

CHAPTER 3  
STATEWIDE PROGRAMS AND AGREEMENTS

BACKGROUND

The state library is charged with developing long-range plans for the continued improvement of library services in the state. The most recent long-range plans were entitled “Unified Plan for Library Service in Iowa” and the “LSTA Five-Year Plan.” The major outcomes of these planning efforts include the maintenance of SILO, a voluntary certification program for public librarians, and the continued development of standards for public libraries which includes a voluntary accreditation program.

Based on existing programs and services, the current planning effort addresses the state library’s role in promoting and developing library services in the state, coordinating interlibrary cooperation, and providing Iowans with access to the publications of state government. The state library’s other roles, such as meeting the information needs of the three branches of state government and providing census, patent, legal and medical information, are not addressed in this document.

SEE: Unified Plan for Library Service in Iowa, 1994, and the LSTA Five-Year Plan. State Library of Iowa, 1998.

**286—3.1(256) State of Iowa Libraries Online (SILO).** Purpose is to provide electronic access to Iowa’s library resources and to electronic information resources. Includes an electronic “card catalog” and associated electronic interlibrary loan system to facilitate the identifying and requesting of library materials among Iowa libraries. Delivers statewide library access to numerous citation and full text databases.

**286—3.2(256) Enrich Iowa program.**

**3.2(1) Purpose.** Enrich Iowa, a direct state aid program, provides incentives to improve library services and to reduce inequities among communities in the delivery of library services based on recognized and adopted performance measures. The funding is intended to supplement, not replace, local funding.

**3.2(2) Eligibility.**

*a.* To participate in the enrich Iowa program, an Iowa public library must:

(1) Be established by city ordinance or as a county library at least two years previous in accordance with Iowa Code chapter 336.

(2) Use the enrich Iowa funds to improve library services.

(3) Use program funds to supplement, not supplant, any other funding received by the library.

(4) Provide information for auditing purposes, if requested by the state library.

*b.* To remain eligible to participate after July 1, 2001, the library must:

(1) Meet all of the eligibility and reporting requirements outlined above.

(2) Participate in Open Access and Access Plus programs.

(3) Meet the standards requirements of Tier 1, 2, or 3.

SEE: Enrich Iowa: Fund Libraries. State Library of Iowa, September 1996.

In Service to Iowa: Public Library Measures of Quality. 3d ed. State Library, 1997.

**3.2(3) Reporting procedures.** All program participants shall submit the following to the state library:

*a.* A copy of the ordinance establishing the library or documentation of the establishment of the county library by December 15 of the first year of participation.

*b.* A status report, in the format prescribed by the state library, on local library use of enrich Iowa funds by December 15, 1999.

*c.* By July 31 following the end of the fiscal year, a final report on the use of enrich Iowa funds in the format prescribed by the state library. The report shall include a listing of program payments received and expenditures made for the fiscal year.

*d.* An accreditation report, in the prescribed format, as required on the three-year reporting cycle.

SEE: In Service to Iowa: Public Library Measures of Quality. 3d ed. State Library, 1997.

*e.* A completed annual survey, in the prescribed format, by the required date.

**3.2(4) Informal appeals.** Informal appeals shall be made on procedural grounds only. Such grounds include alleged conflicts of interest or procedures not uniformly applied to all public libraries.

**3.2(5) Informal appeal hearing.** A written request shall be sent to the state librarian. The hearing shall be held within 15 calendar days of the date of the request during regular business hours of the state library. The hearing shall be held before the state librarian or such members of a review board as the state librarian designates. The state librarian shall:

*a.* Notify the appellant as to the day, hour, and location of the hearing;

*b.* Inform the appellant of the right to submit any written documents regarding the application;

*c.* Inform the appellant that a spokesperson must be appointed if the appeal involves more than one person. The state librarian or designee shall direct questions only to the spokesperson during the hearing. Any other discussion or comments shall be reserved for a closed executive session. No indication of decision shall be given at the time of the hearing;

*d.* Notify the appellant in writing of the decision of the state librarian or designee within five working days of the hearing.

