

Proposed Changes for 2026 Recertification Review

STANDARD #11

Qualifications of the Director / Staff

- ~~The Library Director has an ALA accredited library degree or has received advanced formal training in the management of libraries or related institutions. Staffing levels, experience and external responsibilities will also be considered, with final approval falling to the State Librarian.~~

OR

- ~~The Library Director has acquired, or will acquire the training in the management of libraries through the State Library's UPLIFT program, and complete the current catalog of foundational UPLIFT courses in accordance with the State Library's designated timeframe.~~

Qualifications of the Director / Staff:

The Library Director will either

- Hold an ALA accredited library degree or has received advanced formal training in the management of libraries or related institutions.
 - The staffing levels of the library, experiences of the incoming Library Director, and responsibilities they hold will also be considered. Final approval falls to the State Librarian if they are exempt from all or a portion of the State Library's UPLIFT program.

OR

- The Library Director has acquired, or will acquire the training in the management of libraries through the State Library's UPLIFT program, and complete the current catalog of foundational UPLIFT courses in accordance with the State Library's designated timeframe.

STANDARD #12

Training of director and staff – Training that enhances work abilities, including training on Utah's Online Public Library. A link will be made available to access this training. Please find this training using the following link:

<https://my.nicheacademy.com/utah-libraries/pathway/81909>

- Libraries with less than 1 FTE: Library director received at least 23 contact hours of training in the most recent year, including:
- Any staff identified by the library director as interacting with the public, completed the State Library's training curriculum on Utah's Online Public Library. The time spent on this training counts toward the 23-hour requirement. After the initial training, an

annual refresher must be completed.

- Libraries serving less than 25,000 with 1 FTE or more:

Library staff and director combined received at least 50 contact hours of training in the most recent year.

- ☐ At least 10 hours (20%) of these contact hours must be completed by staff members other than the director.

- ☐ Any staff identified by the library director as interacting with the public, completed the State Library's training curriculum on Utah's Online Public Library. The time spent on this training counts toward the 50 hour requirement. After the initial training, an annual refresher must be completed.

- Libraries serving 25,000 and above:

Library staff and director combined received at least 100 contact hours of training in the most recent year.

- ☐ At least 30 hours (30%) of these contact hours must be completed by staff members other than the director.

- ☐ Any staff identified by the library director as interacting with the public completed the State Library's training curriculum on Utah's Online Public Library. The time spent on this training counts toward the 100 hour requirement. After the initial training, an annual refresher must be completed.

- Library directors working part time receive a minimum of 20 hours of training / professional development annually.
- Library directors working full time receive a minimum of 40 hours of training / professional development annually.
- It is recommended and strongly encouraged that full time library staff receive a minimum of 12 hours of training / professional development annually.
- It is recommended and strongly encouraged that part time library staff are given opportunities for training and professional development.

*"Library staff" typically refers to those completing library-related roles, whether those be professional, para-professional or entry level. The staff actually receiving training and professional development is at the discretion of the library director.

STANDARD #15

Operating Non-duplicated hours. Non-duplicated hours means that only one library in a system is counted for each time period. Evening / weekend hours means service hours on Saturday and Sunday, and after 5 PM on weekdays (30% of minimum open hours for population category).

- Libraries serving less than 2,500: 23 non-duplicated hours per week. At least 7 evening / weekend hours. Posted Weekly Hours _____
- Libraries serving between 2,500 and 5,000: 25 non-duplicated hours per week. At least 8 evening / weekend hours. Posted Weekly Hours _____
- Libraries serving between 5,001 and 25,000: 38 non-duplicated hours per week. At least 11 evening / weekend hours. Posted Weekly Hours _____
- Libraries serving between 25,001 and above: 52 non-duplicated hours per week. At least 16 evening / weekend hours. Posted Weekly Hours _____

Minimum hours of service by population served:

Libraries serving less than 2,500: 23 non-duplicated hours per week. Posted Weekly Hours.

Libraries serving between 2,500 and 5,000: 25 non-duplicated hours per week. Posted Weekly Hours.

Libraries serving between 5,001 and 25,000: 38 non-duplicated hours per week. Posted Weekly Hours.

Libraries serving between 25,001 and above: 52 non-duplicated hours per week. Posted Weekly Hours.

In addition to the above, the library uses the following guidelines to determine its open hours (ie. When the library opens and closes.)

- Open hours are based on an assessment of users and potential users' most convenient times to visit the library, rather than on staff convenience.
- Open hours are available in relation to local community needs. The hours and days selected for service should reflect the maximum potential use.
- Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible.

STANDARD #18

A Building Inspection Checklist has been completed annually for each library location, including all branches. An inspection checklist required by the local governing or funding

authority is acceptable. The State Library Building Inspection Checklist is available on the USL website: <http://library.utah.gov/certification>.

Libraries that have their own facilities department, separate from the city or county or local jurisdiction, and are meeting expectations for facilities maintenance, may indicate this on their recertification form as an exemption from branch-specific submissions.

NEW STANDARD

Library Programs

The library provides programs guided by the following:

- Programs are available in relation to local community needs and interests.
- The library strives to meet the demand for programs.