

**North Dakota
Library
Coordinating Council**

**Standards
For
Public Libraries**

**Adopted June 2013
Revised May 2014**

INTRODUCTION

The North Dakota Library Coordinating Council (NDLCC), working with the North Dakota State Library, recognizes the need for the development and regular review of library standards. Such standards provide assurance of a continuing effort to provide quality and meaningful library services to the citizens of North Dakota. This document represents an effort to establish a baseline of standards for public libraries. The standards set forth in the following document are the primary qualifications for any North Dakota public library to be eligible to participate in the NDLCC's grant program. All public libraries making a NDLCC grant program request must therefore meet the minimum standards as set by the NDLCC. The standards are designed to note the minimum level of service for a library based upon the library's patron service size.

The NDLCC created a Public Library Task Force in June of 2011. The Council sought out volunteers to serve on the task force, which began its work in earnest in 2012. The committee drafted an initial version of the *Standards for Public Libraries* which the Council revised. The *Standards for Public Libraries* were originally adopted in June 2013. The standards were further revised and the final version was adopted May 2014 to be implemented on July 1, 2017.

SERVICE POPULATION UP TO 1,500

STANDARD	CRITERIA
Facility	
	Meets ADA
	Has identifying sign & hours posted
	Has after hours book return
Administration & Governance	
	Library is legally established in accordance with NDCC 40-38-01
	4 board meetings annually
	Board meetings open to the public, with notice to the general public of the availability of minutes of said meetings
	Formal orientation for new board members
	Written library policy manual(s) reviewed / revised every 3 years by library and policy is available for public review
	Library files annual statistical report with NDSL by deadline
Planning	
	Library has a 3-5 year strategic plan on file at NDSL.
	Library's plans are evaluated annually internally and notice of review noted to primary funding authority or local governmental entities and NDSL
Budget	
	Library meets maintenance of effort of average of prior three years, excluding capital funds
	Minimum of \$7.00 per capita provided in local funds for the library budget
	Minimum of 8% of expenditures on materials
Hours Of Operation	
	Open 15 hours per week
Staffing	
	Newly hired library director will attend a new director orientation conducted by NDSL
Continuing Education	
	Library director will attend 1 continuing education opportunity each year
Promotion & Partnering	
	Information describing library, resources, services, hours available

	Engages in minimum of 1 cooperative activity with another ND entity annually
	Maintains a library website that notes, location, hours, and services
	Develops and distributes an annual report of services to local government
Collection	
	5 items per capita
	Catalog/database access for staff & patrons
	Weeds collection 1% per year
	Provides local newspaper(s)
Services	
	Reader advisory services provided
	Interlibrary loan provided
	Programming provided for all ages
Telecommunications	
	Library has a telephone
	Library provides public use internet
	Library has an active email address
Technology	
	Library has at least one public access computer

SERVICE POPULATION 1,501 - 5,000

STANDARD	CRITERIA
Facility	
	Minimum of 1,000 sq ft
	Meets ADA
	Has identifying sign & hours posted
	Has after hours book return
Administration & Governance	
	Library is legally established in accordance with NDCC 40-38-01
	4 board meetings annually
	Board meetings open to the public with notice to the general public of the availability of minutes of said meetings
	Formal orientation for new board members
	Written library policy manual(s) reviewed / revised every 3 years by library and policy is available for public review
	Library files annual statistical report with NDSL by deadline
Planning	
	Library has a current 3-5 year strategic plan on file at NDSL
	Library's plans are evaluated annually internally and notice of review noted to primary funding authority or local governmental entities and NDSL
Budget	
	Library meets maintenance of effort of average of prior three years, excluding capital funds
	Minimum of \$10.00 per capita provided in local funds for the library budget
	Minimum of 8% of expenditures on materials
Hours Of Operation	
	Open 15 hours per week
Staffing	
	.5FTE (Full Time Equivalent)
	Newly hired library director will attend a new director orientation conducted by NDSL

