

# ***Categories of State Aid***

An outline version of State Standards

## Quality Libraries Aid and Basic Standards for Local Libraries

Category	Basic Standard
<b>Access Pennsylvania</b>	The library must participate in the Access Pennsylvania Statewide Card Program. 303.3(A)(1)
<b>Census</b>	The library must claim for State Aid purposes the official census population of the municipality in which it is located
<b>Collection (General)</b>	<ol style="list-style-type: none"> <li>1. The library's collection must be selected to serve the informational, educational and recreational needs of all residents of its service area. 141.25(c)(5)(iii)</li> <li>2. The library must have a collection of ready reference items sufficient to meet the needs of its service area. 141.25 (c)(5)(iv)</li> </ol>
<b>Collection Expenditures</b>	The library must expend twice the amount of the previous year's Equal Distribution Grant for library materials. 141.25(c)(5)(ii)
<b>Collection Size</b>	<ol style="list-style-type: none"> <li>1. The library must have a collection, available on its premises, of not less than 6,000 items which are organized by subject and recorded in a manner which makes them easily accessible to the public. 141.25(c)(5)(i)</li> <li>2. The library must subscribe to at least ten (10) different periodicals that are indexed in the "Readers Guide to Periodical Literature" or other recognized periodical indexes. (Online database periodicals cannot be used to meet this standard.) 141.25(c)(5)(v)</li> </ol>
<b>Continuing Education</b>	The library director must attend at least eight (8) hours of continuing education programs each year. 303.3(A)(5)
<b>Hours of Service</b>	The library must be open for service at least 26 hours per week during hours best suited to the needs of its service area with at least six (6) hours on Saturday and/or Sunday. Weekend hours may be reduced to four (4) hours for a maximum of ten (10) weeks per year. 303.3(A)(4)
<b>Interlibrary Loan</b>	<ol style="list-style-type: none"> <li>1. The library must loan materials free of charge on a reciprocal basis to all types of libraries in the Commonwealth. 303.3(A)(2)</li> <li>2. The library must provide interlibrary loan free of charge to residents of the library's direct service area. 303.3(A)(3)</li> </ol>

Category	Basic Standard
<b>Internet Policy</b>	If the library provides access to the internet or an online service, it must have a policy regarding access by minors to the Internet and online sites that contain or make reference to explicit sexual materials as define in 18 Pennsylvania Code of Statutes 5903 (relating to obscene and other sexual materials and performances). 304(B)(2)
<b>Library Board</b>	<p>The library must be governed under a Home Rule Charter (Home Rule Charter and Optional Plan Law 53 P.S. 1-101 to 1-1309); 141.21(2)(i)(B)</p> <p>OR</p> <p>The library must be governed by a library board of which members are appointed by municipalities which contribute to the library an amount equal to at least 15% of the library’s total municipal income (not total income). 141.21(2)(i)(B)</p> <p>For libraries established prior to June 14, 1961:</p> <p>The library board is appointed by the municipal officers of each municipality contributing to the support of the library as mutually agreed upon by the contributing municipalities, provided that no single municipality shall be required to appoint more than two (2) board members. 411</p> <p>For libraries established after June 14, 1961:</p> <p>Municipal officers appoint all members and fill vacancies. The board consists of five to seven (5-7) members if, the library is supported by a single municipality, or if two (2) or more municipalities contribute to the library, the board consists of no more than nine (9) members. 411</p>
<b>Library Director Hours</b>	The Library Director must work at least 20 hours per week during hours when the library is open. 141.25(c)(6)(ii)
<b>Per Capita Expenditure</b>	The library must expend \$5.00 per capita in local effort (county, municipal, private) for the municipality in which it is located and \$5.00 per capita for other contiguous municipalities for which it receives State Aid. 303.2(C)

