

New York State Minimum Public Library Standards

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in NY Code of Rules & Regulations, Title 8 – Education, Commissioner’s Regulation 90.2 Standards for Registration of Public, Free Association and Indian Libraries. (a) A public, free association or Indian library will be registered if it meets the following standards satisfactory to the commissioner. **NOTE: A Public Library in New York State must meet these minimum standards in order to be officially registered and receive public funds.**

Standard Number	Minimum Public Library Standards Requirements Description		
1	Is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;		
2	Has a board-approved, written long-range plan of service;		
3	Presents an annual report to the community on the library’s progress in meeting its goals and objectives;		
4	Has board-approved written policies for the operation of the library;		
5	Presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;		
6	Periodically evaluates the effectiveness of the library’s collection and services in meeting community needs;		
7	Hours of operation (and education levels, Standard 11)		
	<u>Population</u>	<u>Director’s educational level</u>	<u>Minimum weekly hours open</u>
	Up to 500	no requirement	12
	500 – 2,499	no requirement	20
	2,500 – 4,999	2 yrs academic	25
	5,000 – 7,499	bachelor’s degree	35
	7,500 – 14,999	MLS	35
	15,000 – 24,999	MLS	40
	25,000 – 99,999	MLS	55
	1000,000 and above	MLS	60
8	Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;		
9	Provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;		
10	Distributes printed information listing the library’s hours open, borrowing rules, services, location and phone number;		
11	Employs a paid director in accordance with the provisions of Commissioner’s Regulation 90.8. See table in Standard 7 above.		