

## **APPENDIX B**

### **Requirements for Public Library Grant Funds**

#### **GEORGIA PUBLIC LIBRARY SERVICE REGULATIONS/RULES FOR STATE AID January 2003 (NOTE: New rules currently under review)**

#### **PLS-6-2-.01 REQUIREMENTS FOR PUBLIC LIBRARY STATE AID GRANT FUNDS**

##### ***(1) DEFINITIONS***

- (a) Affiliated library – a library that is a member of a library system.
- (b) Appropriated or levied taxes – taxes budgeted by action of the legal body of the local governmental taxing agency (city council, county commission, school board).
- (c) Current year – fiscal year for which the local governmental taxing agency plans and operates its budget.
- (d) Deposit – sum of money given as security for the use of equipment or materials that is returned to the patron when the equipment or materials are returned.
- (e) Fee – fixed charge for a service.
- (f) Fine – charge for failing to return library materials when due.
- (g) Headquarters – administrative office of the system.
- (h) Library materials – books, periodicals, serials, pamphlets, videotapes, films, computer software, microforms, records, audiotapes, compact discs, slides, maps and other items commonly found in library collections.
- (i) Library System Board of Trustees – board that governs a county or regional library system.
- (j) Local support – funding provided to library system boards of trustees by local governmental agencies with taxing authority.
- (k) Materials selection policy – written statement of the policies of the library system board of trustees for developing and maintaining the library collection.
- (l) Plan for distribution of services – comprehensive description of services offered by the library system.
- (m) Preceding year – preceding fiscal year for which the local governmental taxing agency planned and operated its budget.
- (n) Public library system – either a county public library consisting of one or more libraries in the county or a regional public library consisting of libraries in two or more counties that have organized with a regional administration.
- (o) School buildings – buildings in which a public or private school is located.
- (p) State aid – grants given by the department to public library system boards of trustees.

##### ***(2) REQUIREMENTS***

- (a) In order to receive any state aid funds, public library systems shall meet all requirements of Rule PLS-6-2-.01 (Requirements for Public Library State Aid Grant Funds).
- (b) The library system board of trustees shall have the sole authority to apply for state funds.
- (c) Library system boards of trustees shall annually submit for approval to the department a final report and the application for renewal of state aid on forms available from the department.

- (d) A public library system shall use state aid grant funds only for the purposes as stated in the grant.
- (e) The library system board of trustees shall submit the annual budget and any budget amendments to the department for approval.
- (f) Public library system boards of trustees shall be eligible for state aid funds if local governmental agencies financially supporting the public library system annually appropriate and make available a combined minimum local support of \$100,000 for a population of 20,000 or less and an additional \$1 per capita for that portion of the population exceeding 20,000. All public library systems that qualified for state aid on or before June 30, 1993, under the formula in effect at that time, shall remain eligible for state aid, provided all other applicable rules are met.
1. Local support for the current year shall be equal to or more than the preceding year.
  2. Funding agencies may designate funds provided for emergencies or special projects as one-time expenditures that do not require continuation into the following year.
- (g) Each public library system shall include in the calculation of required local support only those funds provided by local governmental taxing agencies.
- (h) The Library system board of trustees shall approve a materials selection policy to include the following:
1. Procedures.
  2. Criteria for selection.
  3. Collection maintenance and evaluation.
  4. A procedure to handle requests to reconsider library materials in the collection.
- (i) All libraries affiliated with the system shall be subject to the materials selection policy approved by the library system board of trustees.
- (j) The headquarters library in the public library system shall acquire, catalog, and process all library materials for the region, including all gift materials meeting the board-approved materials selection policy donated to any library in the system.
- (k) The public library system shall submit to the department a plan for distribution of services through such means as affiliated libraries, bookmobile service, deposit stations or home delivery systems.
- (l) All public libraries shall be in facilities located separately from school buildings.
- (m) The library system board of trustees shall adopt policies on materials, basic services, fees and the use of library facilities.
1. The library system board of trustees shall provide free basic library service to residents of the system service area.
  2. The library system board of trustees may choose to charge an annual nonresident fee for a library card to those who reside outside the service area of the library system. Nonresident cardholders shall be entitled to basic library services at no additional charge.
  3. The library system board of trustees may choose to recover from patrons unique, identifiable pass-through charges to defray costs incurred by the library from a third party in connection with specific transactions requested by patrons which exceed basic library services.
  4. The library system board of trustees shall not allow a rental or fee to be charged for the use of library facilities, except that a maintenance fee to cover cleaning of the designated area and/or utilities may be charged.
- (n) Each library system board of trustees shall meet at least four times a year and shall maintain at the headquarters the official minutes of the meetings.

