

STANDARDS FOR UTAH'S PUBLIC LIBRARIES



July 1, 2017 –
June 30, 2018

LIBRARY CERTIFICATION

<http://library.utah.gov/certification>

STANDARDS FOR UTAH’S PUBLIC LIBRARIES

CREATING THE FUTURE FOR UTAH LIBRARIES

Dear Utah Public Library Directors, Staff, and Board Members:

The *Standards for Utah’s Public Libraries* were developed to ensure that all Certified Utah Public Libraries consistently offer the most current of library services, follow the law, and follow best practices. Changes to the standards and benchmarks are recommended to the Utah State Library Board by a committee of State Library staff and library directors representing all sizes of public libraries around the state.

Section I – Basic Certification Standards (Required) lists 19 standards. These standards must be followed to ensure compliance with state law and accepted library practices.

Section II – Key Statistical Benchmarks (Required) lists the Benchmarks or targets related to “Library Support by the Community” and “Library Support by the City / County.” In the Spring of each year, after all the City and County public library statistics have been submitted to the State Library, the benchmarks are updated and a customized benchmark report is produced for each certified library. State Library consultants assigned to each public library are available to discuss what these benchmarks might mean for the library. Certified libraries must meet or exceed the benchmark in at least 7 of the 12 categories.

Section III – Application for Quality Library Designation (Optional) is the opportunity to be recognized as a Quality Library. Libraries that meet 5 of the 9 quality library criteria will not have to go through the recertification process the following year.

The appendices include information that will be helpful in the Certification or Recertification process. Appendix A is a “Glossary of Library Terms” used in this document, and Appendix B includes *References to Utah Code*. The online version of this document includes links to Utah Code. Appendix C lists the required documentation needed for each standard.

Certified Public Libraries are eligible for Community Library Enhancement Funds (CLEF). The certification process outlined in this document will guide public libraries in their work to maximize the taxpayer investment in library services.

Warm Regards,

Donna Jones Morris
State Librarian



DONNA JONES MORRIS
STATE LIBRARIAN

AUTHORITY

Utah Code Annotated (UCA) §9-7-205 (1) (n) : “The [USL] Board shall . . .develop standards for public libraries.”

PURPOSE

The *Standards for Utah's Public Libraries* outline the minimum levels for library services in the state. The Standards provide libraries with leverage to encourage sustainable levels of support in the community and determine the library's eligibility to receive Community Library Enhancement Funds (CLEF) from the State of Utah. The certification renewal process also recognizes those libraries that provide quality library service. Libraries in Utah serving legal service areas of 50,000 or less are subject to the certification renewal process. Libraries serving legal service areas over 50,000 people are exempt from this certification renewal process.

WHAT IS A PUBLIC LIBRARY?

The Utah Code declares that a public library is established and maintained by a city governing body or a county legislative body (UCA §9-7-401, 501). In addition, for certification purposes, the State Library defines a public library as follows:

An entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof
2. Paid staff
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

In addition, the State Library defines a branch library as an auxiliary unit of an administrative entity (i.e. public library system) which has at least all of the following:

1. Separate quarters
2. An organized collection of library materials
3. Paid staff
4. Regularly scheduled hours for being open to the public

NEW PUBLIC LIBRARY CERTIFICATION APPLICATION (SEE APPENDIX A)

This section has been moved to a separate document.

CERTIFICATION RENEWAL REQUIREMENTS & BENEFITS

The *Standards for Utah's Public Libraries* consists of three parts:

1. Section I – Basic Certification Standards (Required)
2. Section II – Key Statistical Benchmarks (Required)
3. Section III – Application for Quality Library Designation (Optional)

Section I – Basic Certification Standards. These standards represent a baseline for public library services in the areas of governance, administration, funding/finances, personnel, access and services, materials and resources, technology, and facilities. The library must fill out an online form certifying compliance with each standard. The library must compile evidence of their compliance (e.g. copies of reports, policies, etc.) and share these with a State Library consultant during a site visit.

Section II – Key Statistical Benchmarks. These benchmarks are calculated by the State Library using the data from the most recent statistical annual report. There are 12 benchmarks set at the level that 90% of Utah's certified libraries currently meet or exceed. The library must meet at least 7 of the 12 benchmarks.

