

FLC 1,2

Filed Jan 10, 1963
10:50 am

CERTIFICATION

State of Wisconsin)
) SS
Free Library Commission)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, S. Janice Kee, Secretary of the Wisconsin Free Library Commission, and custodian of the official records of said commission, do hereby certify that the annexed rules and regulations, relating to public library standards and certification of public librarians, were duly approved and adopted by this commission on January 3, 1963.

I further certify that said copy has been compared by me with the original on file in this commission 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 the Capitol, in the city of Madison, this 4th day of January, A.D. 1963.


S. Janice Kee
Secretary

ORDER OF THE FREE LIBRARY COMMISSION
ADOPTING RULES

Pursuant to authority vested in the Free Library Commission by Section 43.165 and Chapter 227, Wisconsin Statutes, the Commission hereby adopts the rules attached hereto.

These rules shall take effect on March 1, 1963, as provided in Section 227.026.

WISCONSIN FREE LIBRARY COMMISSION


Secretary

Dated: January 4, 1963

Chapter FLC 1

STANDARDS FOR PUBLIC LIBRARIES

FLC 1.01 PURPOSE

The following basic definitions, standards, and requirements were developed pursuant to Section 43.165, Wisconsin Statutes, to aid librarians, library board members, and governing bodies of public libraries in the improvement and extension of library service; in evaluating the library's contribution to the cultural, educational, and recreational life of the community; and in developing and using a balanced collection of books, films, recordings, pamphlets, periodicals, and other materials for these purposes.

FLC 1.02 POLICY

As an organizational means of insuring adequate government-supported library service within reasonable reach of all the people of the state, which will connect them with the total library resources of the region, state, and nation, the Free Library Commission declares that its policy shall be:

- (1) To promote the establishment and development of a network of library systems based on interlibrary and inter-governmental relationship of all libraries in a natural area.
- (2) To encourage the financing of library systems from local sources to a maximum extent but also with added support from higher levels of government, particularly from the state.
- (3) To encourage library co-operation among all types of libraries.

FLC 1.03 DEFINITIONS

- (1) LIBRARY SYSTEMS AUTHORIZED BY CHAPTER 43, AND s.66.30, WISCONSIN STATUTES

A library system is an organization based on a formulated plan and procedure in which library units work together, sharing services and resources in an effective manner which results in improved services to library users.

- (a) Consolidated System. A library system established by vote of one or more municipal governing bodies, governed by one library board and having individual units operating as branches of the system.
- (b) Federated System. A library system formed by joint action of municipal governing bodies, by contract, in which one administrative library unit is designated or created to provide all or certain specified central services or processes for the member libraries, with each local library board retaining its identity and control over the local aspects of library service, and with a joint library board or committee of the system planning, co-ordinating, and advising on the system's co-operative services.

- (c) Co-operative System A system of improved library service made possible by joint action of a group of independent municipal libraries, by formal agreement or contract, to provide certain specified central services or processes for the member libraries, with each library governed by its own library board. The common services may be coordinated and planned by an advisory board or committee.
- (d) Mixed System. A system made up of more than one of the above types and operating special services by contract.

(2) PUBLIC LIBRARY

A public library is a library which provides services and materials to all residents of a community, district, county, or region, and is financially supported in whole or in part from public funds; this definition shall not include libraries which are organized to serve primarily a special clientele, or have only special collections, such as law, medical, university, college, or school libraries, except when such special libraries are operated as departments or branches of public libraries.

(a) TYPES OF PUBLIC LIBRARIES

Types of public libraries in Wisconsin are defined broadly as large, medium-sized, and small libraries. Because the Type I library determines the over-all quality of the service offered in a library system, any library which is not part of a system must meet the standards for Type I.

1. Type I. A Type I library is the central library of a system, or a large library so situated geographically as to serve logically as the resource and administrative center for an area. It may be the central library in a city, county, ~~county~~, multicounty, or area library system.
2. Type II. A Type II library is a community library whose community normally encompasses a radius of approximately 20 miles, or a community library serving a densely populated urban section. It is a part of a library system. It may be either a county, city, or village library, or a unit in a large city, county, multicounty, or area library system.
3. Type III. A Type III library is a community library serving a small, well-defined area, or group of people. It is a part of a library system, either a city, town, or village library, or a unit in a city, county, multicounty, or area library system.
4. Library Service Outlet. A library service outlet is a unit, mobile or stationary, in a library system, organized and administered to provide a link between small communities or neighborhoods and the central library.

