



CRITERIA FOR COMMUNITY BRANCH LIBRARY FACILITIES, CURRENT OR PROPOSED

INTRODUCTION

The Pioneer Library System serves the residents of Cleveland, McClain, and Pottawatomie Counties through a network of strategically placed service outlets in the 1,903 square mile area.

Standards for library facilities are important planning and management tools. Funds received by the Pioneer Library System in order to provide quality library services to county residents must be optimized through the strategic and economic spacing of library facilities. The Board of Trustees of the Pioneer Library System will consider the following when reviewing requests for additional branch facilities.

There are branch libraries in ten locations including Blanchard, McLoud, Moore, Newcastle, Noble, Norman, Purcell, Shawnee, Southwest Oklahoma City and Tecumseh. Materials owned by the library system are accessible to all the residents in the library system's service area and made available through regular delivery to all library customers.

All libraries provide community gathering places and popular reading materials for all ages, including homework assistance. Residents in rural areas are served mainly through Information Stations located in designated communities in the three counties.

Administrative offices are housed in a wing of the Norman Public Library as well as offices on Gray and McGee streets in Norman.

MISSION STATEMENT

The Pioneer Library System connects its customers to the joy of reading and information for lifelong learning.

PURPOSE OF BRANCH LIBRARIES

The purpose of a branch library is to provide access to a full range of library services and materials for the citizens of the community. Library customers have access to fiction and non-fiction materials in a wide variety of formats including books, newspapers, periodicals, on-line databases, and non-print formats. Public libraries provide services to customers of all ages. Trained library staff provides reference services, technology and training, reading guidance and library programs.



Pioneer Library System Policies

The Criteria for Proposed Branch Libraries have been defined in accordance with the Levels of Library Development, Fourth Edition (adopted by the Oklahoma Department of Libraries/Oklahoma Library Association, 1985, revised 1999). This document uses output measures developed by the Public Library Association of the American Library Association and definitions set by Oklahoma state statute. It provides a process for continuous assessment of library services using a planning process that responds to community needs and expectations through role selection and long-range planning (Resource 1).

GENERAL CRITERIA

1. Size of community and distance between libraries

The proposed branch library service area should encompass a minimum population base of 3,500 potential users (as reported by the latest federal census) within the three-mile service area radius. A simple majority of those users should be residents of the incorporated town that will house the proposed branch. The town should have an identifiable center of commercial activity. Proposed branch library locations should be no nearer than three miles distant from an existing branch library, unless mandated by population density.

2. Definition of a Public Library

The proposed library must meet the Definition of a Public Library adopted by the Oklahoma Department of Libraries and Oklahoma Library Association.

3. Funding

Funding of the proposed library (excluding building, utilities and maintenance) must be supported by the county millage from the county where the library is located. The municipality must provide funds for the building, furniture, utilities and maintenance.

4. Approval

Members of the Pioneer Library Board of Trustees must approve the written request for Pioneer Library System services from the community for the proposed branch library.

CITY RESPONSIBILITY

The City in which the proposed library is located must approve and support the existence of the library. Since library buildings are an important capital investment for most communities, it is crucial that they be planned to respond to current and future needs. Building design should allow for 10-year growth patterns. (Resource 3)



Pioneer Library System Policies

In addition, the City must agree to provide:

- utilities
- on-going maintenance of the physical facility
- janitorial services
- maintenance and janitorial supplies
- maintenance of the exterior building and grounds
- building safety and security

The proposed library building must meet the following standards (Resource 4):

1. minimum of 5,000 square feet of useable space, designed for long term use and low maintenance
2. appropriate, easily accessible location
3. paved parking maintained by the city
4. central heat and air conditioning with temperature control
5. electricity sufficient to meet lighting, climate control and technology needs
6. lighting appropriate for reading
7. carpeting and appropriate hard surface flooring to best meet service needs throughout the building
8. public restroom facilities
9. federal guidelines for handicapped accessibility and safety
10. exterior signage and lighting
11. furniture and equipment appropriate to building design and function
12. telephone with a listing in the local phone directory

PIONEER LIBRARY SYSTEM RESPONSIBILITY

The Pioneer Library System provides for the operation of the library through provision of staff and materials. In addition, the Library System provides access to centralized services, such as access to the computer system, acquisition and processing of all library materials, and interlibrary loan.

The minimum responsibility for the Pioneer Library System includes:

1. Staff.

A minimum of two paid staff members will be provided.

2. Information Services.

Staff and computer systems provide access to materials and technology, including databases and information resources through the automated catalog.



Pioneer Library System Policies

3. Collection Services.

The Pioneer Library System provides a collection of materials to meet the information and recreational reading needs of the citizens, to facilitate informal learning, and to encourage lifelong learning. Each library will determine the focus of its collection development based upon the Collection Development Policy of the Pioneer Library System.

A browsing collection for customers of all ages including children, teens, and adults will be provided and includes adult, teen, and children's materials in a variety of formats, including paperback, hardback, newspapers, magazines, and non-print materials.

4. Programming Services.

Programming will be determined by library floor space, staff availability, and community need.

5. Planning Services and Administrative Support.

Strategic planning for the library, setting of annual priorities, training of staff, setting of the branch materials budget, policy development and project planning are supported by Pioneer System Staff.

The PLS Director will work with cities to inform them of building needs and plan with the local governments concerning needed library improvements and upgrades due to community growth, increased library usage and normal aging and wear and tear associated with public use, and to meet the criteria for effective library services as defined by standards provided by the Oklahoma Department of Libraries.

6. Intra-Branch Delivery

These services include the regularly scheduled delivery of library materials and business communications.

7. Hours of Service

Hours are defined by the State Regulations for State Aid Grants to Public Libraries (Oklahoma Department of Libraries) and the Pioneer Library System budget.

8. Training for Library Staff.

The Pioneer Library System provides regular, continuous training in the areas of library automation systems, reading guidance, reference services, programming, and excellent customer services.



Pioneer Library System Policies

Resources:

- 1) Oklahoma Department of Libraries. Levels of Library Development, Fourth Edition. Oklahoma City, Oklahoma: Oklahoma Library Association, Oklahoma Department of Libraries, 1999.
- 2) Oklahoma Department of Libraries. Choices For a Dynamic Future: Models of Public Library Services for Oklahoma. Oklahoma City, Oklahoma: Oklahoma Library Association, Oklahoma Department of Libraries, 2003.
- 3) Dahlgren, Anders C. Public Library Space Needs: A Planning Outline. Madison, Wisconsin: Department of Public Instruction, 1998.
- 4) Sannwald, William W. Checklist of Library Building Design Considerations. 2009.