Section III – Application for Quality Library Designation. This section is optional. Libraries choosing to pursue the designation of Quality Library must complete the online form and meet at least 5 of the 9 quality criteria. Libraries that receive Quality designation will be recertified for a two year period.

Libraries that successfully meet the requirements of Section I and II will receive a letter of certification from the State Library and become eligible to receive funds from the State of Utah through the Community Library Enhancement Fund (CLEF).

CERTIFICATION RENEWAL PROCESS

The certification of a public library is valid for the period of July 1 through June 30 and must be renewed annually. The certification renewal process includes the following timeline:

May 1 – May 31

- The library completes the online version of Section I: Basic Certification, compiles evidence of compliance with each standard, and submits the documents to the State Library.

June 1 – June 30

- A consultant from the State Library will meet with the library director to review the Section I: Basic Certification Standards, Section II: Key Statistical Benchmarks, and the documents submitted by the library as evidence of compliance with each standard.
- The consultant makes a recommendation to the State Librarian for issuing the official letter of certification or probation:
 - A. Certification – The library successfully meets the requirements of Section I: Basic Certification Standards and Section II: Key Statistical Benchmarks and is certified for the next period of July 1 through June 30.

B. Probation – The library did not meet the requirements of Section I: Basic Certification Standards and Section II: Key Statistical Benchmarks.

PROBATION STATUS

When a library fails to meet the requirements of Section I or Section II, the library receives a letter of probation. Depending on which Section failed, the library must do the following to continue to receive the CLEF benefit:

Failure to meet standards in Section I – Basic Certification Standards

If the library failed to meet one or more standards in Section I:

- The library will be placed on Probation Status.
- The library will be eligible to receive the State of Utah funds during the next CLEF benefit distribution.
- The library will present to the State Library, within 30 days of receiving the letter of probation, a plan to address and fix the deficient standards in Section I.
- The library will implement the plan and fix the deficient standard by May 1, when the next certification renewal process begins.
- The library will participate in the next certification renewal process:
 - If the library meets the requirements of Section I and Section II the library is fully certified once more.
 - If the library again fails to meet the requirements of Section I, the library becomes de-certified and must apply for certification like a new library.

Failure to meet standards in Section II – Key Statistical Benchmarks

If the library failed to meet at least seven of the twelve benchmarks in Section II:

- The library will be placed on Probation Status, Year 1 of 2.
- The library will be eligible to receive the State of Utah funds during the next CLEF benefit distribution.
- The library will present to the State Library, within 30 days of receiving the letter of probation, a plan to address and fix the deficient benchmarks in Section II. It is understood that the library may NOT be able to solve these deficiencies by May 1, when the next certification renewal process begins.
- The library will participate in the next certification renewal process. If the library meets the requirements of Section I and Section II, the library is fully certified.
- If the library fails to meet the requirements of Section II, the library will be placed on Probation Status, Year 2 of 2. The library continues to work the plan and fix the deficient benchmarks.
- The library will be eligible to receive the State of Utah funds during the following CLEF benefit distribution.
- The library will participate in the next certification renewal process:
 - If the library meets the requirements of Section I and Section II the library is fully certified once more.

- If the library fails to meet the requirements of Section II for the second year in a row, the library's certification is suspended and the library is not eligible to receive the CLEF benefit.
 - The certification suspension can be in effect no longer than two years.
 - The library can regain certification during the next certification renewal process provided it meets the requirements of Section I and Section II.
 - If the library is not able to regain full certification within two years of having its certification suspended, the library becomes de-certified and must apply for certification like a new library

A library may appeal the de-certification decision by the State Librarian to the State Library Board within 30 days of receipt of the letter, specifying the reasons why they believe they are qualified for certification. The decision of the State Library Board of an appeal is final.

AREAS OF RAPID GROWTH – WAIVER PROCESS

In some areas of Utah, communities are experiencing rapid population growth, in excess of the state average. For libraries experiencing growth in excess of twice the state population growth rate 3 year average (based on annual U.S. Census Subcounty Resident Population Estimates), the library may apply for a waiver of meeting all the requirements of Section II – Key Statistical Benchmarks in order to achieve certification. The waiver request must address which benchmarks the library does not meet, what efforts are being made to address those deficiencies, and what policies and practices are in place that will allow the library to achieve full certification when the population growth falls within twice the state average. The waiver request must be addressed to the State Librarian. Written approval or denial of certification by waiver will be made within 60 days of receipt of the letter.

