

VII. PERSONNEL

Staffing Levels

Personnel is the library's most valuable resource and usually accounts for the largest portion of the budget. A library must be adequately staffed by competent, well-trained personnel in order to guarantee timely, efficient, and high quality library service to the community.

Planning and providing quality library service is a demanding task. The library profession has recognized that one means of maintaining quality is through approved educational programs. The American Library Association (ALA) has done this through the accreditation of graduate programs in library and information science. While acknowledging that each library employee must be evaluated on his or her specific talents, the commitment of the profession to quality education for its members is supported in this document by recommending the employment of graduates of ALA accredited programs for professional library positions.

1. Every library, no matter how small, shall have a permanent, paid staff member scheduled to work a minimum of 25 hours per week who is responsible for the administration of library services.

_____ _____ _____ _____ _____ _____

2. (Either a or b applies.)

- a. Libraries serving populations of 5,000 and over shall have on the staff at least one full-time employee with a graduate degree from an ALA accredited library school. Libraries serving over 5,000 people should employ degreed librarians in reasonable proportion to their population and their locally chosen roles.

_____ _____ _____ _____ _____ _____

- b. Libraries serving fewer than 5,000 people shall have on their staff a person with any one of the following educational descriptions: a graduate ALA accredited Masters degree in Library Science, a Bachelor's degree, a Library Technical Assistant Certificate (LTA) or two years of college

_____ _____ _____ _____ _____ _____

(NOTE: For libraries serving populations under 5,000: A grandfather clause will be applied to this standard in recognition of the fact that there is often little flexibility in staffing arrangements in small institutions, due to the limited size of the staff. As staff vacancies occur, the above standard should apply.)

3. Scheduling of library staff shall reflect library user patterns, and shall be determined after an annual analysis has been made of the extent of library usage on various days of the week and hours of the day.

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Policies

Clearly defined written personnel policies and procedures shall be established. While the administrative librarian shall serve as the principal channel of communication between staff and the library board, formal channels of communication within the library should be specified.

4. The written personnel policies and practices shall be made available to all staff members.

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5. Job descriptions shall be written and made available to all staff members.

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6. Each library shall adopt and follow a system of position classification and develop an organization chart. Hourly salary rates in the position classification shall be comparable in all grades and at all levels with positions requiring similar educational preparation and performing similar job assignments.

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Salaries

7. The library complies with the current federal minimum wage.

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8. For entry level professional positions requiring an ALA-accredited graduate library degree, the minimum salary meets or exceeds either a or b below.

- a. The most recent salary for starting library positions as listed in the table entitled "Average Salary Index: Starting Library Positions 1987- " in the Bowker Annual of Library and Book Trade Information. This salary table first appears in the October 15th issue of Library Journal each year. (Note that the annual salary listed in the Bowker Annual is two years prior to the current year.)

b. The base salary for a public school teacher with a fifth year degree in any one of the elementary or secondary school districts within the library's service boundaries.

_____ _____ _____ _____ _____ _____

9. The salaries for clerical and support positions in the library meet or exceed those salaries paid to equivalent positions of any other public agency that encompasses all or part of the library's service area. (School, municipal, township, etc.)

_____ _____ _____ _____ _____ _____

Staff Development

Staff shall participate in library organizations at the local, state, and national level. Opportunities for formal education shall be encouraged and supported.

10 There shall be a planned orientation program for all new employees.

_____ _____ _____ _____ _____ _____

11 Employees at all levels shall be encouraged to attend workshops and other continuing education activities which will help them grow and develop in their jobs. Suitable compensation shall be provided.

_____ _____ _____ _____ _____ _____

Community Awareness

Library staff shall have a clear understanding of the informational, educational, and recreational needs of the community and the role of the library in meeting these needs. It is the responsibility of staff as well as trustees to encourage library use by adopting a helpful, interested, and enthusiastic attitude towards meeting the needs of all library patrons. Library staff shall provide high quality library service to all patrons without regard to patrons' age, race, sex, marital status, national origin, political opinion, or religious belief.

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