(o) Each public library system shall have a written personnel policy approved by the library system board of trustees and submitted to the department.

Authority O.C.G.A. § 20-2-305; 20-5-2; 20-5-3; 20-5-4; 20-5-43; 20-5-46; 20-5-48

Adopted: May 13, 1993

Effective: June 9, 1993

Cross Ref.: Rule PLS-6-2-.05 (Public Library State Aid Grants)

## **PLS-6-2-.05 PUBLIC LIBRARY STATE AID GRANTS**

### **(1) DEFINITIONS**

- (a) Professional Librarian – a person who holds a master’s degree in the field of librarianship from an American Library Association - accredited library school.
- (b) Subregional library for the blind and physically handicapped – a library recognized and contracted with by the Board of Regents University System of Georgia (BOR) to provide specified library services in an assigned geographic area to persons certified to receive library services under the requirements of the Library of Congress’ National Library Service for the Blind and Physically Handicapped program.

### **(2) REQUIREMENTS**

- (a) Library system boards of trustees shall apply annually for state aid grants.
- (b) State-Paid Public Library Position Grants.
  - 1. Library system boards of trustees shall employ as state-paid librarians persons who hold at least the Librarian’s Professional Graduate Certificate (Grade 5[b]) issued by the Georgia State Board for the Certification of Librarians.
    - (i) Persons holding a Librarian’s Semiprofessional Certificate (Grade 2) and employed in a state-paid librarian position July 1, 1985, and who have continuously been employed in that position may continue to be employed as a state-paid librarian by the same library system.
    - (ii) If a person holding a Grade 2 certificate leaves a state-paid librarian position, he or she may not be reemployed by the same or any other public library system in a state-paid librarian position unless he or she obtains a Grade 5(b) Librarian’s Professional Graduate Certificate from the Georgia State Board for the Certification of Librarians.
- (c) Public Library Travel Grants.
  - 1. Library system boards of trustees shall apply annually for travel grants for:
    - (i) Travel of employees holding state-paid positions.
    - (ii) Operation of library-owned vehicles staffed by a state-paid librarian.
  - 2. Library system boards of trustees shall reimburse state-paid employees according to BOR.
- (d) Public Library Maintenance and Operation Grants.
  - 1. Library system boards of trustees shall apply annually for maintenance and operation grants. The application shall include:
    - (i) Assurances that each county in the region will receive its per capita share of the funds or services.
    - (ii) A description of services to be provided in each county using maintenance and operation funds.

(iii) A budget in which the specific expenditures for maintenance and operation funds are described.

2. The library system board of trustees shall not use the state maintenance and operation grant for land acquisition, for constructing a new library facility or for remodeling an existing facility.

(e) Public Library Materials Grants.

1. Library system boards of trustees shall apply annually for materials grants to be used only for purchase of library materials in accordance with the board-approved materials selection policy.

(f) Grants to Subregional Libraries for the Blind and Physically Handicapped.

1. Library system boards of trustees shall apply annually for subregional library grants to be used for the operating expenses of the subregional library for the blind and physically handicapped. The application shall include:

(i) A description of liaison services that will be provided to all counties within the assigned service area.

(ii) A standard BOR contract which specifies service and operational requirements.

2. The Subregional Library for the Blind and Physically Handicapped shall have on file a signed "Sublending Agency Services Agreement for Sound Reproducers and Other Reading Equipment" designating them as a sublending agency by the Library of Congress National Library Service for the Blind and Physically Handicapped.