A library may appeal the decision by the State Librarian to the State Library Board within 30 days of receipt of a denial letter, specifying the reasons why they believe they are qualified for certification based on population growth. The decision of the State Library Board of an appeal shall be final.

QUALITY LIBRARY DESIGNATION (OPTIONAL)

During the certification renewal process, a library may seek the *Quality Library Designation* by completing the application in Section III of the certification standards and meeting five or more of the quality library criteria. A benefit of receiving this designation is that the library will not have to go through the certification renewal process the following year. After the application is received, a team of consultants at the State Library will review the information and make a final recommendation to the State Librarian. Notification to applicants of the team's final recommendation will be done by July 31.

REVIEW OF CERTIFICATION STANDARDS

These standards will be reviewed annually by a committee of public library directors and State Library staff prior

to the certification renewal process.

SECTION I – BASIC CERTIFICATION STANDARDS (REQUIRED)

APPLICABLE TO LIBRARIES WITH LEGAL SERVICE AREAS UNDER 50,000 PEOPLE

GOVERNANCE

STANDARD #1

In accordance with UCA §9-7-402 and 9-7-502, the Library's Board of Directors has five to nine current members.

Yes No

STANDARD #2

Library Board meetings are held in compliance with Utah's Open Meetings Law, UCA §52-4-201, which includes the following requirements:

- Board Meetings are open to the public
- Announcements of meetings with agendas are posted in accordance with UCA §52-4-202
- Written minutes are taken at each meeting
- Each Board meeting is recorded, with the recording being made available to the public within three days
- If the library intends to have some or all of its board meetings online or by phone, the library or governing entity must have in place a rule governing electronic meetings.

Yes No

STANDARD #3

The Board has approved and is operating under a long-range plan (minimum three years) that contains:

- Mission and Vision statements
- Background information about the library
- Specific and quantifiable goals
- Provision for replacement and enhancement of library technology

Yes No

STANDARD #4

Internet Access Policy – The library has a current Internet and Online Access Policy in accordance with UCA § 9-7-215 and 216, and Utah Administrative Rule R458-2

Yes No

STANDARD #5

All Board members have had formal training or orientation within the last twelve months. This training may include sessions led by the library director or local government representative, a Utah State Library consultant, or through attendance at relevant Utah Library Association workshops. The purpose of this training is to ensure that every Board member has a clear understanding of their roles as Board members.

Training topics may include, but are not limited to:

- Legal responsibilities of the library board
- Utah’s Open Meetings Law
- Internet and Online Access Policy
- Code of Ethics
- Finances of the library
- Advocacy opportunities
- Differences in the roles, powers and responsibilities between the Library Board, Library Director and local governmental entity

Yes

No

ADMINISTRATION

STANDARD #6

The names of all board members should be available to the public. General contact information for the board’s chair or secretary must be readily available at the library and on the website.

Yes

No

STANDARD #7

The Library has submitted the following:

- CLEF Expenditure Report (*Due annually in the Fall*)
- Statistical Annual Report (*Based on Library’s fiscal year; due in September for City libraries and February for County libraries*)
- Summer Reading Program Evaluation Report (*Due annually in the Fall*)

Yes

No

FUNDING / FINANCES

STANDARD #8

Maintenance of Effort Compliance – The library jurisdiction complies with Maintenance of Effort (MOE) funding support for the library (decrease of less than 10%). MOE is defined as follows: the percentage of increase (decrease) in operational expenditures from average of past three fiscal years to the previous fiscal year. MOE is calculated by USL.

STANDARD #9

Local Government Support Compliance – 65% of operating revenues come from jurisdictional tax revenues.

- Yes No

PERSONNEL

STANDARD #10

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.

OR

- The Library Director has acquired, or will acquire within the next three years, training in the management of libraries through the State Library's UPLIFT program.

