OVERVIEW OF 2014 TENNESSEE STANDARDS FOR

NON-METROPOLITAN FULL-SERVICE LIBRARIES

Area	Standard	Level I Under 5,000	Level II 5,000-9,999	Level III 10,000-24,999	Level IV 25,000-49,999	Level V 50,000-300,000
Governance	Legally established	●	●	●	●	●
	Board has bylaws	●	●	●	●	●
	Written policies	●	●	●	●	●
	Evaluates technology training, etc.	●	●	●	●	●
	Technology management work experience	●	●	●	●	●
	Key community service organization	●	●	●	●	●
	Posted legal compliance notices	●	●	●	●	●
	Job description for director	●	●	●	●	●
	Qualified director	●	●	●	●	●
	Board hires Director; Director hires and supervises staff	●	●	●	●	●
	TN Public Meetings Law	●	●	●	●	●
	6 board meetings/year	●	●	●	●	●

Area	Standard	Level I Under 5,000	Level II 5,000-9,999	Level III 10,000-24,999	Level IV 25,000-49,999	Level V 50,000-300,000
Planning	Statement of mission and/or vision	●	●	●	●	●
	Long Range Plan	●	●	●	●	●
	Annual review of plan	●	●	●	●	●
	Annual performance evaluation of director and image evaluation	●	●	●	●	●
	Tracks key technology service measures				●	●

Area	Standard	Level I Under 5,000	Level II 5,000-9,999	Level III 10,000-24,999	Level IV 25,000-49,999	Level V 50,000-300,000
Budget	Meets MOE	●	●	●	●	●
	Written, justified budget	●	●	●	●	●
	Board reviews budget at each meeting	●	●	●	●	●
	Funds managed in accordance with GASB 54 where applicable	●	●	●	●	●
	Sufficient salary and benefit appropriations that are comparable to similar positions	●	●	●	●	●
	At least $6.50 per capita from local sources	●	●	●		
	10% budgeted for materials	●	●	●		
	At least $7.00 per capita from local sources				●	
	At least $8.00 per capita from local sources					●
	15% budgeted for materials				●	●

Area	Standard	Level I Under 5,000	Level II 5,000- 9,999	Level III 10,000- 24,999	Level IV 25,000- 49,999	Level V 50,000- 300,000
Collection	Bibliographic record for each item	●	●	●	●	●
	Records updated in statewide catalog at least quarterly; complete update annually	●	●	●	●	●
	Policy addresses digital collections	●	●	●	●	●
	Promotes R.E.A.D.S.	●	●	●	●	●
	Staff trained to use TEL and promotes TEL	●	●	●	●	●
	Host at least 1 TEL training annually	●	●	●	●	●
	Weeded in accordance with CREW	●	●	●	●	●
	Turnover rate of at least 2.5 times per year	●	●	●	●	●
	At least 2 items per capita	●	●	●	●	●

Area	Standard	Level I Under 5,000	Level II 5,000-9,999	Level III 10,000-24,999	Level IV 25,000-49,999	Level V 50,000-300,000
Technology	Basic computer literacy	●	●	●	●	●
	Dedicated, adequate Internet connection	●	●	●	●	●
	Free wireless local area network	●	●	●	●	●
	Protective and productivity software	●	●	●	●	●
	Adequate Internet workstations	●	●	●	●	●
	Can use portable data storage devices	●	●	●	●	●
	One-click access to TEL and R.E.A.D.S.	●	●	●	●	●
	Website content reviewed monthly	●	●	●	●	●
	Automated circulation system and OPAC	●	●	●	●	●
	Designated phone line	●	●	●	●	●
	Privacy and security of patron data	●	●	●	●	●
	Lockdown software to clear session data	●	●	●	●	●
	Access to technology support services	●	●	●	●	●
	Technology plan updated annually	●	●	●	●	●
	At least 1 ADA-compliant workstation	●	●	●	●	●
	Staff can extend computer sessions	●	●	●	●	●
	Public access copier	●	●	●	●	●
	Public fax service	●	●	●	●	●
	Dedicated area for technology training			●	●	●
	At least 1 children's workstation			●	●	●
	Accommodation for using computers in privacy			●	●	●
	Equipment to scan documents			●	●	●
	At least 1 workstation equipped for use by the visually impaired			●	●	●

