



BOX 1601 • HARRISBURG 17126

November 14, 1973

DISTRICT LIBRARY CENTER INFORMATION MEMORANDUM 73-15

SUBJECT: Proposed Minimum Standards for Public  
Library Systems in Pennsylvania

TO: District Library Center Directors  
and Extension Librarians

Board Presidents and  
Head Librarians of Systems

FROM: Marvin W. Mounce, Director  
Bureau of Library Development

Attached is a copy of proposed standards and related guidelines for library systems. The document is sent to you for comments and suggestions. If you will send them to me by December 15, I shall be grateful. District Library Center Directors and Extension Librarians will have opportunity to discuss it at the District Heads' meeting in Harrisburg on November 29.

The standards for local libraries which were issued late in 1969 do not apply to libraries that are units in the system. However, the system as a whole is the local library for the area served by it. Since the standards for local libraries apply to the system as a whole, in the attached document a star(\*) identifies those elements which must be fulfilled by the system by the end of 1974.

The standards for systems as distinguished from local libraries, however, include elements that are peculiar to systems including standards for their units. In the attached document, those elements are not starred, and the system will be allowed five years from the effective date of the standards to fulfill them.

One of the standards to be fulfilled by the end of 1974 is appointment of a system coordinator/administrator. The assumption is that the system board will select a librarian already employed in the system, who most nearly meets the certification requirements, to assume the responsibility in addition to his other duties. In some cases, the district library center extension coordinator will be a good choice to fulfill that role since he or she has a guidance responsibility for local libraries in the district. If the extension coordinator is selected, an agreement should be made with the district library center for use of his or her services. It should include additional compensation to the coordinator paid by the system.

Your comments about the proposed standards will be very welcome. If you believe that additional elements should be included, we shall be pleased to hear about them. The document is subject to revision.

Enclosure

BLD/MWM/vh(100)11-14-73

PROPOSED  
MINIMUM STANDARDS FOR PENNSYLVANIA SYSTEMS<sup>#</sup>

Starred(\*) standards are to be fulfilled by January 1, 1975 by systems which have existed five or more years. State aid payments in January 1976 will be governed by them. Other systems will be allowed five years from the date of establishment to fulfill them. The unstarred standards must be fulfilled by existing systems within five years of the effective date of the standards. Systems established after the effective date will be allowed five years from the date of establishment to fulfill them.

22 Pennsylvania Code 141.21

Achievement of standards of services.

(i) STRUCTURE AND GOVERNMENT OF LIBRARY SERVICE.

(A) \*THE SYSTEM SHALL HAVE A CLEAR LEGAL BASIS FOR ESTABLISHMENT,  
ORGANIZATION AND FINANCIAL SUPPORT.

- (a) The Library Code, the Act of June 14, 1961, P.L. 324, as amended through January 3, 1972, is the authority for establishing library service at public expense.
- (b) \*System board members shall be appointed in accordance with The Library Code, Section 411.
- (c) \*The system shall have written agreements of participation between the system board and each member unit in which the obligations, services and contributions of each party shall be stated.
- (d) \*The system board shall have and shall file with the State Library of Pennsylvania and its local agencies a written Plan for system-wide service and development. The Plan shall be reviewed annually and amended as necessary.
- (e) \*The system board and the participating units shall determine the effective service area of each unit.
- (f) \*The annual operating expenditures of the system must exceed the minimum specified for a local library in Title 22, The Pennsylvania Code, Section 141.21(2)(i)(C).

(B) THE SYSTEM SHALL BE AN INTEGRAL PART OF LOCAL GOVERNMENT.

- (a) \*If the system receives public funds, including state aid, the municipality(ies) from which the system receives its

<sup>#</sup>See Guidelines for system characteristics and definitions.

public funds shall pass an ordinance or resolution designating the system to provide free public library services to the residents and taxpayers thereof.