Newly appointed directors must complete the State Library's Director Orientation in a timely manner, in accordance with the schedule of the State Library .

STANDARD #11

Training of Director and Staff – Training in areas that enhance work abilities.

- Libraries with less than 1 FTE: Library Director received at least 23 contact hours of training in the most recent year.
- 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.
- Libraries serving 25,000 or more: 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.

STANDARD #12

The Library has skilled technical support, either provided by city / county or through private contractor, that adequately meets the library's needs to support and maintain the technology infrastructure..

- Yes No

ACCESS AND SERVICES

STANDARD #13

Integrated Library System (ILS)– The library operates an ILS or participates in a consortium that operates an

ILS.

Yes No

Name of ILS: _____ No

STANDARD #14

Internet Presence – The library maintains a website, which provides:

- Contact information for the library director
- A schedule of programs at the library
- A catalog of materials that allows the public to place holds and renew materials online
- Online resources available through Utah’s Online Library
- A way for library users to contact library staff to obtain reference information or assistance

Yes No

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 after 5 PM on weekdays; Saturday, and Sunday (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 5,000 and 25,000: 38 non-duplicated hours per week. At least 11 evening / weekend hours. Posted Weekly Hours _____
- Libraries serving between 25,000 and 50,000: 52 non-duplicated hours per week. At least 16 evening / weekend hours. Posted Weekly Hours _____

MATERIALS AND RESOURCES

STANDARD #16

The Library has a collection development policy approved by the Library Board.

The collection development policy must include:

- Statement of purpose
- Responsibility for selection
- Criteria for selection
- Description of selection process
- Handling of gift items
- Weeding (deselection)
- Steps for handling objections to materials

Yes No

TECHNOLOGY

STANDARD #17

The library has wireless internet access available for its users at each library location.

Yes No

STANDARD #18

Internet connection speeds exceed 4mbps (download) in all branch library locations.

Yes No Indicate actual connection speed (download): _____

STANDARD #19

A Building Inspection Checklist has been completed for each branch library location. 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>.

Yes No

SECTION II – KEY STATISTICAL BENCHMARKS (REQUIRED)

BASED ON THE MOST RECENT STATISTICS PROVIDED BY LIBRARIES WITH LEGAL SERVICE AREAS UNDER 50,000 PEOPLE

The Benchmark for each of the categories below is set at the level that 90% of Utah’s certified libraries currently meet or exceed. A certified library should meet or exceed the benchmark in at least 7 out of 12 categories. Your consultant will provide you with a table indicating where your library stands against the Benchmarks (see the example on page 10).

To do your own calculation, follow this example:

Library Visits – 1) Multiply the Benchmark indicated below by your library’s service population; that is your library’s Benchmark number. 2) Compare this number with your actual number of visitors in your most recent statistical year. 3) If your actual number of visitors is higher than the Benchmark number, you have passed that category.

For your convenience, we have also provided a figure for calculating the level of an “average” library (the 50th percentile) and an “above-average” library (the 70th percentile) in each category.

NOTE: The benchmarks shown in this page and the next page will be updated in the Spring of 2017 using the most current statistics of public library services at which time this note will be removed.

LIBRARY SUPPORT BY THE COMMUNITY

1. **Library Visits** - Number of visitors
Benchmark: 4 visits per capita
50th Percentile: 6 70th Percentile: 8
2. **Circulation** - Number of items circulated
Benchmark: 7 circulation items per capita
50th Percentile: 11 70th Percentile: 13
3. **Technology Access** - Number of internet computer users
Benchmark: .6 internet / computer users per capita
50th Percentile: 1.2 70th Percentile: 1.5
4. **Technology Access – Wireless Usage (NEW)** - Number of sessions
Benchmark:
50th Percentile: 70th Percentile:
5. **Programming** - Number of program attendees
Benchmark: .2 program attendees per capita
50th Percentile: .5 70th Percentile: .8

6. Turnover Rate – physical collection

Benchmark:

50th Percentile: 70th Percentile:

7. Turnover Rate – electronic collection

Benchmark:

50th Percentile: 70th Percentile:

LIBRARY SUPPORT BY THE CITY / COUNTY

1. **Collections Budget** - Expenditures for Collections (books, magazines, audio, video media, online digital media, and resources)

