## DRAFT OF PUBLIC LIBRARY STANDARDS FORM

This certifies that our library

## (Library Name)

## meets the following mandatory Public Library Standards according to Administrative Rules of Montana 10.102.1150-10.102.1157

□ Yes	□ No	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.
□ Yes	$\square$ No	2.	The board conforms to all applicable state, local, and
			federal laws, rules, and regulations.
□ Yes	□ No	3.	Monthly (or at least quarterly) meetings are held in an accessible location, at times and a place convenient to the public and according to state laws on public meetings.
□ Yes	$\square$ No	4.	The library submits the Montana Public Library Annual Statistical Report to the Montana State Library.
□ Yes	$\square$ No	5.	Every three years, the board reviews and updates as necessary its bylaws.
□ Yes	□ No	6.	The board develops, studies, evaluates, reviews, updates, and adopts as necessary all library policies at least once every three years. When the board reviews library policies, the policies' effect(s) on the library's relations with the public are evaluated.
□ Yes	$\square$ No	7.	The public has easy access to written policies, procedures and bylaws.
□ Yes	$\square$ No	8.	The board and director annually review the use and services of the library.
□ Yes	□ <b>No</b>	9.	The board uses the Montana Public Library Annual Statistical Report to review the library's year-to-year progress and performance.
□ Yes	$\square$ No	10.	Library has a written mission statement.
□ Yes	□ <b>No</b>	11.	Library governing authority adopts emergency plans that ensure the safety of the public and staff as the primary priority.
□ Yes	□ No	12.	The board and director follow fiscal procedures consisten with state law and local government requirements in preparing, presenting, and administering its budget.

□ Yes	□ No	13. Local tax revenues provide at least 50% of the support for the library. Grants, donations, and other revenue sources supplement but do not supplant local tax support.
□ Yes	□ No	14. The director works with the board to develop an annual financial plan or budget based on the library's goals and objectives.
□ Yes	□ No	15. The board and director annually review the adequacy of insurance coverage for the collection and building and update the coverage as necessary.
□ Yes	□ No □ N/A	16. 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.
□ Yes	$\square$ No	17. The board evaluates the performance of the director annually.
□ Yes	$\square$ No	18. Each public library has a paid director who is responsible for the administration of library services.
□ Yes	□ No □ N/A	19. Libraries that serve more than 25,000 employ a library director with a graduate degree in library or information science or its equivalent.
□ Yes	□ No □ N/A	20. 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.
□ Yes	□ No	21. 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.
□ Yes	□ No	22. Paid staff persons are present during 90% of all open hours. The board adopts and reviews a personnel policy every three years.
$\square$ Yes	$\square$ No	23. Library maintains written, up-to-date job descriptions.
□ Yes	□ No	24. The board and the director determine the days of the week and the hours during the day to be open to provide maximum service.
□ Yes	□ No	25. 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.  Population Minimum  Less than 3,500 15  More than 3,500 30  More than 10,000 40  More than 25,000 50
□ Yes	□ No	More than 25,000 50 26. Library users who wish to copy materials available from
		T J

non-circulating items or from computer files have access

		to a photocopy machine or printer.
□ Yes	□ No	27. The library has a telephone and answers telephone inquiries
□ Yes	$\square$ No	28. The library provides access to resources and services for patrons with disabilities.
□ Yes	□ No	29. 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 management policy to the Montana State Library.
□ Yes	$\square$ No	30. The board and the director develop an annual materials budget as part of the library budget.
□ Yes	$\square$ No	31. The library uses at least one professionally recognized review source.
□ Yes	□ <b>No</b>	32. The library provides access to federal, state, and local government documents that are appropriate to its community.
□ Yes	$\square$ No	33. Materials are purchased to ensure a steady flow of materials for the public.
□ Yes	□ <b>No</b>	34. 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.
□ Yes	$\square$ No	35. The library participates in the interlibrary loan system and follows the Montana State Interlibrary loan protocols.
□ Yes	□ No	36. 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.
□ Yes	$\square$ No	37. The library's facilities conform to local requirements for accessibility.
□ Yes	$\square$ No	38. The library cooperates in state, regional, and national efforts to promote library services.
□ Yes	□ No	39. Use basic PR/marketing tools such as brochures, flyers, bookmarks, and newspaper, radio, TV, public service outlets, websites, story times, displays, and programs in the library.
□ Yes	□ <b>No</b>	40. On an annual survey, library customers indicate that they have received courteous and helpful service from all library staff.
□ Yes	□ No	41. The library uses comparative statistics, annual surveys or other methods to evaluate the services offered.
□ Yes	$\square$ No	42. Library offers programming for children and adults.
□ Yes	$\square$ No	43. Library has policies and/or procedures for services provided.

☐ Yes ☐ No ☐ Yes ☐ No	<ul><li>44. Library programming is free and accessible by all.</li><li>45. Library must make every effort to maintain confidentiality of library records as addressed in Montana Code Annotated (MCA 22-1-1103.)</li></ul>	R
□ Yes □ No	46. 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.	A
Library Board Signature	l Chairperson:	İ
Library Direct Signature	tor:	
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.