Category	Basic Standard
<b>Reference</b>	1. Ready reference service is available at all times the local library is open. 141.25(c)(4)(ii) 2. The staff of the library communicates with the District Library Center for reference assistance and interlibrary loans. 141.25(c)(4)(iii)
<b>Resolution</b>	The library must have a resolution from the municipality in which it is located designating it as the agent for providing library service. 141.21(2)(i)(D)
<b>Resource Library</b>	The central library unit of a local library must be the principal resource library or administrative center. 141.25(b)
<b>Service</b>	1. The library must serve municipalities for which it earns State Aid for not less than ten (10) successive years. 141.25(c)(3) 2. The library must provide free library service to the residents of all municipalities that contribute to its support. No non-resident fee is collected from these residents. 131.19(a) & (b)
<b>Signage</b>	The library must have a sign clearly identifying it from the outside as a public library. 141.25(c)(4)(v)
<b>Telephone</b>	The library must have a telephone listing in the local directory in the name of the library. 141.25(c)(4)(iv)
<b>Weekend Hours</b>	The library must be open at least six (6) hours on Saturday and/or Sunday. The library may reduce weekend hours to four (4) for a maximum of ten (10) weeks per year. 303.3(A)(4)

## Incentive for Excellence and Minimum Standards for Local Libraries

Category	Minimum Standard		
<b>Basic Standards</b>	The library must meet all basic library standards. 303.5(B)		
<b>Certification/Head Librarian</b>	<p>The library must be administered by a head librarian certified as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Population:            0-9,999            10,000-19,999            20,000 and over         </td> <td style="width: 50%; vertical-align: top;">           Level of Certification:            Library Assistant            Provisional Librarian            Professional Librarian         </td> </tr> </table> <p>141.21(2)(iv)(C)</p>	Population: 0-9,999 10,000-19,999 20,000 and over	Level of Certification: Library Assistant Provisional Librarian Professional Librarian
Population: 0-9,999 10,000-19,999 20,000 and over	Level of Certification: Library Assistant Provisional Librarian Professional Librarian		
<b>Collection Expenditure</b>	The library must plan to expend no less than 12% of the total operating budget on materials. If the library is expending at or above the 12% level, the library must increase the amount expended by at least 5% annually <b>or</b> the percentage of increase in the state aid appropriation, whichever is less. 303.6(1)		
<b>Collection Policy</b>	The library must have a written policy covering the selection and maintenance of its collection. 141.21(2)(iii)(A)		
<b>Collection Size</b>	<p>1. The library must have a well balanced collection of at least 1.5 currently useful cataloged and classified items per capita; provided that no library have fewer than 15,000 items. 141.21(2)(iii)(B) p. 64</p> <p>2. The library must subscribe to a balanced collection of currently useful periodicals according to the following minimums:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Population:            Less than 10,000            10,000-24,999            25,000-49,999            50,000 and over         </td> <td style="width: 50%; vertical-align: top;">           Minimum Titles:            30            50            75            125         </td> </tr> </table> <p>141.21(2)(iii)(C)</p>	Population: Less than 10,000 10,000-24,999 25,000-49,999 50,000 and over	Minimum Titles: 30 50 75 125
Population: Less than 10,000 10,000-24,999 25,000-49,999 50,000 and over	Minimum Titles: 30 50 75 125		
<b>Continuing Education</b>	Paid staff working at least 20 hours per week in direct support of the library or library system must have at least six (6) hours of continuing education every two (2) years. 303.6(3)		