Area	Standard	Level I Under 5,000	Level II 5,000-9,999	Level III 10,000-24,999	Level IV 25,000-49,999	Level V 50,000-300,000
Technology (continued)	Session management software			●	●	●
	Library offers color printing			●	●	●
	Website usage analyzed quarterly				●	●
	At least 1 workstation equipped with photo-editing software				●	●
	Wireless printing for public use				●	●
	Private workstations					●
	Video conferencing equipment					●
	Extended session periods					●
	Presentation equipment					●
	Spare computers					●
	Master image deployment and recovery					●
	OPAC and website optimized for mobile devices					●

Area	Standard	Level I Under 5,000	Level II 5,000-9,999	Level III 10,000-24,999	Level IV 25,000-49,999	Level V 50,000-300,000
Personnel	Paid director, at least 20 hours per week	●	●	●	●	●
	Staff provided same benefits as other government employees	●	●	●	●	●
	All staff attend 2 CE programs annually; 1 to build technology skills	●	●	●	●	●
	All staff provided work time for technology training	●	●	●	●	●
	Director attends 4 CE programs annually; 1 to build technology skills	●	●	●	●	●
	1 FTE director (PLMP), at least 1 FTE support staff, and 1 FTE clerk		●	●	●	●
	Director attends 1 workshop outside region annually		●	●	●	●
	Annual staff evaluations			●	●	●
	Job descriptions and evaluations include technology competencies			●	●	●
	1 FTE director, at least 2 FTE support staff, and 2 FTE clerks			●		
	1 FTE MLS director, at least 3 FTE support staff, and 3.5 FTE clerks				●	
	2 FTE MLS librarians (one being director), 4 FTE support staff (one dedicated to computers), and 9.5 FTE clerks					●
	IT expertise				●	●
	Digital content and instructional training				●	●
	Annual goal setting includes technology				●	●

Area	Standard	Level I Under 5,000	Level II 5,000-9,999	Level III 10,000-24,999	Level IV 25,000-49,999	Level V 50,000-300,000
Community Relations	Partners with local schools	●	●	●	●	●
	Annual image evaluation	●	●	●	●	●
	Meetings of local funding bodies at least quarterly	●	●	●	●	●
	News or press releases at least quarterly	●	●	●	●	●
	Surveys every 3 years	●	●	●	●	●
	Friends of the Library group	●	●	●	●	●
	Long Range Plan addresses community relations	●	●	●	●	●
	Health and human services information			●	●	●
	Community group relationships			●	●	●
	Speak to community groups at least once annually			●	●	●
	Structured volunteer plan			●	●	●
	Community relations plan and funds for distributing materials about library				●	●
	Private library foundation					●
	Community feedback on technology needs at least once every 3 years					●

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Services	Statewide ILL through courier	●	●	●	●	●
	Regular children's programming	●	●	●	●	●
	Programming for young adults, adults, and seniors			●		
	Programming for all ages				●	●
	Nonresidents can use materials, technology	●	●	●	●	●
	Basic information and referral services	●	●	●	●	●
	Full reference services			●	●	●
	Space and/or devices to community organizations for technology training		●	●	●	●
	Open at least 20 hours per week with evening or weekend hours	●	●	●	●	●
	Open 35 hours per week with evening or weekend hours		●			
	Open 45 hours per week with evening and weekend hours			●		
	Open 55 hours per week with evening and weekend hours				●	
	Open 60 hours per week with evening and weekend hours					●
	Quarterly digital literacy training on 1 or more topics		●	●		
	Monthly digital literacy training on 2 or more topics				●	
	Twice per month digital literacy training					●
	One-on-one technology help on demand for at least 10 minute sessions			●	●	●

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Services (continued)	One-on-one technology help by appointment for at least 30 minute sessions					●
	One-on-one technology training for patron-owned devices					●
	Collection of technology devices					●

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Facility	Library is ADA-compliant	●	●	●	●	●
	Emergency/disaster preparedness plan	●	●	●	●	●
	Coordination with local emergency management agencies	●	●	●	●	●
	At least 2,500 square feet or 0.5 square feet per capita, whichever is greater	●	●	●	●	●
	Space for tables and chairs for collaborative use	●	●	●	●	●
	Study rooms				●	●