

Chapter PI 6

PUBLIC LIBRARIES

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Subchapter I — General Provisions

PI 6.01 Purpose. This chapter sets forth requirements and grades of certification an individual must hold in order to be an administrator of a municipal, joint and county public library. In addition, this chapter sets requirements for public library systems and determines reimbursement rates for the costs of providing interlibrary borrowing services.

History: Cr. Register, September, 1992, No. 441, eff. 10-1-92.

PI 6.02 Definitions. In this chapter:

- (1) "Division" has the meaning given under s. 43.01 (2), Stats.
- (2) "Public library system" has the meaning given under s. 43.01 (5), Stats.

History: Cr. Register, October, 1990, No. 418, eff. 11-1-90; renum. from PI 6.01, Register, September, 1992, No. 441, eff. 10-1-92.

Subchapter II — Public Librarian Certification

PI 6.03 Public librarian certification. (1) In this section:

(a) "Administrator" means the head librarian or other person appointed by a library board under s. 43.58 (4), Stats., or by a library system board under s. 43.17 (4), Stats., to direct and administer the library or system.

(b) "County library" means a library created under s. 43.57, Stats.

(c) "Joint library" means a library created under s. 43.53, Stats.

(d) "Municipal library" means a library created under s. 43.52, Stats.

(e) "Population" means the population reported by the U.S. department of commerce, bureau of the census in the last federal decennial census.

(2) Administrators employed by a public library system, county library system or any municipal public library except in a city of the first class supported in whole or in part by public funds, shall hold certification as described in this section. The certification level for other individuals on the library staff may be determined by each individual library board. Applications for librarian certificates under this section shall be made in writing to the division.

(3) The following requirements and grades of certification are established:

Register, January, 1994, No. 457

(a) *Grade I.* 1. Prior to January 1, 1995, administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of 8,000 or more and administrators of public library systems shall hold grade I certificates.

2. Effective January 1, 1995, administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of 6,000 or more and administrators of public library systems shall hold grade I certificates.

3. Grade I certificates under this paragraph shall be granted to applicants holding both a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing and a fifth year degree from a library school program accredited by the American library association.

4. Grade I certificates under this paragraph may be granted to an applicant holding a fifth year degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

(b) *Grade II.* 1. Prior to January 1, 1995, administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of between 4,000 and 7,999 persons shall hold at least grade II certificates.

2. Effective January 1, 1995 administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of between 3,000 and 5,999 persons shall hold at least grade II certification.

3. Grade II certificates under this paragraph shall be granted to applicants holding a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by receiving 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a. Public library administration.
- b. The selection of all types of library materials.
- c. The organization of library materials.
- d. The provision of reference and information services.

(c) *Grade III.* 1. Prior to January 1, 1995, administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population between 2,000 and 3,999 persons shall hold at least grade III certificates. Grade III certificates under this subdivision shall be granted to applicants having successfully completed 2 years of study in a college or technical institution with courses in liberal arts and science or equivalent and the successful completion of a basic library management course for public librarians approved by the division.

2. Effective January 1, 1995, administrators of municipal, joint and county public libraries with a municipal, joint municipal or county public library population under 3,000 persons shall hold at least grade III

certificates. Grade III certificates under this subdivision shall be granted to applicants having successfully completed 54 semester hours, half of which shall be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by the successful completion of a basic library management course for public librarians approved by the division.

(d) *Grade IV.* Effective January 1, 1982, administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population under 2,000 persons shall hold at least grade IV certificates. Grade IV certificates shall be granted to applicants who hold a high school diploma or equivalent and have successfully completed a basic library management course for public librarians approved by the division. Effective January 1, 1995, grade IV certificates will no longer be issued, renewed or valid.

(4) All certificates under sub. (3) shall be granted for 5-year periods. Certificates, except grade IV certificates, granted prior to January 1, 1995, under previous certification rules shall continue to be valid as long as the certificate holder continues to renew the certificate as required under sub. (5). Permanent certificates issued under certification rules in effect prior to May 1, 1979, shall continue to be valid.

(5) Except as specified under sub. (3) (d), certificates under sub. (3) may be renewed upon evidence which satisfies the division that the holder has participated in continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession as follows:

(a) Individuals certified at grade levels I and II shall accumulate 15 continuing education points in the 5 year period prior to recertification.

(b) 1. Except as specified under subd. 2, individuals certified at grade level III shall accumulate 10 continuing education points in the 5 year period prior to recertification.

2. Except for individuals receiving an upgraded certificate under sub. (7), individuals certified at grade level III after January 1, 1995, shall, prior to initial recertification, complete 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a. The selection of all types of library materials.
- b. The organization of library materials.
- c. The provision of reference and information services.

