

## Kentucky Public Library Standards

### **Governance and Administration** (p. 1)

- \*Employs a Director (full time librarian)

### **Human Resources** (p. 7)

- \*Part-time librarian
- \*2 staff members

### **Collections** (p. 11)

- \*Up-to-date materials
- \*Art rentals
- \*Weed collection
- \*Revamp children's collection/area
- \*Newspapers and magazine subscriptions

### **Services** (p. 14)

- \*Weekly story hour
- \*Extended hours
- Automated recordings in use during closed hours to inform the public of the library's service hours
- Night time drop box
- \*Handicap accessibility (desk, elevator, shelving, library furniture, equipment, etc.)
- \*Bookmobile/satellite service
- \*6 Computer workstations for the public to use (1 workstation/2500 population)
- \*2 Computer workstations for circulation (1upstairs, 1 downstairs)
- Photocopier (available to the public)
- \*On-line catalog
- \*Public access to the Internet
- \*Cable TV

### **Facilities** (p. 21)

- \*7000 square footage
- \*1 parking space per 500 square feet or building space
- \*New furniture (Library appropriate)
- \*New carpet
- Up-to-date wiring and adequate access to electrical and data outlets
- Programming space
- Staff workspaces and break areas
- Meets all building, fire, and safety codes
- ADA compliant
- Well lighted exterior and identified with signs
- \*Hours are posted
- \*Interior signs identify the library's service areas and collections

Regular schedule for maintenance of the building and grounds

Well lighted parking areas and entrances

\*Appropriate shelving for books and audiovisual materials

\*Painting of interior

\*Restrooms upstairs

\*Adequate phone system for 2 floors

\*Designated areas for teens, children and leisure reading

\*Emergency lighting (interior)

\*Security system

\*AC/Heating furnaces maintained

\*Conference room

\*Brighten up the interior - make it attractive and inviting

\*Murals in children's area

\*Adapting the physical building to meet our needs

### **Technology** (p. 24)

Access to person trained to install and support computer hardware, and software

Up-to-date presentation devices (LCD projector, Laptop, projection screen, DVD player/recorder, video player/recorder, audiocassette players for loan, etc)

### **Marketing/Public Relations** (p. 27)

\*Weekly book review

\*Brochure promoting library and its services and hours

\*Suggested at June 4 and 18 library board meetings

The unmarked were suggestions from the Standards.