FLC 1.04 REQUIREMENTS NECESSARY TO MEET STANDARDS FOR PUBLIC LIBRARIES IN WISCONSIN

(Note: A detailed statement of goals and standards, entitled A DESIGN FOR PUBLIC LIBRARY DEVELOPMENT IN WISCONSIN--STANDARDS FOR MEASURING PROGRESS, 1962, was adopted October 4, 1962, by the Free Library Commission.)

(1) GENERAL REQUIREMENTS OF ALL PUBLIC LIBRARIES

- (a) ~~4~~. Study and planning. In the interest of insuring adequate public library service, all public librarians, library board members, and other governing officials of public libraries shall recognize local and regional library needs in relation to modern library functions, and examine alternative methods of meeting such needs.
- (b) ~~4~~ Organization and financial support. Public libraries unable to provide adequate staff, materials, and services shall affiliate with larger libraries to form library systems, in the organizational patterns most appropriate and economically sound for the area to be served.
- (c) ~~4~~ Governmental basis. Every public library and every public library system shall have a clear, legal basis for its organization and financial support, as provided for in Wisconsin Statutes.
- (d) ~~4~~ Reports. Every public library and every public library system shall make reports regularly to appropriate levels of government as required.

(2) BASIC REQUIREMENTS BY SIZE OF LIBRARY UNIT

(a) TYPE I PUBLIC LIBRARY

1. Shall be located so that the people served by it may conveniently use the library within one day's round trip from their homes.
2. Shall be open for service at fixed times and uniform hours at least 69 hours per week, including evening hours.
3. Shall provide lending, reference, research, and referral services and guidance and assistance on books and nonbook materials to individuals and groups and other libraries in a library system.
4. Shall provide a book and nonbook materials collection adequate to support the service program, including at least 100,000 currently useful books, and shall have access to additional materials at the state and national levels.
5. Shall have on its staff at least one experienced professional librarian, meeting the requirements of the Wisconsin Grade I certificate, responsible for each of the following aspects of library service in the central library and for guidance and assistance to other libraries in the system:
 - Administration
 - Information and advisory service for adults
 - Information and advisory service for young adults
 - Information and advisory service for children
 - Organization of materials
 - Extension services

and additional subject specialists, ^{as needed.} There shall be an adequate number of additional professional librarians to meet demands upon the library, and a supporting staff of library assistants and clerical workers.
6. Shall have and maintain a clearly defined and efficient system of organization of materials that provides aid to other libraries in the system. There should be a public catalog which lists the

book collection materials by author, title if distinctive, and subject, as well as appropriate indexes for nonbook materials; and a shelf list.

7. Shall have a building, or buildings, aesthetically designed, functional, and equipped to accommodate the existing library program and flexible for changing requirements; built to meet all applicable codes for public buildings contained in the Wisconsin Administrative Code.

(b) TYPE II PUBLIC LIBRARY

1. Shall be located within one hour's round trip from most of its users, as easy to reach as the local shopping center.
2. Shall be open for service at fixed times and uniform hours at least 56 hours per week, including evening hours.
3. Shall provide lending, reference, research, and referral services and guidance and counsel on books and nonbook materials to individuals and groups and other libraries in a library system.
4. Shall provide a book and nonbook materials collection, adequate to support the service program, including at least 20,000, or 2 per person served, whichever is larger, currently useful books, with ready access and established channels to the resources of other libraries in the system.
5. Shall be headed by a librarian meeting the requirements of a Wisconsin Grade I license. There shall be at least two additional full-time staff members, who shall be college graduates with some training in library science; there shall be supporting clerical staff.
6. Shall have a public catalog which lists the book collection materials by author, title if distinctive, and subject, as well as appropriate indexes for nonbook materials; and a shelf list, following the established procedure in the system.

7. Shall have a building or quarters aesthetically suitable to the community, functional, and designed and equipped to accommodate the library program and flexible to provide for changing requirements, and constructed in accordance with applicable codes for public buildings contained in the Wisconsin Administrative Code.

