

CHAPTER 1  
ORGANIZATION AND OPERATION

[Prior to 6/26/91, see Library Department[560] Ch 1]

[Prior to 3/30/94, see Cultural Affairs Department[221], Library Division[224] Ch 1]

**286—1.1(256) Definitions.** The definitions used in Iowa Code chapters 17A and 256 will apply for terms used throughout this chapter. In addition, the following definitions will apply:

“*ADA*” means the Americans with Disabilities Act of 1990.

“*Administrator*” means the state librarian, who shall serve as the administrator of the division of libraries of the department of education.

“*Department*” means the department of education.

“*Director*” means the director of the department of education.

“*LSTA*” means the Library Services and Technology Act Grant Program as defined by P.L. 104-208 (1997).

“*State librarian*” means the chief operating officer of the state library.

“*State library*” means the library agency within the division of libraries of the department of education.

**286—1.2(256) Mission.** Rescinded IAB 12/16/98, effective 1/20/99.

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

**1.3(1) Location.** The state library is located at East 12th Street and 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 units: library development (includes the LSTA Grant Program, public library accreditation, library staff certification, Open Access, Access Plus, continuing education and consulting); information services (includes public policy, the state medical, federal documents, state documents, and patents depository collections); 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 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.

**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:

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.

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

**1.5(1)** The state library’s materials collections are housed in the Historical Building, East 12th Street and 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.

**286—1.6(256) Collection policy of the library.** Purpose 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.

**286—1.7(256) Disposal of library materials.**

**1.7(1) Purpose.** Disposal of library materials shall be undertaken by the state librarian only as a means of strengthening and benefiting the mission of the state library. Disposal shall not be used solely to generate operating funds for the library.

**1.7(2) Definitions.**

“*Deaccession*” means permanent removal of materials from the state library’s collections.

“*Library materials*” includes, but is not limited to, books, journals, documents, audio visuals, and software in any format.

“*State librarian*” means the chief operating officer of the state library.

“*State library*” means the library agency within the division of libraries of the department of education.

**1.7(3) Ethics.**

*a.* Disposal of materials shall be undertaken in an open, public manner conforming to appropriate ethics guidelines.

*b.* Ownership of deaccessioned materials shall not, under any circumstances, be transferred to or personally benefit any employee, spouse or immediate family member of an employee of the library.

**1.7(4) Criteria.** Materials may be deaccessioned from the collections of the state library if they are no longer deemed relevant and appropriate to the mission of the state library or if they have deteriorated beyond repair and usefulness.

**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.* The state librarian shall approve or disapprove those recommendations from the unit supervisor.

*c.* The method for disposition of the deaccessioned materials, including sales, donation or destruction, shall be decided by the state librarian.

**1.7(6) Limitations.**

*a.* Revenue from the disposition of any books or other library materials shall be credited to the state library fund established by the treasurer of state.

*b.* Proceeds shall be used solely for the purchase of books and other information resources for the state library.

*c.* Any balance in the fund on June 30 of the fiscal year shall remain in the state library fund and shall not become part of the state's general fund.

This rule is intended to implement Iowa Code section 256.52(3)“c.”

These rules are intended to implement Iowa Code sections 256.50 to 256.56.

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