Authority O.C.G.A. § 20-2-305; 20-5-1; 20-5-3; 20-5-43; 20-5-45; 20-5-46; 20-5-56; 43-24-4; 47-3-1.

Adopted: July 14, 1994

Effective: August 11, 1994

Cross Ref.: PLS-6-2-.01 (Requirements for Public Library State Aid Grant Funds); National Library Service for the Blind and Physically Handicapped Network Manual; State of Georgia Travel Regulations; State Board for the Certification of Librarians Laws and Rules.

## **PLS-6-2-.06 Administrative Definitions and Requirements**

### **(1) ADMINISTRATION**

(a) In the exercise of its management and fiscal responsibilities for public libraries and library programs, the Board of Regents of the University System of Georgia (BOR) shall establish working definitions for various types of libraries, levels of service, common procedural functions, and etc.

These definitions will be used to establish common benchmarks for measures of service, grant eligibility, reporting functions, and accounting functions.

### **(2) DEFINITIONS**

(a) Central Library or Administrative Headquarters

A Central Library or Administrative Headquarters is a single library, or a library which is the operational center of a multiple-facility library, or an administrative office which is the operational center of a multiple facility library. Usually, in a single library or a library that is the operational center of a multiple facility library, all processing is centralized and other administrative services are performed in these facilities. The principal collections are housed in these facilities. A single library or a library which is the operational center of a multiple facility library is synonymous with main library. Single outlet central libraries must meet or exceed branch requirements.

(b) Branch Library

A Branch Library is open 30 or more regularly scheduled hours weekly. It has paid library staff with an organized collection of library materials accessible through on-site catalog. A branch library is in separate quarters with defined space used solely for library purposes, with a minimum of 1000 gross square feet. A telephone must be on site and not shared. A Branch Library must have a separate line for computer use and a computer dedicated to a patron use. Branch libraries do not include administrative office buildings service outlets, bookmobiles, separate meeting/classroom buildings, processing centers or warehouses.

(c) Library Service Outlet

A Library Service Outlet is open fewer than 30 hours weekly with paid library staff. It has an organized collection of library materials accessible through on-site catalog. The Library Service Outlet is in separate quarters with defined space used solely for library purposes, with fewer than 1000 gross square feet. A telephone must be on site and not shared. The Library Service Outlet must have a separate line for computer use and a computer dedicated to patron use.

(d) Book Deposit

A Book Deposit has no set hours of operation and no paid library staff. A Book Deposit has a rotating collection of materials and no on-site catalog. Also, it has no telecommunications or limited/borrowed telecommunications access. A Book Deposit is located in a shared and/or borrowed space. If any item stated in this definition except Book Deposit locations is met, the facility is automatically classified as a Book Deposit.

Other types of facilities

Other types of facilities are processing centers, classroom buildings or warehouses.

(e) Circulation

Circulation measures the customer's ability to use the library's materials outside the facility. This activity can be measured in several ways, including courier work load and reserves filled. It does not reflect the use of materials in the building, measured by in-house use studies. Nor does it reflect on the staff activity necessary to move items from place to place to get them to the customer's hands.

Circulation is defined as checking out the item to the customer for use outside the facility. Should the customer wish to renew an item, which the library has chosen to be eligible for renewal, the renewal will count as an additional circulation. Check-ins will not count in circulation.

For the purposes of this definition, deposit collections will count as one circulation per item, unless there is a formal method in place to measure the circulation (check out of the materials to the customers for use outside the location of the deposit collection). Then the actual circulation of the materials will be counted, instead of one circulation/item.

(f) Reporting Requirements

Public Library Systems are required to account for their local, federal, and state funds using the Standard Georgia Public Library Chart of Accounts. All Public Library reports shall be submitted to the BOR in a standard format developed by BOR. These reports shall include the revised standard chart of accounts and other standard reports and coding necessary to accomplish the day to day operations and management of the public libraries.

**Adopted: May 7, 1998**

**Effective: May 7, 1998**

**Authority O.C.G.A. § 20-2-305; 20-5**

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