(b) TYPE III PUBLIC LIBRARY

1. Shall be located within one hour's round trip from most of its users, as easy to reach as the local shopping center.
2. Shall be open for service at fixed and uniform hours at least 20 hours per week, including evening hours.
3. Shall provide lending, informational reference, and referral services and assistance in the choice and use of books and nonbook materials.
4. Shall provide a book and nonbook materials collection, adequate to support the service program, including at least 6,000, or 2 per person served, whichever is larger, currently useful books, with ready access and established channels to the resources of other libraries in the system.
5. Shall be in charge of a person who meets the requirements of the Wisconsin Grade III certificate. Additional full-time staff members, as needed, should meet the requirements of the Grade III license.
6. Shall have a public catalog which lists the book collection materials by author, title if distinctive, and subject, as well as appropriate indexes for nonbook materials; and a shelf list, following the established procedure in the system.
7. Shall have library quarters aesthetically suitable to the community, functional, and equipped to accommodate the library program with maximum flexibility for rearrangement, should the program change, and constructed in accordance with applicable codes for public buildings contained in the Wisconsin Administrative Code.

(d) LIBRARY SERVICE OUTLET (STATIONARY)

1. Shall follow established procedures of the library system of which it is a part.
2. Shall be open at least 8 hours a week, scheduled on the basis of maximum potential use.
3. Shall provide lending, simple reference, and regular referral services.
4. Shall have at least 30 basic and up-to-date reference books, and rotating book collections for circulation.
5. Shall have a qualified person paid to administer the service.
6. Shall have easily accessible, suitable, and properly equipped quarters.

FLC 1.05 APPLICATION

- The foregoing requirements are applicable to all tax-supported
- (1) public libraries in Wisconsin.
 - (2) A library must meet the above requirements or present a plan for meeting them within a stated period of years, approved by the Free Library Commission, in order to qualify for grants-in-aid administered by the Commission.

Free Library Commission
 State Capitol
 Madison 2, Wisconsin

Dec. 13, 1962

Chapter FLC 2

CERTIFICATION OF PUBLIC LIBRARIANS

FLC 2.01 REQUIREMENTS FOR CERTIFICATES

- (1) Grade 1: A degree from a college or university approved by an accrediting association of more than state-wide standing, one year of graduate training in a library school accredited by the American Library Association, and not less than four years of successful experience in a library of recognized standing. This experience shall have been gained after completion of professional training, and at least one of the four years shall have been in a public library as defined in the Administrative Code, section FLC 1.03 (2).
- (2) Grade 2: A degree from a college or university approved by an accrediting association of more than state-wide standing, and a six weeks' public library course, or its equivalent, or a degree including the equivalent of such a course, and not less than two years of successful experience in a library of recognized standing. At least one of the two years of experience shall have been gained after completion of library training, and at least one of the two years shall have been in a public library as defined in the Administrative Code, section FLC 1.03 (2).
- (3) Grade 3: High school graduation and a six weeks' public library course, or its equivalent, and at least one year of successful experience in a public library as defined in the Administrative Code, section FLC 1.03(2).
- (4) Grade 4: High school graduation and such additional requirements as shall satisfy the Commission that the applicant is able to do successful library work in the position which he holds.

FLC 2.02 EQUIVALENTS TO "A SIX WEEKS' PUBLIC LIBRARY COURSE"

The following alternate programs of library training are deemed by the Commission to be equivalent to a six weeks' public library course:

- (1) The eight hours of undergraduate library science offered by the University of Wisconsin to students of junior or senior standing and required for entrance to the Library School of the University of Wisconsin
- (2) The directed home-study course, "Introduction to Library Science," offered by the University Extension Division of the University of Wisconsin, treating the philosophy and operating procedures of the public library
- (3) Undergraduate library science courses (at least eight hours) offered at the University of Wisconsin--Milwaukee, Wisconsin state colleges, and other colleges and universities within and out of the state, which are accepted by the Library School of the University of Wisconsin for entrance to graduate study
- (4) The library training examination approved by the Commission to measure the training requirement for applicants who have had years of successful library experience without the six week's public library course or its equivalents.