Benchmark: 8% of Total Expenditures

50th Percentile: 13% 70th Percentile: 17%

2. **Local Operating Expenditures**

Benchmark: \$13 per capita

50th Percentile: \$25 70th Percentile: \$31

3. **Staffing Levels** - Number of paid FTE

Benchmark: .0003 per capita

50th Percentile: .0005 70th Percentile: .0007

4. **Technology Access** - Number of public internet workstations

Benchmark: .0005 Internet workstations per capita

50th Percentile: .0016 70th Percentile: .0027

5. **Programming** - Number of programs

Benchmark: .010 programs per capita

50th Percentile: .0018 70th Percentile: .022

SAMPLE LIBRARY BENCHMARK PAGE

SECTION III – APPLICATION FOR QUALITY LIBRARY DESIGNATION (OPTIONAL)

During the certification renewal process, a library may seek the **Quality Library Designation** by completing this application and meeting five or more of the quality library criteria for library efforts conducted in the previous 12 months. A benefit of receiving this designation is that the library will not have to go through the recertification process the following year. After the application is received, a team of consultants at the State Library will review the information and make a final recommendation to the State Librarian. Notification to applicants of the final recommendation will be done by July 31.

QUALITY LIBRARY CRITERIA

#1

The library reaches beyond its physical space to provide collections or services to community organizations.

Check at least one of the following:

- Service to home-bound users (an advertised formal library service available to all residents unable to visit the library)
 - Description of service _____
 - Number of persons using the service _____
 - Number of times this service was used _____
- Deposit collections at external community locations (an advertised formal library service available to users of community organizations and agencies)
 - Description of service _____
 - Number of persons using the service _____
- Library programs presented at external community locations
 - Description of service _____
 - Number of persons using the service in _____
- Other library services provided at external community locations
 - Description of service _____
 - Number of items circulated _____
 - Number of persons using the service _____

#2

The library meets or exceeds the 70th percentile of five or more key statistical measures.

- Yes – List the measures that the library meets or exceeds the 70th percentile

#3

Online Experience – The Library's website includes the following:

- Access to digital materials on the front page (e.g. ebooks, downloadable audio and video, electronic magazines, etc.)
- Social media links (at least 3) from the front page (e.g. Facebook, Twitter, Pinterest, Instagram, Flickr, etc.)
- Dynamic content on front page (changing news, features)
- Responsive web design (i.e. web page formatting that changes depending if the user is accessing the page on a smartphone, tablet, or computer.)

#4

The Library is proactive in obtaining materials for users based upon their requests for items not currently in the library's collections and/or is an active lender in the Utah library community. The library must meet at least one of the following criteria:

- The library is a member of OCLC and lends materials to other libraries
- The library exceeds the median number of ILL requests from its users, as provided by the Utah State Library
- Providing extra effort to obtain materials
 - The library provides an online form for patrons to request materials not currently in the library's collection
 - The library purchases materials based on patron requests
 - Number of requests received for materials not in the library's collection _____
 - Number of purchases made in response to these requests _____

#5

The Library encourages all staff to participate in Utah's library community.

- The Library pays Utah Library Association dues for at least the Board Chair and 50% of full-time employees.

#6

The Library participates in Literacy Experiences – The Library provides ongoing training for parents on emergent literacy skills (for example, Utah Kids Ready To Read) or otherwise works with local schools as a collaborative partner to provide sustained programs and services that emphasize literacy.

- Describe specific literacy efforts by the Library. Do not include work from an affiliated Literacy

Center that may be housed in the library. May include: Amount of funds allocated for specific literacy efforts, ongoing emergent literacy activities, UKRTR affiliation, school or literacy organization.

#7

Technology Training for patrons – The Library must meet at least one of the following criteria:

- Library staff has expertise using Utah's Online Library. The library has 1 FTE or 25% of its public service staff, whichever is greater, that provide at least 12 workshops/classes/programs annually about Utah's Online Library and the use of other internet resources.
- The Library provides at least 50% of the funds and staff resources for at least 12 workshops/classes/programs annually on topics of interest to the community.
List workshops.