- (b) \*The system board shall adopt a resolution accepting the municipal designation.
- (c) \*The system library board shall report at least quarterly to its municipality(ies) and to the member units within the system.
- (C) \*THE SYSTEM BOARD SHALL COMMIT THE SYSTEM, BY RESOLUTION, TO PARTICIPATION IN THE DISTRICT LIBRARY CENTER COOPERATIVE PROGRAM.
- (D) \*THE FUNCTION OF THE SYSTEM BOARD AND OF THE SYSTEM COORDINATOR/ADMINISTRATOR SHALL BE CLEARLY DIFFERENTIATED IN A WRITTEN STATEMENT.
  - (a) \*The system board shall develop and adopt policies that will be applicable throughout the system.
  - (b) \*It shall develop conditions and requirements that must be fulfilled by units to participate in the system, including the conditions under which additional units may be limited in number, established and permitted to join the system.
- (E) \*THE SYSTEM COORDINATOR/ADMINISTRATOR AND THE HEADS OF THE PARTICIPATING UNITS SHALL MEET AT LEAST BI-MONTHLY TO CONSIDER SYSTEM MATERIALS SELECTION AND SYSTEM SERVICES AND ACTIVITIES.

(ii) SERVICE

- (A) \*ALL AGENCIES WITHIN THE SYSTEM SHALL SERVE FREELY ALL RESIDENTS OF THE SYSTEM-WIDE SERVICE AREA.
- (B) THE UNITS WITHIN THE SYSTEM SHALL MAINTAIN WELL-PLANNED HOURS OF SERVICE IN ACCORDANCE WITH THEIR EFFECTIVE SERVICE AREAS.
  - (a) \*The system board shall adopt a policy, to be applied on a system-wide basis, relative to regularly scheduled hours of service for units within the system which will permit all residents of the system's community convenient access to library materials and services.

(b) \*Some unit within the system shall be open at least every afternoon and evening Monday through Friday and Saturday afternoon so that residents of the system's community will have access to some library services at all of these times.

(c) \*The principal unit within the system shall be open at least 65 hours per week, or in systems of several relatively equivalent units, two of the units combined and open at alternate hours shall offer at least 65 hours of weekly service.

(d) \*Systems shall publish widely the open hours of their headquarters unit and those of its member units.

(e) \*System units shall be open for service weekly related to their effective service areas as follows:

Population less than 2,500	At least 15 hours weekly, including 3 afternoons and evenings.
Population 2,500 - 4,999	At least 20 hours weekly, including 3 afternoons and evenings.
Population 5,000 - 9,999	At least 28 hours weekly, including 4 afternoons and evenings.
Population 10,000 - 24,999	At least 35 hours weekly, including 4 afternoons and evenings.
Population 25,000 - 49,999	At least 50 hours weekly, including 4 afternoons and evenings, and some Saturday or Sunday hours.
Population 50,000 plus	At least 65 hours weekly, including 5 afternoons and evenings, and some Saturday or Sunday hours.

(c) THE SYSTEM SHALL PROVIDE DELIVERY SERVICE AMONG ITS UNITS AT LEAST ~~TWICE~~ WEEKLY.

(D) THE SYSTEM SHALL OFFER SUCH OTHER SYSTEM SERVICES AS ARE MUTUALLY AGREED UPON BY THE PARTICIPATING UNITS, EXAMPLES OF WHICH ARE ENUMERATED IN THE GUIDELINES.

(E) \*THE SYSTEM BOARD SHALL COMPLETE AND SUBMIT, WITHIN THE PRESCRIBED TIME LIMIT, THE ANNUAL REPORT FORM AND OTHER FORMS REQUIRED BY THE STATE LIBRARIAN.

(iii) LIBRARY MATERIALS

(A) \*THE SYSTEM SHALL HAVE A WRITTEN STATEMENT OF POLICY GOVERNING THE SELECTION AND MAINTENANCE OF ITS COLLECTION OF LIBRARY MATERIALS.

