

# SUBCHAPTER 7. INSTITUTIONAL LIBRARY SERVICES

## N.J.A.C.

### 15:21-7.1 Purpose

(a) The rules in this subchapter provide for the development of library services in State, county and municipal institutions, pursuant to the provisions of the Library Development Aid Law, (P.L. 1985, c. 297), N.J.S.A. 18A:74-3.2 through 3.4.

(b) Three separate institutional funding categories have been developed:

1. Institutional Library Services per capita State aid;
2. Institutional Library Services Developmental Grants and
3. Institutional Library Services Incentive Grants.

(c) To be eligible for any of the three programs, institutions must establish a library advisory committee to develop and initiate a plan of service. The primary model for institutional library services is that of public library services.

## N.J.A.C.

### 15:21-7.2 Definitions

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise:

"Access" means the onsite use of the library facility and its resources and services or the ability to use library materials and services from remote locations, also known as satellites. In institutions, access includes open hours of the library facility plus service hours to rooms, cells or wards unduplicated by library facility hours. Access also includes bibliographic access. Limitations on access include permissions required and restrictions imposed on client use of services.

"Client(s) or client groups" means mentally disabled, mentally retarded, and physically handicapped persons; also adults and juveniles in correctional and related programs, and persons in New Jersey veterans' homes. Excluded are persons in general hospitals, general nursing homes and boarding homes.

"Institution" means an adult or juvenile health, mental health, mental retardation, veterans, residential, correctional and other similar facility other than a public school, which is operated by or under contract to the State or to county or municipal governments to carry out health, welfare, educational and correctional programs. Excluded are general hospitals, general nursing homes and boarding homes.

"Institutional library" means any library, within an institution, directly serving the institutional client group.

"Institutional library services developmental grants" means funds made available to institutions to bring library services up to the minimum standards.

"Institutional library services incentive grants" means funds made available to institutions already meeting minimum standards to expand or develop programs of library services.

"Institutional library services per capita State aid grants" means funds made available to institutions whose library services meet minimum standards and maintain a level of library expenditures for library services equal to or above the level in the preceding calendar year.

"Library advisory committee" is a group within the institution which will assist in the development of a plan for library services.

"Library facility" means a space devoted solely or primarily to library services and materials and may include circulation desk, reading and study area, group program area, book stacks and other shelving for materials, office space for library staff, work room or space for cataloging and other related functions, and storage for materials and equipment.

"Library materials" means print, non-print items and electronic software accessible through a library and its services. Library materials do not include texts or curriculum materials; they do include a range of recreational, cultural, and informational items.

"Library service" is a general term for all the activities performed and programs offered by libraries in meeting the need of their target groups. As such, it can encompass a range of services, such as information services or circulation services, which are determined in a particular library by its roles and goals. The primary model for institutional library services is the public library services model.

"Plan of library service" is a written plan for all of the activities to be performed and programs to be offered by a library in order to meet the needs of its target group(s). Such a plan is based on the mission and roles adopted by a library and generally includes goals, objectives and activities to be implemented.

"Room/cell/ward library service" means those activities performed and programs offered by an institutional library in meeting the information needs of those groups unable to avail themselves of the library facility within an institution due to limitations on mobility.

"Titles" are unique monographs (books) or distinctly titled materials held; this is not the same as volumes or items, which includes all multiple copies of a single title. This definition applies to all materials formats.

## **N.J.A.C.**

### **15:21-7.3 Minimum standards for institutional library services**

(a) The following minimum standards shall apply to institutional library services:

1. Staff shall be assigned by the institution in accordance with the chart set forth below:

<b>Average Daily Client Population</b>	<b>Minimum Number of Paid Staff</b>
Less than 100	One staff member part-time

100 to 299	Associate librarian part-time. One library clerk, part-time.
300 to 499	Associate librarian full-time. One library clerk, part-time.
500 to 699	One librarian part-time. One library clerk, full-time.
700 to 999	One librarian full-time. Two library clerks, one of whom must be full-time.
1,000 or more	One librarian full-time. Three library clerks, two of whom must be full-time.

