

Name of City/Town:

3-letter code:

Fiscal year:

**STANDARDS CERTIFICATION**

Per RI General Law 29-6-3, annually each public library must certify its compliance with *Minimum Standards for Rhode Island Public Libraries* in order to receive state funding for library services.

\*For municipalities with more than one public library applying for grant-in-aid, *Standards Certification for Combined Libraries* must be signed and submitted jointly for Standards 4, 11, 12 and 17.

Standard	Standard Synopsis	Library Complies	Waiver Requested
01	Complies with federal, state, local laws		
02	Operates according to relevant ALA statements		
03	Adopts and reviews written library policies		
04	Meets minimum hours*		
05	Provides free access and borrowing privileges to all		
06	Materials and services accessible to all		
07	Trained staff assist with all resources, all hours		
08	Provides resources, assistance for digital literacy		
09	Library website includes online resources, current info		
10	Director holds MLS		
11	Meets FTE staffing requirement*		
12	Meets service staffing requirements*		
13	Meets minimum staffing requirement for safety		
14	Conducts regular community needs assessment		
15	Adopts, annually reviews long range plan		
16	Personnel policies and procedures for staff, volunteers		
17	Library council meets annually (combined libraries)*		
18	Certified member of LORI		
19	OSL member in good-standing		
20	Adequate space for library services		
21	Free public access to computers		
22	Free access to internet, productivity software		
23	Updated and functioning hardware and software		

We, the undersigned, certify the information provided above regarding compliance with the *Minimum Standards for Rhode Island Public Libraries*.

Name of Library:

Library Director: \_\_\_\_\_

Date: \_\_\_\_\_

Chair of President/Board: \_\_\_\_\_

Date: \_\_\_\_\_