(B) A WELL-BALANCED MINIMUM COLLECTION OF LIBRARY MATERIALS SHALL BE AVAILABLE WITHIN THE SYSTEM AS FOLLOWS:

(a) Each unit shall provide a balanced collection of at least 1-1/4 currently useful volumes per capita in accordance with its effective service area, except that the headquarters unit shall provide a minimum collection of at least 1-1/2 currently useful volumes per capita in accordance with its effective service area.

(b) The system as a whole shall provide a minimum collection of at least 1-1/2 currently useful volumes per capita.

(c) The minimum basic, permanent collection of any unit shall be 3,000 currently useful volumes.

(d) The system shall develop interlibrary loan services and rotating collections to supplement the basic collections of the units.

(C) THE SYSTEM AND ITS UNITS SHALL SUBSCRIBE TO AND PROVIDE A COLLECTION OF CURRENTLY USEFUL PERIODICALS MAINTAINED AS FOLLOWS:

Population less than 5,000	At least 25 titles
Population 5,000 - 9,999	At least 35 titles
Population 10,000 - 24,999	At least 50 titles
Population 25,000 - 49,999	At least 75 titles
Population 50,000 plus	At least 125 titles

\*The system as a whole shall provide at least the number of different titles specified for its population groups according to the above.

(D) \*THE SYSTEM SHALL DEVELOP AND MAINTAIN AT LEAST A UNION LIST OF SYSTEM LIBRARY MATERIALS AND PERIODICALS.

- (E) \*THE SYSTEM SHALL DEVELOP A SCHEDULE FOR THE MAINTENANCE OF A BACK FILE OF EACH TITLE OF ITS PERIODICAL HOLDINGS.

(iv) PERSONNEL

- (A) THE SYSTEM SHALL HAVE A WRITTEN PERSONNEL POLICY, INCLUDING A SYSTEM-WIDE CLASSIFICATION AND PAY PLAN, APPLICABLE TO ALL UNITS WITHIN THE SYSTEM.

- (B) \*THE SYSTEM SHALL BE ADMINISTERED BY A COORDINATOR/ADMINISTRATOR CERTIFIED AS A PROFESSIONAL LIBRARIAN, provided, however, that no system shall be deprived of state aid because of having a non-certified coordinator/administrator appointed prior to the effective date of this regulation.

- (a) Each unit within the system shall have a certified head librarian in accordance with its effective service area as follows:

Population less than 5,000

Uncertified librarian with inservice training provided by the system.

Population 5,000 - 14,999

Certification as a Library Assistant by the State Library of Pennsylvania

Population 15,000 - 24,999

Certification as a Provisional Librarian by the State Library of Pennsylvania

Population 25,000 plus

Certification as a Professional Librarian by the State Library of Pennsylvania

- (c) THE SYSTEM SHALL HAVE A PAID QUALIFIED STAFF MEMBER (FULL-TIME OR EQUIVALENT) FOR EACH 3,500 PEOPLE IN THE SYSTEM'S SERVICE AREA.

- (v) FACILITIES. AFTER THE EFFECTIVE DATE OF THESE STANDARDS, BUILDINGS THAT ARE CONSTRUCTED, REMODELED, OR ENLARGED FOR UNITS IN THE SYSTEM SHALL, AT LEAST, FULFILL THE MINIMUM SPACE REQUIREMENT FOR ITS EFFECTIVE SERVICE AREA STATED IN THE TABLE, "GUIDELINES FOR DETERMINING MINIMUM SPACE REQUIREMENTS: IN THE PUBLICATION, INTERIM STANDARDS FOR SMALL PUBLIC LIBRARIES, CHICAGO, THE AMERICAN LIBRARY ASSOCIATION, 1962.