Continuing Education	
	Library director will attend 1 continuing education opportunity each year
Promotion & Partnering	
	Information describing library resources, services, hours available
	Engages in minimum of 1 cooperative activity with another ND entity annually
	Maintains a library website that notes location, hours, and services
	Develops and distributes an annual report of services to local government
Collection	
	5 items per capita
	Catalog/database access for staff & patrons
	Weeds collection 1% per year
	Provides local newspaper(s)
Services	
	Reader advisory services provided
	Interlibrary loan provided
	Programming provided for all ages
Telecommunications	
	Library provides public use internet
	Library has an active email address
Technology	
	Library has 0.5 public access computer(s) per 1,000 in patron service area population

POPULATION 5,001 - 12,500

STANDARD	CRITERIA
Facility	
	Minimum of 2000 sq ft
	Meets ADA
	Has identifying sign & hours posted
	Has after hours book return
Administration & Governance	
	Library is legally established in accordance with NDCC 40-38-01
	6 board meetings annually
	Board meetings open to the public, with notice to the general public of the availability of minutes of said meetings
	Formal orientation for new board members
	Written library policy manual(s) reviewed / revised every 3 years by library and policy made available for public review
	Library files annual statistical report with NDSL by deadline
Planning	
	Library has a current 3-5 year strategic plan on file at NDSL
	Library's plans are evaluated annually internally and notice of review noted to primary funding authority or local governmental entities and NDSL
Budget	
	Library meets maintenance of effort of average of prior three years, excluding capital funds
	Minimum of \$10.00 per capita provided in local funds for the library budget
	Minimum of 10% of expenditures on materials
Hours Of Operation	
	Open 20 hours per week; minimum of 4 hours per weekend
Staffing	
	.3FTE (Full Time Equivalent) per 1,000 in patron service area population
	Newly hired library director will attend a new director orientation conducted by NDSL

Continuing Education	
	Library director and/or a professional staff member attend 2 continuing education opportunities each year
Promotion & Partnering	
	Information describing library resources, services, and hours available
	Engages in 2 cooperative activities with other ND entities annually
	Library has website which provides access to NDSL and statewide databases
	Develops and distributes an annual report of services to local government
Collection	
	4 items per capita
	Weeds collection 1% per year
	Provides local newspaper(s)
	5% of non-fiction collection published within last 5 years
Services	
	Reader advisory services provided
	Interlibrary loan provided
	Programming provided for all ages
Telecommunications	
	Library provides public internet and Wi-Fi
	Library has an active email address
Technology	
	Library has an automated public access catalog
	Library has an automated circulation system
	Library has 0.5 public access computer(s) per 1,000 in patron service area population
Construction Planning	
	Library director with the library board completes an in-house space needs assessment every 5 years and makes report of findings to primary funding entity
Library Foundation	
	Library has a Friends of the Library (FOL) Group

POPULATION 12,501 – 25,000

STANDARD	CRITERIA
Facility	
	Minimum of 4,500 sq ft
	Meets ADA
	Has identifying sign & hours posted
	Has after hours book return
Administration & Governance	
	Library is legally established in accordance with NDCC 40-38-01
	10 board meetings annually
	Board meetings open to the public with notice to the general public of the availability of minutes of said meetings
	Formal orientation for new board members
	Written library policy manual(s) reviewed / revised every 2 years by library and policy made available for public review
	Library files annual statistical report with NDSL by deadline
Planning	
	Library has a current 3-5 year strategic plan on file at NDSL
	Library's plans are evaluated annually internally and notice of review noted to primary funding authority or local government entities and NDSL
	The library has a written disaster plan and updates it every 3 years
Budget	
	Library meets maintenance of effort of prior three years, excluding capital funds
	Minimum of \$12.00 per capita provided in local funds for the library budget
	Minimum of 12% of expenditures on materials
Hours Of Operation	
	Open 30 hours per week; minimum of 8 hours per weekend; open until 7 p.m. a minimum of one evening per week