#8

Engaged in a collaboration with another library, community organization, or local expert(s) to provide services, resources, or programs to the community.

- The collaboration must include active, substantial participation by both libraries (e.g. contributes 50% of the funding or active participation by library staff).
- The collaboration must be ongoing or include multiple entities in the collaboration.
- The collaboration must have resulted in significant public participation. (Include number of participants in your summary.)

Describe the collaboration, and include evidence of each of the requirements.

#9

Demonstrates an innovative approach to providing library services, either inside or outside of the library building.

Examples of innovation include Makerspaces, Fab Labs, Story festival, a pilot project or program that is not being done in many libraries but could be a model to replicated in the future.

Describe the program or activity, what made it unique or innovative, and its impact on the community.

APPENDIX A – APPLICATION FOR INITIAL CERTIFICATION

This section has been moved to a separate document.

APPENDIX A – GLOSSARY OF LIBRARY TERMS

APPENDIX A – GLOSSARY

A

Advocacy: Process of pleading or arguing in favor of the public library.

B

Benchmark: Point of reference against which things may be compared or assessed. The Key Statistical Benchmarks include 11 performance indicators calculated from the most recent data available from the statistical annual report of public library services in Utah.

Board of Trustees: Legally designated governing body of a library or library system. "Library board" means the library board of directors appointed locally as authorized by UCA §9-7-402 or §9-7-502 and which exercises general policy authority for library services within a city or county of the state, regardless of the title by which it is known locally. Also known as: Library Board of Directors.

C

Certified Library: Public library that meets or exceeds minimum standards and benchmarks for certification. In Utah, the State Library has the authority to establish standards and benchmarks. Libraries must be recertified annually to receive the Community Library Enhancement Fund (CLEF) benefit.

Children's Internet Protection Act (CIPA): Federal law requiring schools and libraries that receive E-rate or LSTA funds for Internet access to install filters on all their computers and to expand their Internet use policies to include certain prohibitions for computer users. Utah's Internet and Online Access Policy requirements UCA §9-7-215 can be found at <http://le.utah.gov/xcode/Title9/Chapter7/9-7-S215.html>

Collaborative Summer Library Program (CSLP): Consortium of states working together to provide high-quality summer reading program materials for children, teens, and adults at the lowest cost possible for their public libraries. The State Library facilitates participation of Utah libraries in the CSLP.

Collection Development Policy: Policy that provides a framework for the growth and development of collections in support of the Library's mission. Elements of a good collection development policy include: 1) statement of purpose; 2) responsibility for selection; 3) criteria for selection; 4) description of selection process; 5) handling of gift items; 6) weeding (deselection); and 7) steps for handling objections to materials.

Community Library Enhancement Funds (CLEF): Funds appropriated annually by the State of Utah Legislature and provided to all certified public libraries. The funds may be used for technology that directly affects the public, collection development, and community outreach. CLEF payments are allocated on a formula based on the population the library serves, the wealth of the community, and the financial effort the local government is making to support library services.

CLEF Expenditure Report: Libraries receiving CLEF payments must report annually to the State Library how the library spent the funds and the impact those expenditures had on their constituents.

Contact Hour: An hour spent in training, online or in person, that is related to library services.

D

Decertification: A library on "Probation" status that fails to meet the requirements of Section I and Section II of the *Standards for Utah's Public Libraries* document within the specified timeline. A decertified library must apply for certification like a new library in order to qualify for the Community Library Enhancement Fund benefit.

E

Evening / Weekend Hours: Hours when the library is open for service after 5:00 PM on weekdays, Saturday, and Sunday.

Expenditures Per Capita: Expenditures per capita reflect the community's financial support for the library in relation to its size (legal service area).

F

Fiscal Year: July 1 to June 30. In Utah, city governments and city libraries operate under a fiscal year. County governments and county libraries operate on the calendar year, January 1 to December 31.

G

General Fund: Accounts for all financial resources except those required to be accounted for in another fund.

I

Integrated Library System (ILS): Library automation system that typically includes catalog and circulation modules and may include others, such as acquisitions and serials management.

Interlibrary Loan (ILL): Way to fill a request for a specific item for a library user by obtaining the item, or a copy of the item, from another library.