DRAFT FOR DISCUSSION

COMMONWEALTH OF PENNSYLVANIA  
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State Library of Pennsylvania  
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November 9, 1973

GUIDELINES FOR PENNSYLVANIA SYSTEMS RECEIVING STATE AID

(i) STRUCTURE AND GOVERNMENT OF LIBRARY SERVICE

(A) THE SYSTEM SHOULD HAVE REPRESENTATION ON ITS BOARD OF DIRECTORS AS PROVIDED FOR IN THE LIBRARY CODE, THE ACT OF JUNE 14, 1961, P.L. 324, AS AMENDED THROUGH JANUARY 3, 1972, SECTION 411.

(a) A county, township or school district system shall have members appointed to its board by the officers of the municipality(ies) from which it receives financial support.

(1) Members appointed also may be members of boards of some of the participating units and may be nominated by those boards for appointment. However, as near as possible, one-third of the members of a municipally appointed system board should not be affiliated with a participating unit.

(2) All library systems established after June 14, 1961 shall be under the exclusive control of a board of library directors to be composed of not less than five nor more than seven members, appointed by the municipal government from which the system receives financial support.

(3) When two or more municipalities contribute to the support of the system, they shall each appoint a number of members to serve on the system board as mutually agreed upon by the said municipalities, the total number not to exceed nine members. However, the assistance rendered to individual units of a system by a local government is not to be construed as support of the system by two or more municipalities.

- (b) Contractual systems may have a system board composed as determined by the member units, but not to exceed nine members serving three year terms, one-third of the memberships expiring annually.
- (B) THE ORDINANCE OR RESOLUTION ADOPTED BY A MUNICIPALITY DESIGNATING THE SYSTEM AS ITS AGENCY FOR LIBRARY SERVICE SHOULD INCLUDE THE FOLLOWING:
- (a) The system is authorized or designated to provide public library service on behalf of the municipal government.
  - (b) The system must provide all of its services free of charge to the residents and taxpayers of the municipality.
  - (c) The number of members which the municipal officers will appoint to the system board and the length of the terms of office of the members must be specified. The length of the term of each appointee should be three years and as near as possible, the terms of one-third of the appointees should expire each year. A stated limit on the number of consecutive terms which each appointee may serve, also is desirable.
  - (d) The Ordinance or Resolution must specify that the municipal government will maintain or assist in the maintenance of the system in accord with the provisions of Sections 401, 408 or 410 of The Library Code, whichever applies.
- (C) The quarterly report of the system board to the municipality(ies) and system members may be a copy of the administrator's report and should contain information about the following factors:
- (a) Itemized statement of all receipts from, whatever source, and expenditures up to the end of that quarter.
  - (b) A statement about the condition of the system and its units, including information about needs that became apparent during that quarter.
  - (c) The number of volumes, maps, pamphlets and other materials added by purchase, gift and otherwise during the period and the number lost or withdrawn.

- (d) The number of borrowers registered during the period and the number of pieces of library materials lent.
  - (e) Any other information or recommendations that are pertinent.
- (D) THE STATEMENT DIFFERENTIATING THE ROLE OF THE SYSTEM LIBRARY BOARD AND THE SYSTEM COORDINATOR/ADMINISTRATOR FOR THE OPERATION AND POLICIES OF THE SYSTEM SHOULD BE BASED ON THE FOLLOWING PRINCIPLES:
- (a) The system board has legal responsibility for the operation and policies of the system. The system coordinator/administrator and the boards and the librarians in charge of the participating units have definite responsibility for recommending policies and for bringing to the attention of the system board the necessity of formulating system policies. System policies should be reviewed annually.
  - (b) The system board should appoint a system coordinator/administrator with full responsibilities for coordinating the services, materials selection and management of personnel and physical facilities. The system coordinator/administrator should be an experienced public librarian at the time of appointment.
  - (c) It is the responsibility of the system coordinator/administrator to follow the policies adopted by the system board. (See Appendix D for a listing of the duties and responsibilities of the system board and the system coordinator/administrator).
  - (d) The system coordinator/administrator initially may be the head librarian of one of the participating units, but within five years after the adoption of this regulation, the primary duties and responsibilities of the system coordinator shall be system coordination with, at most, secondary responsibilities for a participating unit.
- (E) THE SYSTEM BUDGET SHOULD BE APPROVED ANNUALLY BY THE SYSTEM BOARD AFTER PREPARATION BY THE SYSTEM COORDINATOR/ADMINISTRATOR IN CONSULTATION WITH THE LIBRARIANS AND BOARDS OF THE PARTICIPATING UNITS AND THE FINANCIAL COMMITTEE OF THE SYSTEM BOARD.
- (a) The system program and costs of system services should be reviewed annually in order that they may be supported in terms of current conditions.

