

**Southwest Kansas Library System  
Library Development Standards Program  
Service Center Library  
Accreditation Application**

The Library Development Accreditation Program is intended to encourage and recognize attainment of the standards for public library service in the Southwest Kansas Library System. *All fully participating public libraries* are invited to participate in the accreditation program. Accreditation will be one of the requirements for eligibility for a Library Development Grant.

The library may choose to apply for accreditation at the level of service which the library determines to be appropriate for its community and is relevant to its population. Standards are intended to apply to the main library location in libraries operating branch libraries.

Libraries may request a waiver of any standard. *Requests for waivers will be considered by the System Director. Decisions may be appealed to the Library Development Accreditation Committee of the Southwest Kansas Library System.*

If a library board considers any standard inappropriate for its local community, it may propose a written plan for alternative approaches to that element of library service. *Any alternative service plan proposal is subject to review and approval by Library Development Accreditation Committee.*

Applications for accreditation will be accepted from November 1 -30 and notification of accreditation will be given by January 1. Accreditation will be valid for two years. Any library seeking to apply for a different level of accreditation when their accreditation expires must notify SWKLS one year in advance. Libraries receiving accreditation will be recognized at Spring Assembly.

**LIBRARY SERVICE LEVELS**

The library service levels in the Library Development Accreditation program of the Southwest Kansas Library System are adapted from those contained in *2006 Revision of Kansas Public Library Standards*:

Outlet Library  
Gateway Library  
Linking Library  
Service Center  
Level I Major Service Center  
Level II Major Service Center  
Level I Major Resource Library

# CERTIFICATION

\_\_\_\_\_ Library does hereby apply for 2010-2011 Library Development Accreditation from the Southwest Kansas Library System as a Service Center Library.

We certify that:

1. The library is a legally established, tax-supported public library, and is a fully participating member of the Southwest Kansas Library System.
2. This Library Development Accreditation application was discussed and approved at a library board meeting with a quorum of board members present.
3. The library will provide requested reports or documentation in support of this application to the Southwest Kansas Library System.
4. The library meets all Library Development Standards for Service Center Libraries, except where waivers have been approved by the Southwest Kansas Library System.
5. The library intends to remain in compliance with Library Development Standards throughout the period of accreditation.
6. The library has a good-faith intent to meet any standard which has been waived within the period agreed upon with the Southwest Kansas Library System.

## CERTIFIED BY:

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Board Treasurer

\_\_\_\_\_  
Date

# Library Development Standards

## Service Center

The mission of a **SERVICE CENTER** Library is to provide popular, high interest resources to meet the educational, recreational and informational needs of community residents. A Service Center Library's collections should reflect broad subject coverage with materials in a variety of formats including online information services. The library's resources should be supported through bulk loans, online resources, and interlibrary loan. Local personnel should plan a program of service based on the identified needs of the service population and should be actively engaged in promoting the library's services and resources.

### Structure and Governance

Yes No

1. The board operates under the appropriate statutory regulations:

- The treasurer of the board is bonded as required by KSA 12-1226.
- The board consists of the appropriate number of board members as specified in K.S.A. 12-1222 with terms cycling according to specifications in the above statute.
- The library agrees to meet Kansas Administrative Regulation 54-1-8 to provide library service to any citizen of the territory comprising the System in the same manner that service is provided to a local resident
- The library will comply with the terms of the Kansas Open Records Act and the Kansas Open Meetings Act.

Yes No

2. The library employs a paid library director who is trained in basic computer literacy, interlibrary loan, basic reference and has an awareness of state and System services. Libraries at each level should strive to meet Compensation Guidelines for Kansas Public Library Directors. Staff who complete a state level certification should be considered for a salary review and increase.

Yes No

3. Liability insurance for the library is maintained by the library board or the library's parent government body and a copy of the current insurance policy is on file at the library. The carrier and the policy number is reported to the System annually.

Yes No

4. An Americans with Disabilities Act compliance plan is on file documenting the library's actions toward compliance with federal mandates.

Yes No

5. The library has written bylaws and policies on all of the following. Check those for which the library has approved policies:

**Collection Management**

Intellectual Freedom  
Selection  
Weeding

Gifts

Internet Use  
Open Records/  
Open Meetings

Patron Behavior

**Operations**

Building/Room Use  
Budget and Finance  
Capital Improvements  
Confidentiality of  
Library Records  
Copyright  
Emergency Preparedness/  
Disaster Recovery  
Equipment Use

Public Access to Online

Services

Public Performances

Public Services

**Personnel**

Personnel  
Continuing Education

Yes No

6. The library board participates in no less than one continuing education annually such as a presentation at a regularly scheduled board meeting, attendance at a System workshop, or other library-related continuing education activities.

Yes No

7. A designated library representative or alternate attends a minimum of one full board meeting annually either the Fall Assembly or Spring Assembly of the Southwest Kansas Library System.

Yes No

8. The library has an individual or institutional membership to the Kansas Library Trustee Association.

**Planning, Funding and Marketing**

Yes No

9. The library board engages in ongoing community needs assessment such as patron satisfaction and needs surveys, questionnaires, or focus groups.

Yes No

10. The librarian and library board members actively articulate and promote the library's services and needs at local, state, or federal levels.

Yes No

11. The library develops and presents to its local governing body a written annual budget, files a copy annually with SWKLS and keeps on file a copy of all portions of the local official budget related to the library.

**Library Services and Resources**

Yes No

12. The library is open 20-40 hours each week including 7 hours after 5:00pm and/or on weekends.

Yes No

13. The library adds its holdings to the Kansas Library Catalog utilizing a cataloging entry method in compliance with the state library. The library provides links to the statewide interlibrary loan network.

Yes No

14. The library has an automated ILS and bibliographic records in full MARC format with holdings on the KLC.

Yes No

15. The library has a continuous weeding program.

Yes No

16. The library annually expends not less than 10% of its total operating expenditures for purchase of library materials, adding items equal to but not less than 3% of its collection.

Yes No

17. The library maintains or provides access to a periodical index and basic reference sources using print and electronic formats.

Yes No

18. The library receives at least 25 current subscriptions for magazine and newspaper titles in print.

Yes No

19. The library offers at least seven services beyond circulation, cataloging, interlibrary loan and reference. Examples: public meeting space, storytime, public typewriter, public programming, IRS tax forms, vertical file, community information referral, camera for checkout, voter registration, home-bound delivery, maintenance of hospital, senior center or jail collections, large print materials, group tours of the library, local records collection (i.e. cemetery records), organized long-range planning effort, or other approved services

### **Automation and Technology**

Yes No

20. The library has a telephone, a FAX machine, and a copier or access to a copier for the public.

Yes No

21. The library provides free public access to at least four computers with internet access and two computers with internet access for staff.

Yes No

22. The library has an Internet web page that is actively maintained and contains current information about library services and programs.

Yes No

23. The library annually reviews plans for appropriate technology use with System consultants.

### **Library Personnel**

Yes No

24. Library personnel pursue an ongoing program of continuing education activities and complete at least 24 hours of approved continuing education each year and at least one SWKLS executive board or full board meeting annually.

Yes No

25. The library employs at least 1.5 staff for the number of regularly scheduled hours.

Yes No

26. All employees are paid no less than the minimum wage as required in the Fair Labor Standards Act.

### **Physical Facilities**

Yes No

27. The library maintains an ongoing evaluation of library facility maintenance, renovation and repair.