

**94-075 MAINE LIBRARY COMMISSION****Chapter \_\_: MAINE REGIONAL LIBRARY SYSTEM**

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**SUMMARY:** This rule establishes the geographic boundaries of the Maine Regional Library System and determines how school, academic, special, and public libraries are assigned to each region. This rule also identifies services provided by the Maine State Library to members of the Maine Regional Library System and sets forth the eligibility criteria that must be met in order for member libraries to receive each of the services.

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**SECTION 1. Purpose (added once final)****SECTION 2. Definitions**

- A. Area Reference and Resource Center. "Area reference and resource center" means a large public, school or academic library designated by the State Librarian and receiving state aid for the purposes of making its resources and services available without charge to all residents within a library region, of providing supplementary library services to local libraries within the library region and of coordinating the services of all local libraries within the library region that by contract become part of the library region. 27 M.R.S. § 110(2).
- B. Maine Public Library Fund: "Maine Public Library Fund" means an interest-bearing account that receives money deposited by the Treasurer of State pursuant to Title 36, section 5291 and any other money contributed to the fund. The fund is administered by the State Librarian. All money deposited in the fund and the earnings on that money remain in the fund to be used to provide grants to free public libraries for use in providing services identified as priority services by the State Librarian. Money in the fund may also be used for the necessary administrative and personnel costs associated with the management of the fund but may not be deposited in the General Fund or any other fund except as specifically provided by law. 27 M.R.S. § 8.
- C. Public library. "Public library" means a library freely open to all persons and receives its financial support from a municipality, private association, corporation or group. The above serves the informational, educational and recreational needs of all the residents of the area for which its governing body is responsible. 27 M.R.S. § 110(10).
- D. Regional Library System. "Regional library system" means a network of library regions interrelated by formal or informal contract for the purpose of organizing library resources and services for research, information and recreation to improve statewide library service and to serve collectively the entire population of the State. 27 M.R.S. § 110(11). In this Rule, the regional library system is referred to as the Maine Regional Library System.

### **SECTION 3. Application of this Rule**

This rule applies to any library in the State of Maine that seeks to participate in the Maine Regional Library System.

### **SECTION 4. Regions of the Maine Regional Library System**

#### **A. General**

This Section identifies the geographic boundaries for each library region that collectively make up the Maine Regional Library System and assigns libraries and an Area Reference and Resource Center (ARRC) to each region.

#### **B. Regional Boundaries**

- (1) Boundaries of each region are determined by using three factors: county population figures from the decennial census published by the U.S. Census Bureau, the total number of public libraries in the state, and the service area of each ARRC.
- (2) Counties that are geographically proximate comprise each individual region.
- (3) To the extent feasible, county population is evenly divided to create three regions.

#### **C. Regions**

The Maine Regional Library System shall have three regions comprised of the following counties:

- (1) Northeastern Maine Library Region: Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, Washington
- (2) Central Maine Library Region: Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc, Somerset
- (3) Southern Maine Library Region: Cumberland and York

#### **D. Area Reference and Resource Centers**

Each region has the following ARRC:

- (1) Northeastern Maine Library Region: Bangor Public Library
- (2) Central Maine Library Region: Maine State Library
- (3) Southern Maine Library Region: Portland Public Library

#### **E. Assigning Libraries to Library Regions**

All participating libraries are assigned to the region that serves the county where the library is physically located.

### **SECTION 5. Maine State Library Services and Eligibility Criteria**

#### **A. General**

The purpose of this section is to identify and define certain services provided to Maine's public, school, academic, and special libraries by the Maine State Library that are a benefit for member libraries of the Maine Regional Library System. Additional eligibility criteria for certain services are identified.

B. Maine State Library Services available to all member libraries of the Maine Regional Library System:

- (1) Eligibility to receive grants funded through the Maine State Library so long as they agree to fulfill all applicable reporting requirements; and
- (2) Eligibility to participate in the van delivery service for interlibrary loan (ILL) (unsubsidized).

