

Memo

To: Montana Library Community

From: Darlene Staffeldt, State Librarian

Date: May 3, 2010

Re: **Administrative Rule Amendments**

Dear Montana Public Library Community

Please know that the State Library Commission at their April 10, 2010 meeting authorized administrative rules changes for some of the public library standards. The official rule notice is attached and is also located on the State Library website at: <http://msl.mt.gov>. The public hearing for this process will be May 20, at the State Library in Helena. Both written and oral comments may be received at the hearing. The last date by which written comments may be received is May 28th.

The essential standards that are recommended for changes include:

- Monthly or at least every other month, library board meetings... Changed from "quarterly".
- Delete current standard that a library must have a written mission statement
- Every three years the board and the director review the adequacy of insurance coverage for the collection and building, and update the coverage as necessary. Changed from "annually".
- All public library directors will be certified by the state library. Changed from "libraries that serve less than 25,000 people employ a library director who is or will be within three years of hire certified by the state library".

- The board adopts a collection management policy that it reviews every three years. The policy addresses the use of electronic resources. Changed in that library does not have to submit its collection management policy to the Montana State Library.
- The library's collection is continually evaluated for additions and deletions based on the library's collection management policy. Changed from "the entire collection is evaluated within each three-year period".
- The board and the director identify and attempt to address facility shortcomings. Changed from "The board and the director address any identified facility shortcomings in a building plan".
- Every two years the library gathers feedback on library services from library users and non-users. Changed from "annual survey".

For the complete set of recommended changes including the above as well as changes to the some of the enhanced and excellent standards see the information at: http://msl.mt.gov/About_MSL/commission/archive/2010/04/ARMchangesforpubliclibrarystandards.pdf

Important dates to remember:

On May 20, 2010 at 11:00 a.m., the Montana State Library will hold a public hearing in the Grizzly Conference room of the State Library, 1515 E 6th Ave, Helena, Montana, to consider the proposed amendment of the above-stated rules. Interested persons may submit their data, views, or arguments either orally or in writing at the hearing.

Written data, views, or arguments may also be submitted to: Marlys Stark, Montana State Library, PO Box 201800, Helena, Montana, 59620-1800; telephone (406) 444-3384; fax (406) 444-0266; or e-mail mstark2@mt.gov, and must be received no later than **5:00 p.m., May 28, 2010**.

May 29 to June 4 – Staff will prepare the amendment notice including all summarized comments and responses which will be presented to the Commission.

The Commission at their meeting in Helena on June 9, 2010 will vote to amend as proposed or with the changes identified.

The Amendment notice must be submitted to ARM Bureau by noon on June 14, 2010.

Amended rules are effective on June 25, 2010.