2. Materials in all formats to meet the informational, educational, cultural and recreational needs of the population shall be provided as follows:

- i. A minimum of five titles per client or 300 titles, whichever is larger. Titles can include print and non-print materials; and
- ii. Equipment to support access to and use of library materials.

3. Access shall be provided to client groups as follows:

- i. A library with only part-time staff shall provide library services at least 20 hours per week; and
- ii. A library with full-time staff shall provide library services at least 30 hours per week.

4. Facilities and furnishings will be adequate to support the library and its services and will be determined in accordance with guidelines established by the State Librarian.

**N.J.A.C.**

**15:21-7.4 Institutional library services per capita State aid**

(a) Per capita State aid will provide funds to institutions which meet minimum standards for library services and maintain a level of local library expenditures for library services equal to or above the level in the preceding fiscal year. Such institutions will be eligible, annually, for funding of \$1,000 per institution plus a minimum of \$7.50 per capita. Fiscal year is determined by the parent organization.

(b) The sum payable as State aid, as finally determined by the Assistant Commissioner and State Librarian, shall be payable on October 1 to each institution qualifying for aid under this chapter.

**N.J.A.C.**

**15:21-7.5 Institutional library services developmental grants**

Developmental grants will provide funds to assist institutions in meeting minimum standards for library services.

**N.J.A.C.**

**15:21-7.6 Institutional library services incentive grants**

Incentive grants will provide funds to institutions to develop or expand programs of library services. Institutional library services must meet minimum standards prior to an application for this grant.

**N.J.A.C.**

**15:21-7.7 Priorities and funding among grant categories**

The priorities among the three institutional grant categories and the percentage of funds allocated in each program shall be established annually by the State Librarian.

**N.J.A.C.**

**15:21-7.8 Use of funds**

Funds received pursuant to these rules shall not be applied to any purpose other than institutional library services. Institutional library services budgets shall not be reduced due to receipt of institutional State library aid.

**N.J.A.C.**

**15:21-7.9 Reports and audits**

(a) On or before March 1 in each year, each institutional library receiving institutional library services per capita State aid grants according to this subchapter shall prepare and transmit a report to the State Librarian of such information, as the State Librarian shall require, based upon the records and statistics of the preceding calendar year.

(b) On or before August 1 in each year, each institutional library receiving institutional library services developmental or institutional library services incentive State aid according to this subchapter shall prepare and transmit a report to the State Librarian of such information, as the State Librarian shall require, based upon the records and statistics of the preceding fiscal year.

(c) Grant recipients shall be required to submit other reports and financial audits as specified by the State Librarian in the grant announcement.

## **SUBCHAPTER 8. MUNICIPAL BRANCH LIBRARY SERVICES**

**N.J.A.C.**

**15:21-8.1 Purpose**

The rules in this subchapter provide for the maintenance, operation and improvement of municipal branch libraries to meet community needs, pursuant to the provisions of the State Library Development Aid Law, (P.L. 1985, c. 297, N.J.S.A. 18A:74-3.2 through 3.4).

**N.J.A.C.**

**15:21-8.2 Eligibility**

Any municipal public library which receives State aid pursuant to N.J.S.A. 52:27D-178 et seq. and maintains one or more branch libraries is eligible to participate in the program.

**N.J.A.C.**

**15:21-8.3 Categories in award of grants**

(a) Each approvable application shall be assigned to one of the two categories as follows:

1. Municipal branch library assistance for planning; or
2. Municipal branch library assistance for operations and improvements.

(b) The priority of categories and the percentage of funds allocated to each category shall be established each year by the State Librarian.

