

## State Aid List of Eligibility Requirements

### To be eligible for state aid a library must...

- meet the definition of a public library
- be housed in building owned & maintained by local government
- be legally established
- have a statement of purpose
- offer free library service
- have a listed telephone number
- be open minimum of hours per week set by population (*cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week*)
- have hours conveyed throughout community
- provide Internet access
- submit an annual report
- have a board of trustees
  - with regularly scheduled meetings (minimum quarterly)
  - file a list of members, meetings, terms of office
  - that approves policies and reviews them every 4 years
- receive operating income from local government sources
- have local government continue to expend an amount for library service not less than that of the preceding year
- have permanent paid employees
  - employed by city/town/county/system
  - pay federally mandated minimum wage
  - meet Fair Labor Standards Act requirements
- have personnel working more than 20 hours per week attend one continuing education program each year
- abide by ODL Rules & Regulations concerning systems
- file a report of state aid expenditures annually
- submit performance measures on rotating schedule
- provide bibliographic access to their collections
  - use a commonly accepted cataloging and classification system
- participate in interlibrary loan networks