



Warren Library Association
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SENECA LIBRARY DISTRICT

DISTRICT CONCEPT

The state of Pennsylvania is divided by Commonwealth Libraries into 29 geographic regions called districts. Within each district, the State Librarian designates one strong library as the District Library Center. That library is then expected to provide supplementary library services to all local libraries within the district, make its resources available without charge to all residents of the district, coordinate the services of all local libraries, and exchange, provide, and contract for library services with other district library centers. All public libraries in the state are served by one of the 29 District Library Centers. Our district is named the Seneca Library District and serves the libraries in Warren, McKean, Forest, Elk and Cameron counties.

District Library Centers are allocated an appropriation of State Aid on a per capita basis in support of services they provide to libraries in each district. In exchange, Commonwealth Libraries requires that each District Center meet certain minimum standards.

Services provided to district member libraries include:

- Reference
 - Assist member libraries in answering patron's questions.
 - Assist member libraries in developing reference collections.
- Interlibrary Loan
 - Lend materials to member libraries from District Library collection
 - Obtain materials not at the District Center from other libraries in the state and nation
 - Delivery of materials to libraries within the District via IDS
- Children's Services
 - Assist member libraries in developing children's/young adult collections and programming.
- Adult Services
 - Assist member libraries is developing adult collections and programming.

*Libraries in Cameron, Elk, Forest,
McKean & Warren Counties*



- **Cataloging Services**
Assist local libraries with creating accurate catalog records.
- **Technology Services**
Encourage and support use of new and existing technology throughout District
Provide one full-time District Technology Consultant
- **Financial Services**
Provide advice on financial issues related to public library operation
- **Consultant Service**
Employ one full-time professional librarian to provide professional library knowledge to local libraries.

LIBRARIES OF THE SENECA DISTRICT

Bradford Area Public Library—McKean County
Barbara Moscato Brown Memorial Library, Emporium, PA—Cameron County
Johnsonburg Public Library—Elk County
Friends' Memorial Library, Kane, PA—McKean County
Marienville Area Library—Forest County
Mt Jewett Memorial Library—McKean County
Samuel W. Smith Memorial Public Library, Port Allegany, PA—McKean County
Ridgway Free Public Library—Elk County
Sheffield Township Library—Warren County
Hamlin Memorial Library, Smethport, Pa—McKean County
St Marys Public Library—Elk County
Sugar Grove Free Library—Warren County
Tidioute Public Library—Warren County
Sarah Stewart Bovard Memorial Library, Tionesta, PA—Forest County
*Warren Library Association—District Center Library—Warren County
Wilcox Public Library—Elk County
Youngsville Public Library—Warren County

SENECA DISTRICT MEMBER LIBRARY RESPONSIBILITIES

1. Comply with standards for public library service set by the Commonwealth of Pennsylvania. Member libraries unable to comply with standards in any given year must submit statements simultaneously to the District Center Administrator and Commonwealth Libraries Liaison, detailing areas of noncompliance and outlining remedial efforts.
2. File all annual reports, Access Pennsylvania Statewide Card Program claim forms, and other documents required by Commonwealth Libraries or the District Library Center in a timely fashion.

3. Actively support and participate in District meetings, continuing education programs, planning and review efforts, and public relations programs.
4. Comply with interlibrary loan and delivery procedures established by the District Library Center.
5. Keep District Center informed concerning major events in member libraries.
6. Endorse and adhere to the Pennsylvania Interlibrary Loan Code.

DISTRICT ADVISORY COUNCIL

Each District Library Center is required by state law to have an advisory council to the district center. The council is to be made up of a librarian and trustee from each library in the district, except districts shall have the option to develop a plan of rotation of local library representation. The Seneca District uses a plan of rotation. The District Advisory Council's duties include review of the district budget and help in developing district plans, policies, services, and programs. This group is to meet at least 3 times per year. The District Consultant is responsible for advising and working with this council.

DISTRICT CONSULTANT

Liaison with Commonwealth Libraries

- Clarify and notify libraries of State requirements & regulations.
- Collect and disseminate data and information
- Review, correct, and file reports from local libraries

Visit and counsel

- Counsel librarians, boards, governmental agencies, and organizations supportive of libraries.
- Assist local libraries in writing grant applications
- Assist local libraries in completing reports required by Commonwealth Libraries

Provide programs & continuing education for District Libraries

- Help keep library personnel and trustees up to date on library trends and programs
- Arrange for and conduct workshops and other continuing education events for library staff and trustees.

Professional Collection

- Maintain and make available collection of materials related the administration and operation of public libraries.

Public Relations and advocacy

Assist in advocating for improved library service and support

Assist in development of brochures, press releases, sample letters, etc. to communicate the value of library service.

Encourage sharing of resources & use of District Library services

Interlibrary Loan, rotating collections

Facilitate sharing of personal expertise

Encourage use of Cataloging, Reference etc. staff in Warren

Keep Warren staff & Director informed of local library needs

Create and distribute District Newsletter, publicity releases & other publications promoting libraries within the District.

Advise and work with District Advisory Council

FORMS TO BE FILED

1. Seneca District Library Continuing Education Attendance Record (ongoing, as CE programs are completed.)
2. Access Pennsylvania Statewide Library Card System Claim Form (4 times per year)
3. Annual Report and supporting paper documentation (due April 1)
4. Audit or Financial review (due with Annual Report or PRIOR to October 1)
5. Summer Reading Statistical Report and Evaluation (due in Fall)
6. County Coordination Plan—work with other libraries within county (due PRIOR to Oct. 1)
7. Local Library Plan for the Use of State Aid (due November)
8. Technology Plans—required for E-rate program (every 3 years)
9. E-rate Application forms (If library receives E-rate discounts)
 - a. Form 470-Description of Services Requested and Certification
File any time of year except if filing for tariffed services (telephone), cannot file till after July 1. Must be posted 28 days before Form 471 may be filed.
 - b. Form 471-Services Ordered and Certification
Notifies the SLD of vendor selection.
File mid-November to mid-January
 - c. Form 486-Receipt of Service Confirmation Form
 - d. BEAR Form 472-Billed Entity Applicant Reimbursement
May not have to file depending on how your service provider passes on the discounts to you. If you get discounted bills, this form is not necessary.