<b>Category</b>	<b>Minimum Standard</b>										
<b>DLC Resolution</b>	The library must have a resolution committing them to participate in the District Library Center Cooperative Program. 141.21(2)(i)(F)										
<b>Full Time Equivalency</b>	The library must have one qualified staff member or full time equivalent (FTE) for each 3,500 persons in its direct service area. The library must have at least one (1) full time staff member. If there is only one (1) full time staff member, that person must be certified at least as a Library Assistant. 141.21(2)(iv)(D) p. 65										
<b>Hours of Service</b>	<p>The library must maintain a regular weekly schedule of hours according to the following minimum standards:</p> <table data-bbox="787 613 1407 792"> <thead> <tr> <th data-bbox="787 613 1155 646">Population:</th> <th data-bbox="1155 613 1407 646">Hours Per Week:</th> </tr> </thead> <tbody> <tr> <td data-bbox="787 646 1155 678">Below 7,000</td> <td data-bbox="1155 646 1407 678">35</td> </tr> <tr> <td data-bbox="787 678 1155 711">7,000 – 24,999</td> <td data-bbox="1155 678 1407 711">45</td> </tr> <tr> <td data-bbox="787 711 1155 743">25,000 – 49,999</td> <td data-bbox="1155 711 1407 743">50</td> </tr> <tr> <td data-bbox="787 743 1155 776">50,000 and over</td> <td data-bbox="1155 743 1407 776">65</td> </tr> </tbody> </table> <p>303.6(2) and 141.21(2)(ii)(C)</p>	Population:	Hours Per Week:	Below 7,000	35	7,000 – 24,999	45	25,000 – 49,999	50	50,000 and over	65
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Below 7,000	35										
7,000 – 24,999	45										
25,000 – 49,999	50										
50,000 and over	65										
<b>Local Financial Effort</b>	The library must maintain the amount of local financial effort expended in the previous year. 303.5(D)										
<b>Local Government</b>	The library must be an integral part of the general local government. 141.21(2)(i)(C)										
<b>Local Government Income</b>	The library must maintain the amount of local government support for normal, recurring operating costs received in the previous year. 304(D)										
<b>Personnel Policy</b>	The library must have a written personnel policy. 141.21(2)(iv)(B)										
<b>Reporting</b>	The library must report annually to its contributing municipalities. 141.21(2)(i)(E)										
<b>Statement of Duties</b>	The library must have a written statement differentiating the duties of the library board, the librarian and the library staff. 141.21(2)(i)(G)										
<b>Supplement Not Supplant</b>	The library must use state aid funds to supplement local support rather than to supplant them. 303.5(D) and 141.21(5) and 141.21(9)										
<b>Weekend Hours</b>	The library must be open seven (7) hours on the weekends (Saturday and/or Sunday). May reduce weekends to four (4) hours for up to ten (10) weeks (seasonal adjustment). May reduce total hours by three (3) hours for up to ten (10) weeks (seasonal adjustment). 303.6(2)										

## Basic Standards for Bookmobiles

Category	Basic Standard
<b>Capacity</b> 22 PA Code § 141.28(b)(5)(i)	The bookmobile must have a shelf capacity for at least 2,000 items.
<b>Collection Expenditure</b> 22 PA Code § 141.28(b)(5)(ii)	The library that operates the bookmobile must spend at least twice the amount of the previous year's Equal Distribution grant on library materials for the bookmobile.
<b>Collection Size</b> 22 PA Code § 141.28(b)(5)(i)	The bookmobile must offer a selection of at least 6,000 currently useful titles annually.
<b>Reference</b> 22 PA Code § 141.28(b)(4)(ii) 22 PA Code § 141.28(b)(4)(iii)	<ol style="list-style-type: none"> <li>1. The bookmobile must provide some ready reference.</li> <li>2. The staff of the bookmobile must communicate with the headquarters library for reference assistance and interlibrary loan.</li> </ol>
<b>Staffing</b> 22 PA Code § 141.28(b)(6)(ii) 141.28(b)(6)(i)	<ol style="list-style-type: none"> <li>1. The person in charge of the bookmobile must work on it the majority of the hours that it is at stops.</li> <li>2. The bookmobile must be staffed by a trained staff person at all stops.</li> </ol>
<b>Stops</b> 22 PA Code § 141.28(b)(4)(i)	The bookmobile must be at stops not less than 20 hours weekly at times and locations best suited to the needs of the residents of its service area.
<b>Structure</b> 22 PA Code § 141.28(b)(2)	The local library or library system that operates the bookmobile must meet basic standards.

Note: The numbers found after the explanation of each standard refer to the chapter and section where the full standard can be found in the Pennsylvania Library Laws.

Pennsylvania Library Laws that can be found online at:

[http://www.portal.state.pa.us/portal/server.pt/community/library\\_resources/8722/pennsylvania\\_library\\_laws/524625](http://www.portal.state.pa.us/portal/server.pt/community/library_resources/8722/pennsylvania_library_laws/524625)