3. After individuals under subd. 2 have received initial recertification, all individuals shall meet the requirements for recertification as specified under subd. 1.

(c) Individuals provisionally certified at grade levels I and II under sub. (6) shall accumulate at least 3 continuing education points annually.

(d) Individuals provisionally certified at grade level III under sub. (6) shall accumulate at least 2 continuing education points annually.

(e) One continuing education point is the equivalent of 10 hours of participation in a learning activity.

(f) The public library system to which the library belongs or the division, when a public library does not belong to a public library system, shall assist in determination of requirements for continuing education and validate records submitted evidencing a renewal applicant's participation in continuing education under this subsection.

(6) The division may grant provisional certification at the correct grade level, for a one-year period, to the following applicants:

(a) An applicant who has been employed as an administrator of a public library within the 6 months prior to applying for certification. The applicant under this paragraph shall provide the division a written schedule for completing the necessary requirements for certification. If the division approves the proposed schedule, the certificate may be renewed for an additional period of one year, if necessary, to complete the requirements. Applicants for grade 11 certification holding a bachelor's degree may have their provisional certificate renewed for an additional period of one year, for a total of 3 years, provided the applicant has completed at least 2 of the 4 courses under sub. (3) (b) 3.

(b) An applicant who was employed as the administrator for a public library in which he or she was originally certified at the correct grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library he or she is employed at is located. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library and complies with sub. (5).

(c) An applicant who was employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of a public library system or a joint public library. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library and complies with sub. (5).

(d) An applicant who was employed as the administrator for the public library in which he or she is currently employed for a least 2 years as of July 1, 1990. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library and complies with sub. (5).

(7) If due to the adoption of the requirements under sub. (3), effective February 1, 1994, an administrator in a public library no longer holds the requisite grade level of certification for the position held, he or she shall be issued upon application to the division an upgraded certificate at the new grade level if the administrator was employed by a public library as of December 31, 1994. An application for an upgraded certificate under this subsection shall be submitted to the division no later than April 1, 1995. An upgraded certificate issued under this subsection shall be the same type and shall be effective for the same term as the certificate being replaced.

History: Emerg. cr. eff. 1-26-72; r. emerg. rule and cr. Register, April, 1972, No. 196, eff. 5-1-72; am. (2), Register, August, 1973, No. 212, eff. 9-1-73; r. and recr., Register, April, 1979, No. 280, eff. 5-1-79; r. (1) (b), cr. (1) (b) to (d), am. (3) (a) to (d) and (5), r. and recr. (6), Register, October, 1990, No. 418, eff. 11-1-90; cr. (1) (e) and (7), am. (3) (a) to (d), (4), (5) (intro.), (b), (d) and (6) (b), r. and recr. (6) (a), Register, January, 1994, No. 457, eff. 2-1-94. Register, January, 1994, No. 457

Subchapter III — Public Library Systems

PI 6.06 Requirements for public library systems. (1) **ADDITIONAL COUNTIES.** A public library system shall allow in its organizational structure for additional counties to join after the system is established.

(2) **PLANS FOR USE OF STATE AID.** 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.

(3) **FILING SERVICE CONTRACTS.** 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.

(4) **REPORTING AND FINANCIAL REQUIREMENTS.** Each system shall:

(a) Maintain all official records at the system administrative headquarters for at least 10 years.

(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.

History: Cr. Register, June, 1972, No. 198, eff. 7-1-72; r. (2), (5), (7) to (11), renum. (3), (4) and (6) to be (2) to (4) and am. (2) and (4) (a), Register, September, 1992, No. 441, eff. 10-1-92.

Subchapter IV — Interlibrary Borrowing

PI 6.10 Definitions. In this subchapter:

(1) "Interlibrary borrowing services" means services which involve the direct borrowing of library materials by an individual holding a valid borrower's card of another participating public library.

(2) "Loan" means a unit of services that involves checking out a single item from the library to an individual for use outside the library for a specified period. A renewal of that loan constitutes a separate loan.

History: Cr. Register, October, 1990, No. 418, eff. 11-1-90.

PI 6.11 Reimbursement rates for the costs of providing interlibrary borrowing services. (1) Under s. 43.24 (2) (n), Stats., if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement may not exceed the actual costs incurred by the public library in providing such services.

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(2) In determining the actual cost under s. 43.24 (2) (n), Stats., the total nonfederal operational expenditures of the public library in the preceding year shall be divided by the total number of loans made by the public library in the preceding year. Operational expenditures may not include capital expenditures.

History: Cr. Register, October, 1990, No. 418, eff. 11-1-90.