

## Indiana Public Library Standards guidance in response to COVID-19

The purpose of the [Indiana public library standards](#) is to encourage a minimum level of service at our state's 236 public libraries. We realize that every community is different and service will be disrupted as staff return to work and the effects on the library's budget are still unknown. The following is a list of guidelines for public libraries to consider while operating under the Governor's Executive Order (EO) and for the duration of the 2020 calendar year.

**Statewide waivers** - the Indiana Library and Historical Board will not require a waiver request from any library failing to meet the current public library standards in these areas:

- **Hours** – ISL acknowledges that staffing and funding may not be sufficient to cover all previously offered hours and the requirement for a minimum number of hours, including evening and weekend, is waived.
- **Programs** – Public libraries will not be required to host public programs for the duration of the EO, and the requirement to host 12 programs a year will be waived.
- **Children's Reading Program** – The requirement to hold a reading program has been dropped so that staff may divert time and resources to resuming operations and maintaining critical services, as well as continue physical distancing during the EO.
- **Collection Expenditures** – While libraries are encouraged to continue to grow their collections to meet the needs of their community, including electronic resources, libraries will not be required to expend 8% of their operating budget on new collection materials.

### Standards that will be reviewed case by case:

- **Five Year Plans** – Libraries are still required to have a plan in place covering the 2020 year. Waivers will be issued only after request and demonstration that the director and board have a plan in place to complete the process in late 2020 or into early 2021.

### Standards that will not be waived:

- Compliance with Indiana and Federal laws related to libraries and workplace and safety, including ADA.
- Public Library Boards must continue to meet and operate legally, following their bylaws and current guidance provided by DLGF, SBOA, and the Public Access Counselor.
- Certified Full-time Director – the director should be at the library the number of hours the library is open each week.
- Certified staff should still oversee reference and programming.
- The library should maintain current written policies
- Minimum services in support of adults, young adults, and children including reference, collection development, and designated space in the library.

- Access to large print books, talking books, Braille books, audiobooks, and enhanced media to patrons who are unable to read regular print because of a visual or physical disability.
- Library website should be updated to reflect current hours and services and should include a method of communication (telephone number, email address, or contact form) for the public to communicate with library staff.
- On-site computers and wireless access shall be provided at no cost for the use of all persons regardless of residency (subject to limitations outlined in library's policy).
- Printer, copier, and fax/electronic document capabilities for public use (may be subject to fee).
- InfoExpress and Interlibrary Loan participation - to encourage continued lending, the Indiana State Library will continue to subsidize these costs for the 2020-2021 service year.
- Support for continuing education for staff and trustees.
- Libraries should avoid repeated audit exceptions.
- Libraries must still file the 2020 Annual Report by March 1, 2021.

Please contact the Library Development Office with any questions or concerns at [statewideservices@library.in.gov](mailto:statewideservices@library.in.gov) or (800) 451-6028