- (b) A calendar year budget should be adopted and ready for presentation not later than September 30 of the preceding year. A fiscal year budget should be adopted and ready not later than the preceding March 30.
- (c) The budget of the system and its units should be apportioned approximately as follows:

Personnel costs	65 - 70%
Library materials	15 - 25%
Other costs	10 - 15%

(ii) SERVICE

(A) THE SYSTEM MAY HAVE AGENCIES CONSISTING OF THE FOLLOWING:

- (a) Headquarters or central library unit - The principal resource unit and administrative center of the system. It should be the library with the largest, most comprehensive materials collection, largest staff, largest budget, and heaviest use, or the library which has the best potential to become such a unit.
- (b) Federated or associated local libraries - Local libraries which have agreed to participate in a county, township or school district public library system from which some or most of its financial support is derived in the form of money, library materials, personnel and/or services. Examples of federated or associated library systems are: Clarion County, Chester County, Blair County, Cheltenham and Lower Merion Township Systems in Montgomery County.
- (c) Branch - A unit with separate quarters, a permanent basic collection of books, a permanent staff and a regular schedule, administered from a central unit. Generally, a branch serves a population of not less than 10,000.
- (d) Reading Station - A unit with separate quarters. A minimum basic collection supplemented by rotating deposit collections, a non-professional staff and limited reader services, administered from a central unit. A reading station serves a population of 5,000 to 9,999.

- (e) Deposit Station - An outlet, usually housed in shared quarters, having no permanent collection or staff and administered by the central unit. A population of less than 5,000 is generally served.
  - (f) Bookmobile - A vehicle especially designed to carry books and other library materials. It may not only serve as a traveling library branch, but also as a guide for the location of future branches and reading stations. Bookmobiles serve populations under 5,000 and maintain regular schedules of community stops at intervals no greater than two weeks and with stops of no less than three hours.
  - (g) The above agencies do not constitute a definitive list. Other forms may be developed.
- (B) SOME UNIT WITHIN THE SYSTEM SHALL BE OPEN AT LEAST EVERY AFTERNOON AND EVENING MONDAY THROUGH FRIDAY...
- (a) Afternoon and evening hours are defined as follows:
    - Afternoon - From three p.m. to five p.m.
    - Evening - From seven p.m. to nine p.m.
  - (b) Responsibility for covering every afternoon and evening and Saturday afternoon should be shared among neighboring units of the system. For example, if unit "A" is closed Thursday afternoon and evening and open Friday afternoon and evening, nearby unit "B" should be open Thursday afternoon and evening and closed - if it must be closed on one or the other day - on Friday afternoon and evening. Thereby, unit "A"'s customers can go to unit "B" if they need a library on Thursday and "B"'s customers can utilize "A" on Friday.
- (C) DELIVERY SERVICE AMONG THE UNITS IS A CRITICAL ELEMENT OF SERVICE. It is assumed that the frequency of delivery will vary with the size of the system and its service area population. Systems serving large populations should provide daily delivery service within five years of the establishment of the system or the effective date of the regulations, whichever is later.
- (D) SOME EXAMPLES OF OTHER SYSTEM SERVICES FOLLOW:
- (a) Centralized acquisition, cataloging and processing
  - (b) Centralized records keeping
  - (c) Centralized public relations
  - (d) Centralized storage of seldom-used materials
  - (e) Inservice training

(E) CIRCULATION POLICIES AND PROCEDURES SHOULD BE COORDINATED WITHIN THE SYSTEM AND WITH THE DISTRICT LIBRARY CENTER.