Internet Access Policy (IAP): Policy that defines appropriate use of the internet by patrons. In Utah, libraries are required to submit an updated IAP adopted by the Board of Trustees every three years. The IAP must intend to meet the provisions of §9-7-215, UCA.

J

Jurisdiction: The geographic area over which authority extends.

L

Legal Service Area (LSA) Population: Number of people that reside within the boundaries of the geographic area the library was established to serve. A library may have formal agreements with adjacent jurisdictions, i.e., cities or towns, to extend services to residents of those areas.

Library Services and Technology Act (LSTA): Federal legislation providing funds for public library development subject to appropriation by Congress. Funds have been made available for services to underserved populations and for library technology through competitive grant rounds.

Library Services and Technology (LSTA) Interim and Final Reports:

State Library must periodically collect relevant information from program/project administrators and sub-grant recipients to comply with IMLS requirements for reporting LSTA expenditures and programs/projects using the State Program Report.

Local Government Support Compliance: In Utah to be certified, at least 65% of the library's operating revenues must come from jurisdictional tax revenues.

Local Income: In Utah, local income includes all tax receipts designated by the city or county and available for operating fund expenditure by the public library.

Long Range Plan: Provides direction and vision for the future of the library. It is based on knowledge, expectations, resources and realistic projections of the needs of the community. Also known as: Strategic Plan.

M

Maintenance of Effort (MOE): Local governments must comply with maintenance of effort funding support for the library. The jurisdiction must expend an amount not less than 90% of the average operating expenditures coming from local funds in the three previous fiscal years, exclusive of capital outlay.

O

Open and Public Meetings Act: Laws that provide public access to meetings of public bodies. The Utah Open and Public Meetings Act UCA §52-4-201, requires Board meetings to be open to the public, announcements of meetings are posted, written minutes are taken and each Board meeting is recorded with the recording made available to the public within three days, among other provisions.

Operating Non-duplicated Hours: Hours the library is open to the public for service. In a library system with two or more locations, "non-duplicated" hours means that only one library in the system is counted for each time period.

P

Per Capita: For each person in a designated population area (e.g., a municipality, county, or a library's legal service area).

Probation: Libraries that do not meet certification requirements and provide a plan to meet requirements will be placed on probation for a period of no longer than two years.

Public Library: Entity funded in whole or in part with public funds that is established under state enabling laws or regulations to serve a community, district, for region and provides: 1) an organized collection of print and/or other library materials; 2) a paid staff; 3) an established schedule in which services of the staff are available to the public; 4) the facilities necessary to support such a collection, staff, and schedule; and 5) is supported in whole or in part with public funds.

Q

Quality Library Designation: A special designation given to libraries who meet at least five of the nine criteria for enhanced library services. During the recertification process, libraries that meet the requirements of Section I and Section II of the *Standards for Utah's Public Libraries* document may apply to receive the Quality Library Designation.

R

Recertification of Public Libraries: An annual process in which certified libraries prove they still meet the requirements of Section I and Section II of the *Standards for Utah's Public Libraries* document. By maintaining the certified status, the library qualifies to receive the Community Library Enhancement Fund (CLEF) benefit.

S

Standards: Minimally acceptable levels of performance in crucial areas of library operations. Standards provide a consistent process to be used over a period of time to develop improvements in public library service. Libraries must meet the requirements of Section I and Section II of the *Standards for Utah's Public Libraries* document to be certified.

Statistical Annual Report: The State Library annually collects statistical data from all public libraries for three purposes: 1) To report the progress of Utah's public libraries to the IMLS and the US Congress; 2) To report to

the State Legislature the condition of public library service in Utah; and 3) To provide local government officials, library trustees, directors, and staff with meaningful data for planning and evaluation of library service.

Summer Reading Program (SRP): Administered by the State Library, this statewide reading program encourages children of all ages to read during the summer months. See Collaborative Summer Library Program (CSLP).

Summer Reading Program Evaluation Report: Annual report of activities and outcomes associated with summer reading programs, required by the State Library.

Suspension: Libraries that fail to meet certification requirements by a specified month and year will be suspended for a period of no longer than two years.