Staffing	
	0.3 FTE (Full Time Equivalent) per 1,000 in patron service area population
	Newly hired library director required to have BA/BS
	Newly hired library director will attend a new director orientation conducted by NDSL
Continuing Education	
	Library director and/or a professional staff member attend 2 continuing education opportunities each year
	All full-time library staff members (other than library director) participate in 1 continuing education meeting per year
Promotion & Partnering	
	Information describing library, resources, services, and hours available
	Engages in three cooperative activities with other ND entities annually
	Library has website which provides access to NDSL and statewide databases
	Develops and distributes an annual report of services to local government
Collection	
	3 items per capita
	Weeds collection 2% per year
	Provides local newspaper(s)
	Has ready reference collection
	5% of non-fiction collection published within last 5 years
Services	
	At least one staff member has dedicated time in which they answer patrons' reference questions
	Reader advisory services provided
	Interlibrary Loan is provided
	Minimum of 12 children's programs per year
	Minimum of 6 teen programs per year
	Minimum of 6 adult programs per year
Telecommunications	
	Library provides public internet and Wi-Fi
	Library has an active email address

Technology	
	Library has an automated public access catalog
	Library has an automated circulation system
	Library has 0.5 public access computer(s) per 1,000 in patron service area population
Construction Planning	
	Library director with the library board completes an in-house space needs assessment every 5 years and report of findings to primary funding entity
	Library engages a registered architect for capital facility projects
	Library engages a building consultant for capital facility projects
Library Foundation	
	Library has a legally established IRS 501(c)(3) foundation to receive funds or receives funds through IRS 501 (c)(3) community foundation

POPULATION 25,001+

STANDARD	CRITERIA
Facility	
	Minimum of 25,000 sq ft for future construction
	Meets ADA
	Has identifying sign & hours posted
	Has after hours book return
Administration & Governance	
	Library is legally established in accordance with NDCC 40-38-01
	10 board meetings annually
	Board meetings open to the public with notice to the general public of the availability of minutes of said meetings
	Formal orientation for new board members
	Written library policy manual(s) reviewed / revised every 2 years by library and policy made available for public review
	Library files annual statistical report with NDSL by deadline
Planning	
	Library has a current 3-5 year strategic plan on file at NDSL.
	Library has a current technology plan on file at NDSL
	All of the library's plans are evaluated annually internally and notice of all reviews are noted to primary funding authority or local government entities and NDSL
	The library has a written disaster plan and updates it every 3 years
Budget	
	Library meets maintenance of effort of average of prior three years, excluding capital funds
	Minimum of \$20.00 per capita provided in local funds for the library budget
	Minimum of 14% of expenditures on materials
Hours Of Operation	
	Open minimum of 40 hours per week; minimum of 8 hours per weekend; open until 7 p.m. a minimum of one evening per week

Staffing	.3 FTE (Full Time Equivalent) per 1,000 in patron service area population
	Newly hired library director required to have BA/BS and 3 years library work experience
	Newly hired library director will attend a new director orientation conducted by NDSL
Continuing Education	
	Library director participates in 1 professional library meeting (American Library Assoc; Mountain Plains Library Association; other) every 5 years
	All full-time professional and paraprofessional staff participate in 1 continuing education opportunity each year
Promotion & Partnering	
	Information describing library, resources, services, hours available
	Engages in 3 cooperative activities with other ND entities annually
	Library has website which provides access to NDSL statewide databases
	Develops and distributes an annual report of services to local government
Collection	
	2.5 items per capita
	Weeds collection 2% per year
	Provides local newspaper(s)
	Has ready reference collection
	7% of non-fiction collection published within last 5 years
Services	
	Reader advisory services provided
	At least one staff member has dedicated time in which they answer patrons' reference questions
	Interlibrary Loan is provided
	Minimum of 16 children's programs per year
	Minimum of 8 teen programs per year
	Minimum of 8 adult programs per year
Telecommunications	
	Library provides public internet and Wi-Fi
	Library has an active email address
Technology	
	Library has an automated public access catalog
	Library has an automated circulation system

	Library has 0.5 public access computer(s) per 1,000 in patron service area population
Construction Planning	
	Library director with the library board completes an in-house space needs assessment every 5 years and makes report of findings to primary funding entity
	Library engages a registered architect for capital facility projects
	Library engages a building consultant for capital facility projects
Library Foundation	
	Library has a legally established IRS 501(c)(3) with foundation to receive funds or receives funds through IRS 501 (c)(3) community foundation

Initial Standards Prepared by

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