- (a) Some examples of coordinated policies are lending policies, uniform borrowers' cards, etc.

(iii) LIBRARY MATERIALS

(A) THE STATEMENT OF POLICY COVERING THE SELECTION AND MAINTENANCE OF THE COLLECTION SHOULD BE BASED ON THE FOLLOWING PRINCIPLES:

- (a) The statement should be approved by the system board and should define specifically the kinds of materials that ought to be available in the system. The statement may also assign areas of collection specialization to member units.
- (b) It should state the purpose, level of quality, and system-wide needs to be reflected in acquiring materials. From it one should be able to learn the scope, emphasis and limits of the system collection, and the policies which govern the discarding of library materials.
- (c) The statement should be reviewed regularly and revised as needed.
- (d) The statement should incorporate the "Freedom to Read Statement" and the "Library Bill of Rights" as most recently revised.
- (e) The book selection policies of the member units shall be in accord with the system policy.

(B) A WELL-BALANCED BOOK COLLECTION SHOULD BE APPORTIONED AS FOLLOWS:

- (a) Adult books should make up 60-70% of the collection. Of this 65-75% should be non-fiction.
- (b) Children's books should make up 30-40% of the collection.
- (c) New titles acquired annually should total at least 5% of the library's minimum collection, i.e., .075 books per capita.
- (d) Replacement should equal 1% of the library's minimum collection, i.e., .015 books per capita.
- (e) A library's total book resources should be made up of its own basic collection plus volumes available for changing or rotating collections. The rotating collection is a device whereby each unit may offer its clientele a greater variety of titles than can be provided by permanent acquisition. They are useful for materials which have limited popularity, such as mysteries, westerns, and escape fiction which the member units can select cooperatively and exchange among themselves.

(C) A BALANCED COLLECTION SHOULD INCLUDE PERIODICALS ON A VARIETY OF SUBJECTS, DETERMINED BY COMMUNITY RESOURCES AND NEEDS.

(a) To be USEFUL, a periodical should be indexed in indexes such as The Unabridged Reader's Guide, Education Index, Book Review Digest, Biography Index, Public Affairs Information Service, Social Science and Humanities Index, Applied Science and Technology Index and Business Periodicals Index.

(b) Generally speaking, periodicals offer the library with limited library materials funds the greatest variety in subject matter, and the most up-to-date materials at the least cost. It is recommended that periodical collections of all public libraries contain at least two titles in each of the following categories: The arts, Business, Consumer Information, Fashion, Gardening, Health, Hobbies, Home-making, Literature, News and Current Events, Science, Sports and Travel.

(D) FOR THE MATERIALS COLLECTION OF A SYSTEM TO BE EFFECTIVELY USEFUL TO ALL UNITS, A UNION CATALOG MUST BE DEVELOPED. As of January 1, 1975, the units of the system must begin contributing cards of current acquisitions to the system catalog. Prior holdings may be entered retroactively according to the needs and priorities of the system.

(E) PERIODICALS INDEXED IN THE STANDARD INDEXES TO WHICH THE SYSTEM SUBSCRIBES SHOULD BE RETAINED SOMEWHERE IN THE SYSTEM.

(a) The system board may identify those periodicals of which back files should be maintained within the system.

(b) The responsibility of maintaining such back files may be divided by the system among its member units.

(F) NON-BOOK MATERIALS SUCH AS RECORDINGS, FILMS, FILMSTRIPS, PRINTS, PAMPHLETS, CASSETTES, SLIDES, ETC. SHOULD BE MADE AVAILABLE THROUGHOUT THE SYSTEM.

(a) The system should make films available to the greatest degree possible by participating in the statewide film program.

