____

Date submitted: _____

Library Director: _____

Name of Library: _____

Chair or President/Board: _____

Library Director: _____

Name of Library: _____

Chair or President/Board: _____

Library Director: _____

Name of Library: _____

Chair or President/Board: _____

Name of City or Town: _____ Fiscal year: _____

3-letter code: _____

STANDARDS CERTIFICATION

Annually each public library must certify its compliance with *Minimum Standards for Rhode Island Public Libraries* in order to receive state and federal funding for library services. Please enclose copies of any required documentation or indicate where it can be found on the library's web pages.

Note: **For each municipality with more than one public library applying for grant-in-aid funds, the *Standards Certification for Combined Libraries* form to certify compliance with standards 1, 15, and 16 must be completed, signed and submitted jointly by the respective library directors and chairpersons of the library boards. These libraries should indicate "C" in the boxes below for Standards 1, 15 and 16.

Standard #	Library complies (√)	OLIS Assigned Waiver Number(s)	Waiver request(s) pending (dates submitted)	Waiver request attached (√) or date to be submitted
1**				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15**				

Standard #	Library complies (√)	OLIS Assigned Waiver Number(s)	Waiver request(s) pending (dates submitted)	Waiver request attached (√) or date to be submitted
16**				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				

Standard #	Library complies (√)	OLIS Assigned Waiver Number(s)	Waiver request(s) pending (dates submitted)	Waiver request attached (√) or date to be submitted
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				

We, the undersigned, certify the information provided above regarding compliance with the *Minimum Standards for Rhode Island Public Libraries*.

Date: _____

Library Director: _____

Name of Library: _____

Chair or President/Board: _____

Name of City or Town: _____ Fiscal year: _____
 3-letter code: _____

STANDARDS CERTIFICATION FOR COMBINED LIBRARIES

For municipalities with more than one public library applying for grant-in-aid funds, this form must be completed, signed and submitted jointly by the respective library directors and chairpersons of the library boards for Standards 1, 15, and 16 as stated in the *Minimum Standards for Rhode Island Public Libraries*.

Standard #	Combined libraries comply (√)	OLIS Assigned Waiver Number(s)	Waiver request(s) pending (date submitted)	Waiver request attached (√) or date to be submitted
1				
15				
16				

We, the undersigned, certify the information provided above regarding compliance with the *Minimum Standards for Rhode Island Public Libraries*.

Date: _____

Library Director: _____

Name of Library: _____

Chair or President/Board: _____

Library Director: _____

Name of Library: _____

Chair or President/Board: _____

Library Director: _____

Name of Library: _____

Chair or President/Board: _____

WAIVER PROCEDURE

Beginning July 1, 2003, whenever a library or the library/combined libraries of a city or town is/are unable to comply with a particular standard, it/they must submit a *Request for Waiver*.

The Chief Information Officer will render a written decision from the Office of Library and Information Services within six weeks of receiving the request.

If the request for waiver is denied, the library/combined libraries of a city or town may appeal the decision. The library/combined libraries of a city or town must file a written notice of appeal within ten calendar days of the decision. A letter of appeal is sent to the Chair of the Library Board of Rhode Island with a copy to the Chief Information Officer at the Office of Library and Information Services.

The appeal will be heard by the Library Board of Rhode Island at its regular meeting or within six weeks whichever comes first.

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

**REQUEST FOR WAIVER OF MINIMUM STANDARDS FOR
RHODE ISLAND PUBLIC LIBRARIES**

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

Name of City or Town: _____

Name of library/libraries: _____

We hereby request a waiver of the following standard: _____

Reason: (Please attach any additional supporting documentation)

Action which will be taken to comply with this standard:

Projected date for compliance with this standard: _____

Signature of Director: _____

Signature of Chair/Boards of Trustees: _____

Signature of Director: _____

Signature of Chair/Board of Trustees: _____

Signature of Director: _____

Signature of Chair/Board of Trustees: _____

Date submitted: _____

The following section is for office use only. It will be completed by the Office of Library and Information Services, and a copy will be returned to the library/combined libraries for your records.

To be filed by the Office of Library and Information Services by city/town, library, and standard number.

Waiver granted until (date): _____

Waiver granted for staff member in professional position:

_____ date _____ name _____ position _____

Waiver not granted (date): _____

Explanation:

Signature: _____

Title: _____

Date: _____

To be completed for appeal filed with the Library Board of Rhode Island

Action taken by the Library Board of Rhode Island:

Date: _____

DOCUMENTS CITED

Statements

American Library Association. "American Library Association Code of Ethics."
(Adopted by the ALA Council June 28, 1995.)

American Library Association. "Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights." (Adopted June 30, 1972. Amended by the ALA Council July 1, 1981; and July 3, 1991.)

American Library Association. "Libraries: An American Value" (Adopted by the ALA Council February 3, 1999.)

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

Laws

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

United States Code. Title 42, Chapter 126 (Americans with Disabilities Act). U.S. Government Printing Office, 1977-

General Laws of Rhode Island. Title 29 (Libraries). The Mitchie Company, 1994.

General Laws of Rhode Island. Title 42-46 (Open Meetings). The Mitchie Company, 1993.

Other

American Library Association. "Standards for Accreditation of Master's Programs in Library and Information Studies." ALA, 1992.

Minimum Standards for Rhode Island Public Libraries. Rhode Island Department of State Library Services, 1983.

Minimum Standards for Vermont Public Libraries (New revision draft). Vermont Department of Libraries, 1998.

Rhode Island Public Library Trustees Handbook, compiled and edited by Frank P. Iacono. Rhode Island Office of Library and Information Services, rev. 1999.



James R. Langevin, Secretary of State

Rules and Regulations Filing Form

1. NAME AND ADDRESS OF AGENCY

Department of Administration
Office of Library and Information Services
One Capitol Hill
Providence, RI 02908

2. TITLE OF THESE RULES AND REGULATIONS

Minimum Standards for Rhode Island Public Libraries

3. STATUTORY SOURCE OF AUTHORITY TO ISSUE THESE RULES

RIGL 29-3.1-4.1 (3)

4. TYPE OF RULES AND REGULATIONS

- (A) new rules and regulations XXX
(B) amendments
(C) technical revisions

If yes to (B) or (C) above, identify the amended sections or rule number(s), and please identify the original date filing.

5. PURPOSE OF NEW RULES AND REGULATIONS OR AMENDMENTS

To assure a minimum level of library service to Rhode Island residents by helping to improve and strengthen library services

6. TYPE OF FILING

7. DOCUMENTS FILED

- (A) Emergency
(B) Pursuant to 42-35
(C) Date of Public Hearing June 5 & 9, 2000
(D) Date of Public Notice May 12, 2000

- (A) New Rules and Regulations XXX
(B) Amended Rules & Regulations
(C) Only Amendments to Rules & Regulations
(D) Technical Revisions

8. AGENCY CODE

9. CERTIFICATION I hereby certify that the attached rules and regulations were adopted in accordance with the Administrative Procedures Act (42-35), and that they are true copies of this department, attest

Barbara Wearin
Name

Chief Information Officer

Title

Notary Public

Edward S. ...

Secretary of State

Subscribed and sworn to before me this 5th day of November, 2001.

Received

NOV 05 2001

Secretary of State
Administrative Records

M. ...
Received by: Office of the Secretary of State

NOV 5, 01
Filing Date