T

Training / Continuing Education (CE): Certification standard that requires library directors and staff to engage in annual training in subjects of librarianship and areas that enhance the person's knowledge, skills, and abilities in the library workplace.

Triennial Internet and Online Access Policy: Certification standard that requires public libraries to review their Internet and Online Access Policy at least every three years and submit copies to the State Library in accordance with Utah Administrative Rule R458-2 and UCA §9-7-215 and §9-7-216.

Trustee: Also known as Library Board Member or Member of the Library Board of Directors. (See Board of Trustees)

Turnover Rate: Number of materials checked out relative to the size of the collection. It is the number of materials circulated divided by the number of materials held.

U

Utah Department of Heritage and Arts: The Utah State Library Division, Division of Arts and Museums, Division of Indian Affairs, Division of State History, Office of Multicultural Affairs and U Serve Utah are all under this state government department.

Utah Public Library Institute for Training (UPLIFT): Courses required to meet the personnel standard for public library certification under *Standards for Utah Public Libraries*.

Utah's Online Library: Web portal maintained by the State Library to provide handy, quick access to premium online reference sources for public libraries (formerly known as Pioneer: Utah's Online Library).

Utah State Library Division (USL): Provides funding, training, professional expertise, and technical advice to library directors, staff and trustees across Utah. Administers the Library Development Program, the Library Resources Program, the Bookmobile Program and the Library for the Blind and Disabled.

W

Weeding: Process of removing outdated, inaccurate, damaged or unused materials from the library's collection.

Workshop: Class or brief intensive educational event for a group of people that focuses especially on subjects of librarianship and areas that enhance the person's knowledge, skills, and abilities in the library workplace.

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APPENDIX B – REFERENCES TO UTAH CODE

- [Utah Code Annotated §9-7-205 \(1\) \(n\)](#)
- Utah Code Annotated [§9-7-215](#) and [§9-7-216](#) (Internet and Online Access Policy in accordance with [Administrative Rule R458-2](#))
- [Utah Code Annotated §9-7-401](#) (Public Libraries)
- [Utah Code Annotated §9-7-501](#) (County Libraries)
- [Utah Code Annotated §52-4-201](#) (Utah's Open Meetings Law)
- [Utah Code Annotated §52-4-207\(2\)](#) (Requirements Governing Electronic Meetings)

APPENDIX C – REQUIRED DOCUMENTATION FOR CERTIFICATION

Please give your consultant copies of the following documents:

STANDARD #	DOCUMENT
1	<input type="checkbox"/> Copy of the current list of Board members, stating name, contact information, term (first or second), and time period of current term
2	<input type="checkbox"/> Does the board conduct electronic meetings? If “Yes” get copy of current open meetings policy which specifically mentions electronic meetings
3	<input type="checkbox"/> Copy of the current long-range plan or strategic plan
4	<input type="checkbox"/> Copy of the current online access policy
5	<input type="checkbox"/> Copy of the agenda of the trustee training, stating date and place, and copy of the attendance sheet
6	<input type="checkbox"/> <i>Your consultant will check the library's website or a document at the service desk</i>
7	Copy of the latest: <ul style="list-style-type: none"> <input type="checkbox"/> statistical annual report <input type="checkbox"/> CLEF expenditure report <input type="checkbox"/> summer reading program evaluation report <input type="checkbox"/> triennial internet and online access policy
8	<input type="checkbox"/> Copy of the most recent statistical annual report
9	<input type="checkbox"/> Copy of the most recent statistical annual report
10	<input type="checkbox"/> <i>None</i>
11	<input type="checkbox"/> Copy of the list of trainings, number of hours of each training, and number of library staff attendees
12	<input type="checkbox"/> Name of current ILS
13	<input type="checkbox"/> <i>Your consultant will check the library's website for all 5 of the items noted in the standard.</i>
14	<input type="checkbox"/> <i>Your consultant will check the library's website or the posted hours on the building</i>
15	<input type="checkbox"/> Copy of the current collection development policy
16	<input type="checkbox"/> <i>None</i>
17	<input type="checkbox"/> <i>None</i>
18	<input type="checkbox"/> Using a patron computer, go to http://speedtest.uen.net and run test. Print the results pages that indicate speed, date and time of test

