

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.

(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:

(a) *Grade I.* 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

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certificates. Grade I certificates 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. An applicant holding a fifth year degree from an unaccredited library school program may be granted a grade I certificate 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.* 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. Grade II certificates 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 successfully completed courses in public library administration, selection of all types of library materials, organization of library materials and reference and information services.

(c) *Grade III.* Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of between 2,000 and 3,999 persons shall hold at least grade III certificates. Grade III certificates 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.

(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.

(4) All certificates shall be granted for 5-year periods. Certificates granted under previous certification rules shall continue to be valid.

(5) 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) Individuals certified at grade levels III and IV shall accumulate 10 continuing education points in the 5 year period prior to recertification.

(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 levels III and IV 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 whose qualifications indicate that he or she is expected to complete certification requirements within one year from the date of application. The applicant shall provide the division a written schedule for completing the necessary requirements. This certificate may be renewed for a period of one year upon evidence that the applicant has completed at least half of the additional requirements which were needed for certification at the date of the original application.

(b) An applicant who 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).

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.

PI 6.05 Organizational requirements for provisional certification of public library systems. History: Emerg. cr. eff. 1-26-72; r. emerg. rule and cr. Register, April, 1972, No. 196, eff. 5-1-72; r. Register, September, 1992, No. 441, eff. 10-1-92.

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.

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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.

(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.