**3.2(6) Formal appeal.** A formal appeal of the decision of the state librarian or designee shall be made to the commission of libraries.

*a.* The appellant's argument shall contain:

(1) The facts of the appeal;

(2) An argument in favor of the appeal; and

(3) The remedy sought.

*b.* Appeals will be allowed on the procedural grounds that staff of the state library acted outside statutory authority, were influenced to act as a result of a conflict of interest, or acted in a biased or unfair manner.

*c.* The commission shall consider and rule on the appeal after receiving all documentation from the appellant and shall notify the appellant in writing of the decision within 30 calendar days. The decision of the commission is final except as provided for in Iowa Code sections 17A.19 and 17A.20.

This rule is intended to implement 1999 Iowa Acts, Senate File 464, section 7(5).

**286—3.3(256) Open Access.** Purpose is to provide Iowa citizens with direct access to more library materials and information resources. It is a reciprocal borrowing program that enables users from participating libraries to directly check out materials from other participating libraries.

SEE: Open Access Program Letter of Agreement. State Library of Iowa.

**286—3.4(256) Access Plus.** Purpose is to provide Iowa citizens with equal access to library resources by encouraging and supporting multitype resource sharing. Access Plus subsidizes participating libraries for each interlibrary loan, from the first loan, made to an eligible Iowa library.

SEE: Access Plus Program Letter of Agreement. State Library of Iowa.

**286—3.5(256) Iowa Fax Network.** Rescinded IAB 12/16/98, effective 1/20/99.

**286—3.6(256) In Service to Iowa: Public Library Measures of Quality.** Purpose is to provide performance measures to encourage the ongoing development of quality public library service in the state. By identifying policies, service levels, role selection and output measures, consistency and quality in all aspects of public library service can be achieved.

SEE: In Service to Iowa: Public Library Measures of Quality. 3d ed. State Library of Iowa, 1997.

**286—3.7(256) Iowa Certification Program for Public Librarians.** Purpose is to improve library service in Iowa by encouraging public librarians to acquire, maintain and develop skills through basic and continuing education, by recognizing librarians who update skills, by improving the public image of librarians, and by providing guidelines for public library boards to use in developing hiring policies.

SEE: Iowa Certification Program for Public Libraries. State Library of Iowa, 1993.

**286—3.8(256) Summer library program.**

**3.8(1)** Purpose is to assist public libraries in planning summer reading programs by producing promotional and programming materials, locally adaptable, to help improve library service to youth in Iowa and to improve skills of librarians.

**3.8(2)** Procedures.

- a. An advisory committee provides advice to the state library regarding this program.
- b. Working with a multistate cooperative, the manual and promotional materials are developed around a theme.
- c. Participating libraries may purchase theme materials (manuals, posters, bookmarks, and related materials).
- d. The program is publicized and promoted through the state library's newsletter and through regional workshops each year.

**286—3.9(256) Iowa Depository for Iowa Publications Purpose.** The depository library center is established within the state library to serve as the central agency for the collection and distribution of publications issued by state agencies to depository libraries.

**3.9(1) Definitions.**

*"Core depository"* shall receive only those publications found on the periodically compiled core list.

*"Core list"* of Iowa state documents is a selected list intended to meet the basic document needs of libraries.

*"Depository library"* means a library designated for the deposit of state publications.

*"Depository library center"* shall be the headquarters for the state documents depository program and shall also be referred to as the "state documents center."

*"Full depository"* shall be a library receiving everything collected by the depository library center.

*"Permanent depository"* shall be a library receiving and permanently maintaining two copies of each state publication.

*"State agency"* means a legislative, executive, or judicial office of the state and all of its respective offices, departments, divisions, bureaus, boards, commissions, committees, and state institutions of higher education governed by the state board of regents.

