

SECTION III – APPLICATION FOR QUALITY LIBRARY DESIGNATION (OPTIONAL)

During the certification renewal process, a library may seek the **Quality Library Designation** by completing this application and meeting six or more of the quality library criteria for library efforts conducted in the previous 12 months. When a library receives the quality designation, they will receive recognition from the State Library and a certificate of merit. After the application is received, a team of consultants at the State Library will review the information and make a final recommendation to the State Librarian.

QUALITY LIBRARY CRITERIA

#1 The library reaches beyond its physical space to provide collections or services to community organizations. Check at least one of the following:

- Service to home-bound users (an advertised formal library service available to all residents unable to visit the library)
 - Description of service _____
 - Number of persons using the service _____
 - Number of times this service was used _____
- Deposit collections at external community locations (an advertised formal library service available to users of community organizations and agencies)
 - Description of service _____
 - Number of persons using the service _____
- Library programs presented at external community locations
 - Description of service _____
 - Number of persons using the service in _____
- Other library services provided at external community locations
 - Description of service _____
 - Number of items circulated _____
 - Number of persons using the service _____

#2 The library meets or exceeds the 70th percentile of five or more key statistical measures.

- Yes – Check the boxes for the measures that the library meets or exceeds the 70th percentile

- | | | |
|---|---|---|
| <input type="checkbox"/> 1: Library Visits per capita | <input type="checkbox"/> 2: Physical Circulation per capita | <input type="checkbox"/> 3: Electronic circulation per capita |
| <input type="checkbox"/> 4: Turnover Rate of Physical Materials | <input type="checkbox"/> 5: Turnover Rate of Electronic Materials | <input type="checkbox"/> 6: Internet Terminal Users per capita |
| <input type="checkbox"/> 7: Wifi Users per capita | <input type="checkbox"/> 8: Programming Attendance per capita | <input type="checkbox"/> 9: Local Operating Expenditures per capita |
| <input type="checkbox"/> 10: Collections Budget percentage (coll exp/total exp) | <input type="checkbox"/> 11: Staffing Levels FTE per capita | <input type="checkbox"/> 12: Programming Opportunities per capita |

#3 Online Experience – The Library’s website includes the following:

- Access to digital materials on the front page (e.g. eBooks, downloadable audio and video, electronic magazines, etc.)
- Social media links (at least 3) from the front page (e.g. Facebook, Twitter, Pinterest, Instagram, Flickr, etc.)
- Dynamic content on front page (changing news, features)
- Responsive web design (i.e. web page formatting that changes depending if the user is accessing the page on a smartphone, tablet, or computer.)

#4 The Library is proactive in obtaining materials for users based upon their requests for items not currently in the library’s collections and/or is an active lender in the Utah library community. The library must meet at least one of the following criteria:

- The library is a member of OCLC and lends materials to other libraries
- The library exceeds the median number of ILL requests from its users, as provided by the Utah State Library
- Providing extra effort to obtain materials
 - The library provides an online form for patrons to request materials not currently in the library’s collection
 - The library purchases materials based on patron requests
 - Number of requests received for materials not in the library’s collection _____
 - Number of purchases made in response to these requests _____

#5 The Library encourages all staff to participate in Utah’s library community.

- The Library pays Utah Library Association dues for at least the Board Chair and 50% of full-time employees.

#6 The Library participates in engaging programming that goes beyond the standard offerings of the library. Programming is a clear reflection of serving the community’s demographic and needs (e.g. a service area with a large teen population has programming for teens at their library).

- Describe the programming the library provides. May include: in-house programs, outreach programs, guest speakers, literacy experiences, etc.

#7 Database/Resource Training for patrons – The Library must meet at least one of the following criteria:

- Library staff has expertise using Utah's Online Library. The library has 1 FTE or 25% of its public service staff, whichever is greater, that provide at least 12 workshops/classes/programs annually about Utah’s Online Library and the use of other internet resources.
- The Library provides at least 50% of the funds and staff resources for at least 12 workshops/classes /programs annually on topics of interest to the community.

List workshops. _____

#8 Engaged in a collaboration with another library, community organization, or local expert(s) to provide services, resources, or programs to the community.

- The collaboration must include active, substantial participation by both libraries (e.g. contributes 50% of the funding or active participation by library staff).
- The collaboration must be ongoing or include multiple entities in the collaboration.
- The collaboration must have resulted in significant public participation. (Include number of participants in your summary.)

Describe the collaboration, and include evidence of each of the requirements.

#9 Demonstrates an innovative approach to providing library services, either inside or outside of the library building.

Examples of innovation include: Makerspaces, Fab Labs, Storytelling Festival, a pilot project or program that is not being done in many libraries but could be a model to be replicated in the future.

Describe the program or activity, what made it unique or innovative, and its impact on the community.

#10 Staff training hours exceed the required amount by 50%.

Library staff members that are not the library director have completed at least 50% more collective hours of training beyond the standard requirement.

Please list the employees and hours of training that exceeded the required amount.
