

Standards for Public Libraries Glossary

Facility

ADA – Americans with Disabilities Act: Visit <http://www.ada.gov> for the text of the ADA, compliance guidelines, design standards and related information. The Act can be found in Title 42, Chapter 126 and Title 47, Chapter 5 of the United States Code, which divides laws according to their subject matter. A newly constructed library building must meet all of the physical access requirements of the ADA Access Guidelines (ADAAG) (<https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/adaag>). A library being remodeled must have the part being altered accessible to the maximum extent feasible according to ADAAGs. If an existing library cannot be made accessible, then it must provide service in an alternative manner. In addition to requirements of section 4 of ADA, design of public libraries must comply with section 8 specifications for libraries.

After-Hours Book Return: An after-hours book return may be a drop box, basket, return shelf, or some other receptacle located either outside of the building or in another location that allows patrons to return library materials outside of the library's open hours.

Administration and Governance

Library Policies: The library has a collection of written [policies](#) which are reviewed and revised as appropriate at least every three years by the library director and board. Policies are made available for the public to view, either by posting them in the library or on the library's website or making them available upon request at the information desk. Sample policies can be found on our website under Library Development: <http://www.library.nd.gov/policytemplates.html>.

Trustee Orientation: New trustees should attend an orientation with the library director and the Board President. Each newly appointed board member receives instruction and appropriate documentation regarding board member duties, library services and policies, and other pertinent information as directed in NDSL Board Member Orientation Outline or similar locally developed board member orientation guidelines. Contact Library Development for an outline of what to include and a list of sample orientations.

Planning

Annual Report to Local Government: Should include a review of the prior fiscal year's activities. The report can be given orally or written. Notice of review must be provided to NDSL.

Disaster Plan: Disaster plan outlines the steps the library intends to take in response to disasters and emergencies directly affecting the library. You can find a sample plan at: <http://library.nd.gov/publications/disasterplan.docx>.

Strategic Plan: There are many models a library can use to develop a strategic plan. The Public Library Association has published a helpful book on library-specific strategic planning, titled [Strategic Planning for Results](#). A library can do the plan on their own or with the help of a consultant. A long range/strategic plan spanning three to five years and including the current year is provided in electronic or print form to the library's NDSL Field Services representative.

Technology Plan: Technology plan outlines the library's goals and strategies for utilizing technology to achieve its overall mission, goals and objectives. It also addresses the library's current inventory of technology equipment and software utilized in the library, as well as a plan for the future purchase/replacement/maintenance of equipment and software. Contact Library Development for a template.

Budget

Maintenance of Effort: The amount levied for the current fiscal year must meet or exceed the average of the prior three years levy amount ([NDCC 54-24.2-02.2](#)).

Hours of Operation

Staffing

Continuing Education

Continuing Education: an in-person or online training or workshop that furthers knowledge related to libraries, management, or job-related duties, including NDSL spring or summer workshop, NDSL webinars, NDLA or other professional conference, training offered by a library-related organization or by some other professional development organization.

Promotion and Partnering

Cooperative Activity: The library offers a program that is presented in partnership with another library, museum or educational entity. Examples of partners may be NDSL (including the Summer Reading Program), a school, college, university, government agency, or other educational entity.

Collection

Library Materials: Includes all formats that you purchase for your library. Minimum % of the library's total expenditure utilized to purchase materials.

Ready Reference Collection: An assortment of print materials which can be used on their own or in conjunction with internet resources to quickly answer patron questions. A ready reference collection may include dictionaries, thesauri, almanacs, atlases, directories, indexes, and other similar materials.

Services

Interlibrary Loan (ILL): Obtaining materials for patrons from other libraries.

Reader Advisory service: Helping readers locate materials through recommendations, booklists, displays, social networking, and other means.

Programming: Includes educational and entertainment.

Additional Terminology

NDCC – North Dakota Century Code: A copy of the Library Laws can be found at www.library.nd.gov/publications/librarylaw.pdf. You can also request a copy from your Library Development representative.

Per capita: Official population of the area served by the library.