## **SUBCHAPTER 9. COLLECTION EVALUATION AND DEVELOPMENT**

**N.J.A.C. 15:21-9.1 Purpose**

The rules in this subchapter provide for assistance to any public library for the evaluation and development of collections, pursuant to the Library Development Aid Law, (Chapter 297, Laws of 1985), N.J.S.A. 18A:74-3.2.

**N.J.A.C.**

**15:21-9.2 Eligible projects**

(a) Grants will be made to public libraries to support individual or coordinated collection evaluations and/or user studies.

(b) Grants will be made to public libraries to purchase library materials, either individually or as part of a group of libraries sharing a coordinated collection development plan.

**N.J.A.C.**

**15:21-9.3 Funding allocation**

The State Librarian shall determine annually percentages of the total funding to be assigned to each eligible project area.

## **SUBCHAPTER 10. MAINTENANCE OF LIBRARY COLLECTIONS**

**N.J.A.C.**

**15:21-10.1 Purpose**

The rules in this subchapter provide for assistance to libraries to be used for housing, protection, preservation, repair, restoration and maintenance of collections of historical or

special interest, pursuant to the provisions of the Library Development Aid Law (Chapter 297, Laws of 1985), N.J.S.A. 18A:74-3.2(c).

## **N.J.A.C.**

### **15:21-10.2 Definitions**

The following words and terms, when used in this subchapter, shall have the following meanings unless the context clearly indicates otherwise.

"Accessibility" means availability of materials for borrowing, consultation, in-house use or reproduction, depending on the nature and condition of the materials and the collections.

"Comprehensive preservation program" means the organization and operation of all activities associated with maintaining library materials for use.

"Comprehensive preservation program development" means the initial steps taken by a library in planning for the establishment of a comprehensive program for preservation of its materials, including consultant visits, reports, and self-studies.

"Condition survey" means a systematic study of a library collection to ascertain its physical state.

"Conservation treatment" means the direct use of chemical and physical procedures to ensure the preservation of library materials.

"Cooperative preservation planning and programs" means planning or programs carried out by a group of libraries concerned with the care, protection and salvage of their collections.

"Housing" means the provision of equipment, products, supplies and appropriate environmental conditions or their creation and maintenance for the long-term storage and maintenance of a collection.

"Identification/inventory" means a descriptive list of items in a collection, giving as a minimum the title, dates, quantity, arrangement, description of significant subject content and estimate of uniqueness, in a format meeting appropriate bibliographic standards.

"Materials" means physical entities of any substance that serve as carriers of information.

"Materials conversion" means the process of converting library materials from one format to another for the purpose of preservation.

"Organization" means the systematic arrangement of the collection to facilitate access.

"Preservation" means the activities and organization associated with maintaining library and archival materials for use, either in their original physical form or in some other permanent and durable format.

"Protection" means any of the various activities, containers and materials which shield library materials from the harmful effects of storage, environmental conditions and use.

"Repair" means the partial rehabilitation of a worn item using high quality, long lasting

materials and supplies and accepted, conservationally sound methods.

"Restoration" means any of various processes whereby a deteriorated book or paper document or other library material is returned as nearly as possible to its original condition.

**N.J.A.C.**

**15:21-10.3 Eligible projects**

(a) Grants will be made to libraries to increase accessibility to historical or special interest collections through projects including identification/inventory, organization and preservation, condition survey, comprehensive preservation program development, protection, housing, materials conversion, repair, conservation treatment and restoration.

(b) Grants will be available for cooperative preservation planning and programs.

(c) The State Librarian may establish annual priorities for the awarding of funds.

**N.J.A.C.**

**15:21-10.4 Funding allocation**

(a) No less than 75 percent of program funding will be used for grant awards to publicly supported libraries.

(b) No more than 25 percent of program funding will be used for grant awards to privately supported libraries.

(c) When there are insufficient eligible applications from publicly supported libraries to account for 75 percent of program funding, remaining funds may be used for privately supported libraries.

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