

# PUBLIC LIBRARY STANDARDS FORM

This certifies that our library

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(Library Name)

meets the following mandatory Public Library Standards  
according to Administrative Rules of Montana

10.102.1150-10.102.1157

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	1. The library is legally established under Montana’s Laws according to Montana Code Annotated, 22-1-301 through 22-1-317, 22-1-701 through 22-1-711 or Title 7.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	2. The board conforms to all applicable state, local, and federal laws, rules, and regulations.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	3. Monthly (or at least quarterly) library board meetings are held in an accessible location, at times and a place convenient to the public and according to state laws on public meetings.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	4. The library submits the <u>Montana Public Library Annual Statistical Report</u> to the Montana State Library.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	5. Every three years, the board reviews and updates as necessary its bylaws.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	6. The board develops, studies, evaluates, reviews updates, and adopts as necessary all library policies at least once every three years.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	7. The public has easy access to written policies, procedures, and bylaws.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	8. The board uses the <u>Montana Public Library Annual Statistical Report</u> to review the library’s year-to-year progress and performance.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	9. Library has a written mission statement.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	10. Library governing authority adopts emergency response plans that ensures the safety of the public and staff as the primary priority.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	11. The board and director follow fiscal procedures consistent with state law and local government requirements in preparing, presenting, and administering its budget.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	12. Local tax revenues provide at least 50% of the support for the library’s operating budget. Grants, donations, and other revenue sources supplement but do not supplant local tax support.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	13. The director works with the board to develop an annual financial plan or budget.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	14. The board and director annually review the adequacy of insurance coverage for the collection and building and update the coverage as necessary.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	15. The board hires the director according to local, state, and federal

	regulations and delegates the day-to-day management of the library to the director.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	16. The board evaluates the performance of the director annually.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	17. Each public library has a paid director who is responsible for the administration of library services.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	18. Libraries that serve more than 25,000 employ a library director with a graduate degree in library or information science or its equivalent.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	19. Libraries that serve less than 25,000 employ a library director who is or will be within three years of hire, certified by the state library.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	20. The library board provides continuing education for the director and staff members by allocating funds to support continuing education costs, including travel expense and salary. At least 50% of staff makes use of this money each year.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	21. Paid staff persons are present during 90% of all open hours.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	22. The board adopts and reviews a personnel policy every three years.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	23. Library maintains written, up-to-date job descriptions.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	24. All libraries have Internet access for staff.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	25. The board and the director determine the days of the week and the hours during the day to be open to provide maximum service.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	26. The library is open during the week at least the following minimum hours. A library with more than one service outlet may use the total non-overlapping hours of all outlets to meet the minimum requirement. <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Population</th> <th style="text-align: center;">Minimum</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Less than 3,500</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">More than 3,500</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">More than 10,000</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">More than 25,000</td> <td style="text-align: center;">50</td> </tr> </tbody> </table>	Population	Minimum	Less than 3,500	15	More than 3,500	30	More than 10,000	40	More than 25,000	50
Population	Minimum										
Less than 3,500	15										
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More than 10,000	40										
More than 25,000	50										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	27. Library users who wish to copy materials available from non-circulating items or from computer files have access to a photocopy machine or printer.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	28. The library has a telephone and answers telephone inquiries.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	29. The library provides access to resources and services for patrons with disabilities.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	30. The board adopts a collection management policy that it reviews every three years. The policy addresses the use of electronic resources. The library submits its collection development policy to the Montana State Library.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	31. The board and the director develop an annual materials budget as part of the library budget.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	32. The library uses at least one professionally recognized review source.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	33. The library provides access to federal, state, and local government documents that are appropriate to its community.										
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	34. Materials are purchased to ensure a steady flow of materials for the public.										

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<input type="checkbox"/> Yes <input type="checkbox"/> No	35. The library catalogs and organizes its collection according to standard cataloging and classification systems and procedures. Automated records comply with the machine-readable catalog (MARC) format.
<input type="checkbox"/> Yes <input type="checkbox"/> No	36. The library offers interlibrary loan and follows the Montana State Interlibrary loan protocols.
<input type="checkbox"/> Yes <input type="checkbox"/> No	37. The library's collection is continually evaluated based on the library's collection management policy. The entire collection is evaluated within each three-year period.
<input type="checkbox"/> Yes <input type="checkbox"/> No	38. The board and the director evaluate the library building(s) every three years to determine adequate space needs.
<input type="checkbox"/> Yes <input type="checkbox"/> No	39. The board and the director address any identified facility shortcomings in a building plan.
<input type="checkbox"/> Yes <input type="checkbox"/> No	40. The library facility is safe for the public and staff.
<input type="checkbox"/> Yes <input type="checkbox"/> No	41. The library's facilities conform to local requirements for accessibility.
<input type="checkbox"/> Yes <input type="checkbox"/> No	42. The library cooperates in state, regional, and national efforts to promote library services.
<input type="checkbox"/> Yes <input type="checkbox"/> No	43. The library uses basic PR/marketing tools such as brochures, flyers, bookmarks, newspaper, radio, TV, public service outlets, websites, story times, displays, and programs in the library.
<input type="checkbox"/> Yes <input type="checkbox"/> No	44. On an annual survey, library customers indicate that they have received courteous and helpful service from all library staff.
<input type="checkbox"/> Yes <input type="checkbox"/> No	45. The library uses comparative statistics, annual surveys or other methods to evaluate the services offered.
<input type="checkbox"/> Yes <input type="checkbox"/> No	46. Library offers programming for children and adults.
<input type="checkbox"/> Yes <input type="checkbox"/> No	47. Library has policies and/or procedures for services provided.
<input type="checkbox"/> Yes <input type="checkbox"/> No	48. Library programming is free and open to all.
<input type="checkbox"/> Yes <input type="checkbox"/> No	49. Library must make every effort to maintain confidentiality of library records as addressed in Montana Code Annotated (MCA 22-1-1103.)
<input type="checkbox"/> Yes <input type="checkbox"/> No	50. Core library services as defined by the local community and library are provided all hours the library is open. Examples include lending circulating materials, reference, and interlibrary loan.

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**Library Board Chairperson's Signature:** \_\_\_\_\_

**Library Director's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**If your library does not meet one or more of the standards and you wish to request a deferral please use the attached form.**

**PUBLIC LIBRARY STANDARDS  
DEFERRAL REQUEST FORM**

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\_\_\_\_\_ (Library Name)  
does not comply with the following Mandatory Public Library Standards  
according to Administrative Rules of Montana 10.102.1150-10.102.1157  
and requests a deferral.

**1. Please explain why application of this standard(s) would cause a  
hardship to your library.**

**2. Please provide a compliance plan by which your library will meet  
the standard(s) within the next three years:** [if more room is  
needed, please attach paper to this form]

**Library Board Chairperson's Signature:** \_\_\_\_\_

**Library Director's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>	<b>Deferral Approved:</b> YES NO
<b>State Librarian's Comments:</b>	
<b>Signature:</b> _____	<b>Date:</b> _____