C. Maine State Library Services available to members of the Maine Regional Library System that agree to comply with the requirements in subsection D below:

- (1) Internet connection (1-10 Gigabits per second) through the Maine School and Library Network managed by NetworkMaine at no additional cost to the library;
- (2) Content filtering, email, web hosting, technology support, and consortia pricing through the Maine School and Library Network managed by NetworkMaine at no additional cost to the library;
- (3) Discounts through the federal E-Rate program on eligible technology required to maintain an internet connection;
- (4) Eligibility to receive grants through the Maine Public Library Fund;
- (5) Eligibility for discounted membership to the Maine Association of Nonprofits; and
- (6) Eligibility for subsidized van delivery service for ILL subject to the following conditions:

To receive a subsidized day of van delivery service a public library must:

- (a) Have at least one library staff member subscribed to the Maine State Library Delivery listserv for Van Delivery participants;
- (b) Have more than 100 ILL materials per year as reported on the most recent certified IMLS Public Library Survey for Maine libraries. The 100 ILL materials are the combined total of the borrowing and lending ILLs per library; and
- (c) Agree to pay a portion of the annual cost based on the population served by the library.

D. In order to receive the services in subsection C above, a public library must meet the following minimum standards of library service:

- (1) It submits the Public Libraries Survey (a.k.a. the Public Library Annual Report) to the Maine State Library by April 1 each year and must maintain an active subscription to either MELIBS-L or MEINFO-L.
- (2) It promotes quality library services by ensuring:
  - (a) The library director engages in at least 4 hours of professional development annually in the areas of

- i. Library management;
  - ii. Library governance;
  - iii. Library facility and maintenance;
  - iv. The fundamentals of librarianship;
  - v. Trends in library service; or
  - vi. Other areas of study relevant to daily operations of a public library.
- (b) All members of the board of trustees attend at least one professional development opportunity annually in the areas of:
  - i. Library governance;
  - ii. Board roles and responsibilities;
  - iii. Fundraising;
  - iv. Advocacy;
  - v. Strategic planning; or
  - vi. Other areas of study relevant to daily oversight of a public library.
- (c) Maintains policies concerning confidentiality of patron records, circulation, collection development, reconsideration of library materials, programs, internet acceptable use/Children’s Internet Protection Act (CIPA), child safety, patron behavior, and meeting space use.
- (d) The board of trustees reviews the library’s policies at least once every three to five years
- (3) It ensures the safety of its staff and the public by having two representatives of the library (employees or volunteers) on site when the library is open to the public.
- (4) It plans for long term sustainability by ensuring:
  - (a) It has a strategic plan that is reviewed at least once every three years
  - (b) It receives annual funding from the municipality in which it is legally situated
  - (c) It has a dedicated person who serves as director of the library and is responsible for the day-to-day management and oversight of the library on behalf of the board of trustees (in the case of a non-profit library) or the municipality (if the library is a municipal department). This may be a volunteer position. This position may not be filled by an individual who also serves as a trustee on the board of trustees.
- (5) It promotes access to information by ensuring:
  - (a) It has a physical location
  - (b) It does not charge members of its legal service area for membership
  - (c) It is open to the public for at least 12 hours per week year-round
    - 1. The above subparagraph does not apply to a library located on an island with a legal service area of less than 300 year-round permanent residents.
  - (d) It has at least one dedicated public access computer and printer

- (e) It has a dedicated phone and email address
  - (f) It has organized print and other library materials reflecting diverse needs of the community it serves
- (6) It operates according to the values of librarianship by ensuring:
- (a) It complies with Maine’s confidentiality of library records law, 27 M.R.S. § 121.
  - (b) It is guided by the Library Bill of Rights, Core Values of Librarianship and the Code of Ethics of the American Library Association

**SECTION 6. Membership Agreement and Certification**

- A. All member libraries shall maintain a signed Maine Regional Library System Agreement on file with the Maine State Library. The Agreement shall be resubmitted every three years.
- (1) In the case of a nonprofit library, the Agreement shall be signed by the president of the board of trustees.
  - (2) In the case of a municipal library the Agreement shall be signed by the town administrator.
- B. Member libraries seeking to access the services outlined in Section 5.C above shall self-certify compliance with the requirements of Section 5.D as part of the Public Libraries Annual Report.

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STATUTORY AUTHORITY:  
27 M.R.S. § 111(2)  
EFFECTIVE DATE: