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**TITLE 590 INDIANA LIBRARY AND
HISTORICAL BOARD**

LSA Document #01-208(F)(2)

DIGEST

Readopts rules in anticipation of IC 4-22-2.5-2, providing that all rules of the Indiana administrative agencies in force on December 31, 1995, expire on January 1, 2002. Effective 30 days after filing with the secretary of state.

590 IAC 1-1-1

590 IAC 1-2

590 IAC 1-2.5-2

590 IAC 1-2.5-3

SECTION 1. UNDER IC 4-23-2.5-3, 590 IAC 1-1-1 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

590 IAC 1-1-1 Eligibility to receive state funds; determination

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1-11; IC 4-23-7.1-24; IC 20-14-12

Sec. 1. The eligibility of a public library to receive state **or federal** funds under the provisions of any program for which the Indiana state library is the administrator shall be determined as follows:

~~(a)~~ **by (1)** Compliance with any requirements that may be set forth in state legislation providing for such funds.

~~(b)~~ **by (2)** Compliance with Indiana law. ~~and~~

~~(c)~~ **by (3)** Compliance with the standards promulgated by the Indiana library and historical board.

(Indiana Library and Historical Board; Rule I, A.1; filed Dec 21, 1973, 3:15 p.m.: Rules and Regs. 1974, p. 362; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1966; errata, 9 IR 2063; readopted filed Nov 28, 2001, 3:30 p.m.: 25 IR 1303)

SECTION 2. UNDER IC 4-23-2.5-3, 590 IAC 1-2.5-2 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

Rule 2.5. Minimum Standards for the Indiana Cooperative Library Services Authority

590 IAC 1-2.5-2 Definitions

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7.1; IC 20-14-8-1; IC 20-14-12

Sec. 2. ~~As used in 590 IAC 1-2.5:~~ **The following definitions apply throughout this rule:**

(1) "Library" means a collection of books or other printed matter, audiovisual materials and other forms of recorded knowledge kept in a centralized place and under the responsibility of a person who has knowledge of their arrangement and use of library skills. The library is for the use of individuals or groups in meeting their recreational, informational, educational, research, or cultural needs.

(2) "Library services" means those activities in which libraries engage **in the following:**

~~(1)~~ **in (A)** The planning, management, budgeting, financing, purchasing, staffing, and evaluation of their libraries.

~~(2)~~ **in (B)** The selection, acquisition, processing, and maintenance of their collections of materials and the related bibliographic records. ~~and~~

~~(3)~~ **in (C)** The promotion, interpretation, servicing, and use of their library materials and facilities. ~~(IC 20-14-8-2).~~

(3) "Member libraries" means the libraries of the qualified entities (as defined in IC 20-14-8-1) that have adopted the joint agreement of an ~~area library services authority~~ or the Indiana cooperative library services authority. ~~"Library services authority" for the purposes of these standards; this term applies only to the area library services authorities and the Indiana cooperative library services authority. (Indiana Library and Historical Board; 590 IAC 1-2.5-2; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1967; errata, 9 IR 2063; readopted filed Nov 28, 2001, 3:30 p.m.: 25 IR 1303)~~

SECTION 3. UNDER IC 4-23-2.5-3, 590 IAC 1-2.5-3 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

590 IAC 1-2.5-3 Minimum standards for the Indiana cooperative library services authorities

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7; IC 4-23-7.1; IC 20-14-8; IC 20-14-12

Sec. 3. (a) The **Indiana cooperative** library services authority shall operate in compliance with the ~~Library Services Authority Act IC 20-14-8 and the Indiana Library and Historical Department Law IC 4-23-7.~~

(b) The **Indiana cooperative** library services authority shall be governed by written bylaws, administrative procedures, and rules for the conduct of business, copies of which shall be filed with the Indiana state library as adopted and amended.

(c) The **Indiana cooperative** library services authority shall develop a long range ~~five (5) year~~ plan that includes a statement of needs assessment, goals and program objectives, a method for annual review and evaluation, and a mechanism for the participation of member libraries in the planning and evaluation process. The plan should relate to the ~~philosophies~~ **philosophies** of the Indiana long range plan for library services and development. A copy of the plan shall be submitted to the Indiana state library.

(d) The **Indiana cooperative** library services authority shall comply with the laws governing municipal corporations and pertinent to the expenditure of public funds.

(e) The **Indiana cooperative** library services authority shall employ a chief administrative officer who holds an undergraduate degree from an accredited college or university, one (1) year of graduate library education, experience commensurate with responsibilities and eligibility for Librarian I certification as prescribed by the Indiana library certification board.

(f) At least fifty percent (50%) of the membership of the **Indiana cooperative** library services authority must be publicly supported libraries.

(g) The long range plans of the **Indiana cooperative** library services authorities shall address the provisions of the following services for members:

~~(1) Area library services authorities:~~

~~(A) Reference and referral services to supplement those provided by the local libraries.~~

~~(B) Interlibrary loan of materials, provided in accordance with the most recent edition of the Indiana resource sharing manual.~~

~~(C) Delivery service for the fast, efficient interlibrary loan of materials.~~

~~(D) Consultation, communication, and continuing education for libraries.~~

~~(2) Indiana cooperative library services authority:~~

~~(A) (1) Access to a national bibliographic utility.~~

~~(B) (2) Training and consultation in the area of automation, such as the following:~~

~~(A) Information retrieval.~~

~~(B) Retrospective conversion.~~

~~(C) Equipment and software purchasing.~~

~~(D) Electronic mail service.~~

(3) Reference and referral services to supplement those provided by the local libraries.

(4) Interlibrary loan of materials, provided in accordance with the most recent edition of the Indiana resource sharing manual.

(5) Delivery service for the fast, efficient interlibrary loan of materials.

(6) Consultation, communication, and continuing education for libraries.

(h) The **Indiana cooperative** library services authority shall file with the Indiana state library an annual report for the preceding year in the ~~form(s)~~ **form or forms** prescribed by the Indiana state library. Included in the report shall be a statement certifying which standards have been met including a statement outlining the authority's intention and specific measures planned to reach the remaining requirements not met at that time. (*Indiana Library and Historical Board; 590 IAC 1-2.5-3; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1967; readopted filed Nov 28, 2001, 3:30 p.m.: 25 IR 1304*)

SECTION 4. UNDER IC 4-22-2.5-3, 590 IAC 1-2 IS REPEALED.

LSA Document #01-208(F)

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