

Section 7

MINIMUM PUBLIC LIBRARY STANDARDS

- Please report all information as of **December 31, 2017**
- Library Development continues to track each library's progress in meeting the minimum standards. Indicate whether the library is able to meet each of the minimum public library standards.
- If the library has not met one or more of the standards, contact the Library System to file a variance request.

The following table describes each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

- A library may answer YES to Standards (8e.) restroom, (9b.) photocopier and (9e.) telefacsimile machine or capability if the restroom, photocopier or fax equipment is located within the same facility in which the library is located.
- The public must have access to the restroom in order for the library to answer YES to standard 8e. (restroom). *Note:* The restroom does not have to be ADA compliant to meet the standard.
- At minimum, the library staff must have full access to the photocopier and/or faxing capability in order for the library to answer YES to (9b.) and (9e.).

Minimum Public Library Standards Descriptions

- (1) The library is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees;
- (2) The library has a board-approved, written long-range plan of service;
- (3) The library presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives;
- (4) The library has board-approved written policies for its operation;
- (5) The library presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;
- (6) The library periodically evaluates the effectiveness of the library's collection and services in meeting community needs;
- (7) The library is open the following scheduled hours:

<u>Population</u>	<u>Minimum Weekly Hours Open</u>
Up to 500	12
500-2,499	20
2,500-4,999	25
5,000-14,999	35
15,000-24,999	40
25,000-99,999	55
100,000 and above	60

- (8) The library maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;
- (9) The library provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;
- (10) The library distributes board-approved printed information listing the library's hours open, borrowing rules, services, location, and phone number;
- (11) The library employs a paid director in accordance with the provisions of Section 90.8 of the Regulations of the Commissioner of Education:

<u>Population</u>	<u>Requirement</u>
Below 2,500	No requirement
2,500 to 4,999	Two years of college or equivalent
5,000 to 7,499	Bachelor's degree or equivalent
7,500 or more	N.Y.S. Public Librarians' Certificate