

**LIBRARIES AND INFORMATION SERVICES DIVISION[286]**

**Adopted and Filed**

Pursuant to the authority of Iowa Code section 256.52, the Commission of Libraries hereby amends Chapter 1, "Organization and Operation," Iowa Administrative Code.

These amendments are intended to provide updates to the Division's administrative rules.

Notice of Intended Action was published in the Iowa Administrative Bulletin as **ARC 2510C** on April 27, 2016. No public comments were received on this rule making. These amendments are identical to those published under Notice of Intended Action.

These amendments are subject to waiver pursuant to 286—Chapter 10.

After analysis and review of this rule making, there is no anticipated impact on jobs.

These amendments are intended to implement Iowa Code section 256.51.

These amendments will become effective August 24, 2016.

The following amendments are adopted.

ITEM 1. Amend rule 286—1.3(256) as follows:

**286—1.3(256) Organization and operation.**

**1.3(1) Location.** The state library is located at ~~East 12th Street and~~ 1112 East Grand Avenue, Des Moines, Iowa 50319; telephone (515)281-4105; fax (515)281-6191. Business hours are 8 a.m. to 4:30 p.m., Monday through Friday, excepting legal holidays.

**1.3(2) Units.** The state library consists of ~~seven~~ four units: library development (includes the LSTA Grant Program, public library accreditation, library staff certification, ~~Open Access, Access Plus, Enrich Iowa~~, continuing education and consulting); information services (includes ~~public policy, the state medical, federal documents, state documents, and patents depository~~ the state documents depository program, special collections, the state law library, and technical services); ~~the state law library; technical services (includes the state documents depository program)~~; the state data center; ~~audiovisual services~~; and administration.

**1.3(3) Commission of libraries.** The commission of libraries consists of ~~eight~~ nine members as defined in Iowa Code section 256.52. The commission shall meet at a time and place specified by the chair. Notice of a meeting and the agenda will be posted at the state library at least 24 hours prior to the meeting and shall be mailed to any interested individual or organization upon request. The operation of commission meetings shall be governed by the following procedures:

- a. A quorum shall consist of five members.
- b. Any action taken by the commission requires an affirmative vote by at least five members.
- c. Persons wishing to appear before the commission shall submit a written request to the state librarian not less than 14 days prior to a meeting. Presentations shall be allowed at the discretion of the chair. Persons wishing to submit written material shall do so at least 14 days prior to a meeting so that commission members have adequate time to receive and evaluate the material.
- d. Near the conclusion of each meeting, the chair shall set the date, time and location of the next meeting.

**1.3(4) Minutes.** ~~Minutes of commission meetings are available for inspection at the state librarian's office during regular business hours. Copies of minutes are available upon request at no charge, allowing for reasonable transcription time. Current and archived minutes of commission meetings can be viewed and copied free of charge at the state library. The current and archived minutes are also accessible on the state library's Web site.~~

ITEM 2. Adopt the following **new** subrule 1.3(5):

**1.3(5) Library services advisory panel.** The library services advisory panel consists of no fewer than 11 members as defined in Iowa Code section 256.62. The advisory panel shall meet at a time and place specified by the chair. Notice of a meeting and the agenda will be posted at the state library at least 24

hours prior to the meeting and shall be made available to any interested individual or organization upon request.

ITEM 3. Amend rule 286—1.4(256) as follows:

**286—1.4(256) Information delivery.**

**1.4(1) Photocopies of library materials for Iowa residents.** The state library will provide library service to any resident of Iowa. To ensure the availability of high-demand library materials for in-house use, the state library may choose not to lend specific library items. In lieu of lending the original item, the library may choose to provide a photocopy of the requested material at a nominal charge of 20 cents per page. ~~Materials may be faxed at a cost of \$2 for the first page and \$1 for each additional page including the cover sheet. Priority delivery services may also be requested by the borrower at additional expense.~~

**1.4(2) Photocopies of library materials for nonresidents of Iowa.** To encourage interstate resource sharing, the state library may enter into reciprocal free interlibrary loan photocopy agreements with out-of-state libraries. For other out-of-state businesses and residents, the state library will charge the following fees: a \$15 handling fee plus 20 cents per page.

First 10 pages	\$7 minimum
11-20	9
21-30	10
31-50	12
Over 50	12 plus 20¢ per page

~~Materials may be faxed (no more than 20 pages) at a cost of \$2 for the first page and \$1 for each additional page including the cover sheet.~~

~~Priority delivery services may also be requested by the borrower at additional cost to the borrower.~~

This rule shall not preclude the state library from participating in interstate library compacts to support reciprocal resource sharing.

ITEM 4. Amend rule 286—1.5(256) as follows:

**286—1.5(256) Access to library's collections.**

**1.5(1)** The state library's materials collections are housed in the ~~Historical~~ Ola Babcock Miller State Office Building, East 12th Street and 1112 East Grand Avenue, Des Moines, and in the State Capitol Building. Both buildings are listed on the National Register of Historic Places under the National Historic Preservation Act and are accessible to the disabled.

**1.5(2)** Primary research and study areas of the library's two locations are accessible to the disabled; however, upper tiers are generally closed to all public access. Staff may authorize access on a case-by-case basis or will retrieve materials requested by library users.

ITEM 5. Amend rule 286—1.6(256) as follows:

**286—1.6(256) Collection policy of the library.** ~~Purpose~~ The purpose of this policy is to define the intended coverage and clientele; establish collection management and selection policies; provide staff with the means to ensure consistency, responsiveness, and wise use of funds in collection building; assist in development of performance measures; establish priorities to guide budget allocations and cataloging and preservation decisions; and document the library's commitment to intellectual freedom.

SEE: Collection Policy. State Library of Iowa, ~~May 28, 1993~~ April 2016.

ITEM 6. Amend subrule 1.7(5) as follows:

**1.7(5) Procedure.**

a. The appropriate unit supervisor shall recommend ~~and justify in writing~~ to the state librarian those materials to be deaccessioned.

*b.* and *c.* No change.

[Filed 6/23/16, effective 8/24/16]

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EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 7/20/16.