

Filed May 17, 1972  
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STATE OF WISCONSIN  
DEPARTMENT OF PUBLIC INSTRUCTION

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Archie A. Buchmiller, Deputy State Superintendent of the State Department of Public Instruction, and custodian of the official records of the State Department of Public Instruction, do hereby certify that the annexed rules and regulations, relating to further provisional certification requirements for public library systems, were duly approved and adopted by me on May 17, 1972.

I further certify that said copy has been compared by me with the original on file in the State Department of Public Instruction and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the department at Wisconsin Hall, 126 Langdon Street, in the city of Madison, this 17th day of May, A.D. 1972.

*Archie A. Buchmiller*

Archie A. Buchmiller  
Deputy State Superintendent  
State Department of Public Instruction

STATE OF WISCONSIN  
DEPARTMENT OF STATE  
RECEIVED AND FILED

MAY 16 1972

ROBERT C. ZIMMERMAN  
SECRETARY OF STATE

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SECRETARY OF STATE

ORDER OF THE DEPARTMENT OF PUBLIC INSTRUCTION

Adopting, Amending, or Repealing Rules

Pursuant to authority vested in the State Superintendent of Public Instruction by section 43.03 and section 43.09, Wisconsin Statutes (Chapter 152, Laws of 1971), he hereby repeals, amends, and adopts rules as follows:

Section 6.06 of the WISCONSIN ADMINISTRATIVE CODE is adopted to read:

PI 6.06 Further provisional certification requirements for public library systems.

(1) A public library system shall allow in its organizational structure for additional counties to join after the system is established.

(2) A federated public library system shall adopt an equitable formula for financial support among the participating counties, and within a single county system, and file with the Division for Library Services.

(3) Annually, a system shall file a plan for the use of the state aid it will receive. In a federated system such plan shall indicate the funds to be used by the system for system services, and the funds, if any, to be used for distribution among designated libraries in the system, showing how such distribution will contribute to the system plan of services.

(4) A public library system shall file with the Division for Library Services copies of all contracts regarding services. Included shall be intersystem contracts; contracts with other types of libraries, information centers, and educational organizations; and any interstate contracts developed. A federated system, additionally, shall file contracts concerning system organization, and services among its members.

(5) A system shall:

(a) Designate a public library in a city of at least 30,000 population as its headquarters library, or

(b) Establish an administrative headquarters and contract with a public library in a city of at least 30,000 to serve as its resource library.

(6) Reporting and financial requirements

Each system shall:

(a) Maintain all official records at the system headquarters library or administrative headquarters at all times.

(b) Maintain appropriate public records of the system's financial activities in accordance with accepted accounting practices.

(c) File an annual report on a form prescribed by the Division, describing its operations and reporting on its income, expenditures, and programs.

(d) Cause an annual audit of the records to be made by a qualified auditor, and file a copy of such audit with the Division for Library Services.

(7) Professional personnel eligible for a Grade 1 public librarian certificate or license

In each system area there shall be, by the end of the first year of operation, a minimum of one professional staff member who shall devote a substantial amount of time to system services in each of the first two categories listed, and by the end of the fourth year of operation, in each of two of the last three listed:

- (a) Administrative
- (b) Information and advisory service to adults
- (c) Information and advisory service to young adults
- (d) Information and advisory service to children
- (e) Organization and control of materials

(8) Services

Each system shall provide the following services within the first year of operation:

- (a) Interloan of library materials among all participating libraries.
- (b) Reference and reference referral services from the headquarters library.

Each system shall provide the following services by the end of the second year of operation:

- (a) Complete library service as provided at the headquarters library or at the resource library if different from the headquarters library to any resident of the system on the same terms as such service is available to residents of the headquarters community.
- (b) Service agreements with all adjacent library systems.

Each system shall provide the following services by the end of the third year of operation:

- (a) In-service training program for library personnel within the system.
- (b) Rapid and regular delivery and communication systems.
- (c) The honoring of valid borrowers' cards of all public libraries in the system by all public libraries in the system.

(9) A public library system shall by the end of the second year of its operation develop formal agreements with other types of libraries in the system area, providing for appropriate sharing of library resources to benefit the clientele of all libraries.

(10) Planning

Each system shall engage in continuous planning with the Division on developing and maintaining the administrative code rules for personnel and services and on developing the library materials collection to meet the service needs. Such planning shall also include methods of providing service to isolated, disadvantaged, and handicapped residents, and of furthering cooperative activities among all types of libraries in the system area.

(11) Pro Rata Funding

Whenever the state appropriation for grants to public library systems is lower than that which is called for under the formula, then the full range of services which are called for under Paragraph (7) through (10) above shall not be required. Instead, the Division for Library Services shall require a level of performance proportionate to the pro rata share of aids which is granted the system.