

Library Development Standards Level II Major Service Center

LEVEL II MAJOR SERVICE CENTER Libraries serve their communities as resources for information, entertainment, cultural opportunity, and educational development. They provide broad subject coverage of informational and popular materials in a variety of formats for persons of all ages. Level II Major Service Center libraries provide reference and interlibrary loan services for smaller libraries throughout the state. It should also have active programs in marketing, community relations, information referral and customized library service.

Structure and Governance

1. The board operates under the appropriate statutory regulations:
 - The treasurer of the board is bonded as required by KSA 12-1226.
 - The board consists of the appropriate number of board members as specified in K.S.A. 12-1222 with terms cycling according to specifications in the above statute.
 - The library agrees to meet Kansas Administrative Regulation 54-1-8 to provide library service to any citizen of the territory comprising the System in the same manner that service is provided to a local resident
 - The library will comply with the terms of the Kansas Open Records Act and the Kansas Open Meetings Act.
2. The library employs a paid library director who is trained in basic computer literacy, interlibrary loan, basic reference and has an awareness of state and System services. The library should strive to meet Compensation Guidelines for Kansas Public Library Directors. Staff who complete a state level certification should be considered for a salary review and increase.
3. Liability insurance for the library is maintained by the library board or the library's parent government body and a copy of the current insurance policy is on file at the library. The carrier and the policy number is reported to the System annually.
4. An Americans with Disabilities Act compliance plan is on file documenting the library's actions toward compliance with federal mandates.
5. The library has written bylaws and policies on all of the following.

Collection Management

Intellectual Freedom
Selection
Weeding

Operations

Building/Room Use
Budget and Finance
Capital Improvements
Confidentiality of
Library Records
Copyright
Emergency Preparedness/
Disaster Recovery
Equipment Use

Gifts

Internet Use
Open Records/
Open Meetings
Patron Behavior
Public Access to Online
Services
Public Performances
Public Services

Personnel

Personnel
Continuing Education

6. The library board participates in no less than one continuing education annually such as a presentation at a regularly scheduled board meeting, attendance at a System workshop, or other library-related continuing education activities.

7. A designated library representative or alternate attends at least two executive or full board meetings of the Southwest Kansas Library System annually

8. The library has an individual or institutional membership to the Kansas Library Trustee Association for at least one member of the library board.

9. The library maintains at least one professional library membership for a board representative.

Planning, Funding and Marketing

10. The library board engages in ongoing community needs assessment such as patron satisfaction and needs surveys, questionnaires, or focus groups.

11. The librarian and library board members actively articulate, promote, and publicize the library's services and needs to the local, state, or federal officials.

12. The library develops and presents to its local governing body a written annual budget, files a copy annually with SWKLS, and keeps on file a copy of all portions of the local official budget related to the library.

Library Services and Resources

13. The library is open 55-75 hours each week including hours on weekends.
14. The library has an automated ILS and bibliographic records in full MARC format with holdings on the KLC and OCLC. The library participates in the statewide interlibrary loan network and serves as one of the major resource collections for interlibrary loan.
15. The library has a continuous weeding program.
16. The library annually expends not less than 10% of its total operating expenditures for purchase of library materials, adding items equal to not less than 3% of its collection.
17. The library maintains or provides access to basic and some specialized adult and children's reference and access to a periodicals index uses print and electronic formats. Four (4) percent of the library's materials budget is dedicated to current reference materials.
18. The library receives at least 120 current subscriptions for magazine and newspaper titles in print.
19. The library offers at least 20 or more services beyond circulation, cataloging, interlibrary loan and reference such as public meeting space, storytime, public typewriter, public programming, IRS tax forms, vertical file, community information referral, camera for checkout, voter registration, home-bound delivery, maintenance of hospital, senior center or jail collections, large print materials, group tours of the library, local records collection (i.e. cemetery records), organized long-range planning effort, or other approved services

Automation and Technology

20. The library has a telephone, a FAX machine, and a copier.
21. The library provides free public access to at least fifteen computers with internet access and five internet-access computers for staff.

22. The library has an Internet web page that is actively maintained and that contains current information about library services and programs.

23. The library annually reviews plans for appropriate technology use with System consultants.

Library Personnel

24. Library personnel pursue an ongoing program of continuing education activities and complete at least 60 hours of approved continuing education each year and at least three SWKLS executive board or full board meetings annually.

25. The library employs at least one FTE staff person per 1,600 population in the service area. The administrative librarian should hold an M.L.S. from an A.L.A. accredited institution. A salary schedule will be in place and benefits will be provided for full-time employees.

26. All employees are paid no less than the minimum wage as required in the Fair Labor Standards Act.

27. The library maintains a paid personal membership for the library director in two or more professional and service organizations.

Physical Facilities

28. The library maintains an ongoing evaluation of library facility maintenance, renovation and repair.