*"State publications"* are defined as any multiply produced informational products or materials regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. The definition incorporates those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency. State information products specifically include, but are not limited to, public documents appearing as reports, directories, statistical compendiums, bibliographies, lists, state plans, statutes, codes, laws and bills, rules, regulations, transcripts of public hearings, journals, newsletters, bulletins, periodicals, books, pamphlets, brochures, charts, maps, surveys, other printed matter, audiovisual materials, microfilm, microfiche, and all electronic information sources in all electronic formats. State information products do not include correspondence and memoranda intended solely for internal use within the agency or between agencies, materials designated by law as being confidential, materials excluded from this definition by the department through the adoption and enforcement of rules, and materials determined by the depository library center staff to be exempt.

**3.9(2) Administration of the depository program.**

a. The state documents depository program shall be administered by the depository librarian under the direction of the state librarian.

b. The state library/depository library center shall serve as the last copy depository for predepository state information products and for those products never deposited with the center since its 1979 inception.

**3.9(3) State agency requirements.**

a. Upon issuance of a state publication a state agency shall deposit with the depository library center, at no cost to the center, ten copies of the publication, or a lesser amount if specified by the center.

*b.* It shall be the responsibility of the issuing state agency to create duplicate copies of publications in limited supply to meet the minimal copy requirements of the depository library center as specified by the center.

**3.9(4) *Designation of depositories.***

*a.* The state library and the University of Iowa shall be designated as the two permanent depositories for Iowa state publications.

*b.* The Library of Congress shall receive one copy of each state publication collected.

*c.* Depository status of additional libraries shall be determined by the state librarian upon written application by a library. A library may be designated as either a full depository or core depository based upon the judgment of the depository library center and the preference of the library.

*d.* Depository libraries may be selected on the basis of one or more of the following criteria:

(1) Geographic location consistent with a policy of distributing depositories so as to minimize the travel distance of a user.

(2) Demonstrated ability to handle the receipts desired based on size of collection, identified need of the library's clientele, and the availability of space, staff and equipment.

(3) Demonstrated need/value to state of placing depository collection in facility.

(4) Present federal depository status.

Upon approval of the application, a contract with the depository library shall be completed.

**3.9(5) *Depository library requirements.***

*a.* The permanent depositories shall permanently maintain two copies of each publication. One copy shall be considered archival and will not circulate. The other copy shall be available for loan.

*b.* All publications received under this program by the full depository and core depository libraries shall be retained for a minimum period of six years unless a lesser retention period is designated for an item or items by the depository library center.

*c.* The depository agrees to make the documents available for free public use.

*d.* Materials missing from depository shipments shall be claimed from the depository library center within one month of receipt of the shipment. After that time, requests shall be made directly to the issuing agency or the state printer.

**3.9(6) *Withdrawal of a library from the program.***

*a.* A full depository library may withdraw from the depository program by sending written notice to the depository library center 60 days prior to such withdrawal.

*b.* A core depository library may withdraw from this program by sending written notice to the depository library center.

*c.* A library's depository designation may be withdrawn for failure to conform to the terms of the contract.

*d.* Upon termination of the contract the depository documents become the property of the depository library center and must be returned to the center or to such other depositories as may be specified by the center.

[ARC 4892C, IAB 1/29/20, effective 3/4/20]

These rules are intended to implement Iowa Code sections 256.50 to 256.55.

[Filed emergency 3/3/94—published 3/30/94, effective 3/30/94]

[Filed 5/6/94, Notice 3/30/94—published 5/25/94, effective 6/29/94]

[Filed 11/25/98, Notice 9/23/98—published 12/16/98, effective 1/20/99]

[Filed emergency 6/9/99—published 6/30/99, effective 6/9/99]

[Filed 8/6/99, Notice 6/30/99—published 8/25/99, effective 9/29/99]

[Filed ARC 4892C (Notice ARC 4553C, IAB 7/17/19), IAB 1/29/20, effective 3/4/20]