(iv) PERSONNEL

(A) MANY VARIABLES SUCH AS POPULATION, AREA SERVED AND THE SERVICE PROGRAM OF THE SYSTEM GOVERN THE SIZE OF THE STAFF.

(a) Approximately one-third of the system staff, excluding custodians, should be certified personnel. Two-thirds of the staff should be support personnel.

- (b) Personnel policies and a system position classification and pay plan should be developed for the system as a whole by the system board in consultation with the boards of the member units. Once they are adopted, every unit should comply with them.

A good guide for such policies is "Minimum Salary Schedules and Job Descriptions for Public Libraries in Pennsylvania, Revised, 1972", approved by the Pennsylvania Library Association Board of Directors, October 4, 1972, published on pages 78-80, PLA Bulletin, March, 1973.

- (c) The system personnel policy should specify vacation time, holidays, sick leave, etc.
- (d) All employees should be covered by a retirement plan, in addition to Social Security, health insurance, insurance against accidents on the job, and unemployment insurance.
- (e) A specified retirement age should be mandatory for all employees within the system.

(B) THE QUALIFICATIONS OF PERSONNEL SHOULD CONFORM TO THE CERTIFICATION REQUIREMENTS FOR PUBLIC LIBRARIANS OF THE COMMONWEALTH OF PENNSYLVANIA.

- (a) Examples of job titles listed within grade levels are offered as guides by the Board of Directors of the Pennsylvania Library Association and are published periodically in the PLA Bulletin.
- (b) Minimum salary schedules are also offered periodically by the Board of Directors of the Pennsylvania Library Association, and published in the PLA Bulletin.

SYSTEM CHARACTERISTICS AND DEFINITIONS OF TERMS USED IN THESE STANDARDS

SYSTEM - The term "system" applies to an organization of libraries with most or all of the following characteristics:

1. It must have a board of library directors which makes system policy. The board may be appointed by the comprehensive municipal unit from which the system receives financial assistance, or by the member units, or it may be the board of a large library with which smaller units have contracts.
2. It is composed of local libraries, the boards of which have voluntarily agreed to participate and to comply with system-wide policies.
3. It must have a headquarters unit or central library to serve as the principal resource unit and administrative center of the system.

4. All state aid is paid to the system board to be shared among the units.
5. The system board assumes some financial responsibility for operation of each of the units.
6. Generally the system as such receives some local financial support from a comprehensive municipality such as a county, township or school district.
7. It may consist of one or more libraries which have entered into a contract with a district library center for the provision of local library materials and management of personnel and services.

EFFECTIVE SERVICE AREA - In a county or school district system, the effective service area is construed to be those municipalities from which come 75% to 80% of the library's registered borrowers and usage.

UNIT - The term "unit", where used in the System Standards, means local libraries, branches and reading stations and their boards of library directors.

CURRENTLY USEFUL COLLECTION - Library materials from which worn, unused and outdated materials have been removed. Outdated materials may be determined by use of Small Libraries Project Pamphlet #5, Supplement A, Revised edition; implementing the suggested date distribution charts; and verifying the collection against standard materials selection tools. As a general rule, library materials more than five to ten years old should not be a part of the local public library collection.

VOLUME - A physical unit. Government documents are to be counted by the piece; periodicals by titles and bibliographic volumes, and non-book materials (films, recordings, cassettes, art reproductions, etc.) by the physical item.

POLICY - A definite course of action adopted by a system or local library board for its own direction or that of the librarian and staff.

MINIMUM COLLECTION - The smallest collection a library may have in order to receive state aid; determined by multiplying the population served by  $1\frac{1}{2}$ .

NEW TITLE - A book or non-book item that has never before been a part of the library's collection.

REPLACEMENT - A book or non-book item purchased to take the place of one which has been lost, damaged, discarded or superseded.

TITLE - A printed publication which forms a separate whole, whether issued in one or several volumes.