



INDIANA LIBRARY DIRECTOR'S **ONE-STOP GUIDE**

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Welcome New Directors

Dear Colleagues:

Indiana libraries are so much more than just a bricks and mortar repository of books. Today, the local library is early literacy center, a catalyst for economic development, a provider of professional development and lifelong education services, a gateway to digital information and online resources, and a cultural and civic center of the community.



As libraries continue to evolve we face challenges, but remember that you are never alone. Chances are someone in Indiana's statewide library community will have overcome the very same obstacles you may one day face. Also, do not hesitate to contact the Indiana State Library for help or reassurance. The State Library staff is dedicated to providing libraries with assistance on wide range of library issues, including programming, professional development, board policies and so much more.

This handbook was developed as a tool you can turn to for answers to common questions. Please call our staff if you need clarification or assistance with anything covered in this handbook. You are also encouraged to join one or more listservs for Indiana librarians to find help from your peers and other library staff.

Congratulations on your recent appointment as an Indiana public library director. I wish you the best of luck in all your future personal and professional endeavors.

Sincerely,

A handwritten signature in black ink that reads "Jacob Speer". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Jacob Speer
Indiana State Librarian
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Overview of the Indiana State Library

Indiana State Library: Open for Exploration

The Indiana State Library was established in 1825 to provide library services to Indiana's state governmental officials and employees. Since that time, its responsibilities have expanded to provide services to all citizens of Indiana, including special populations such as the blind and visually impaired, to collect and preserve all types of information about the state of Indiana, to support the development of the library profession, and to strengthen the services of all libraries within

Indiana.

Today, the Indiana State Library houses the vast collections with over two million volumes and three million manuscripts, as well as thousands of maps, federal documents, microfilm, and more. Just as the Library of Congress serves as the historical repository for our nation, the State Library is responsible for collecting and preserving all types of information and data about Indiana. The State Library proudly maintains two of the largest Indiana History and Genealogy collections in the World.

Services for Public Libraries

The Library Development Office (LDO) of the Indiana State Library provides assistance and consultation to librarians, trustees, and community leaders on all aspects of library programming, laws, standards, statistics and operations, including:

- Administration of LSTA funds for improvement of library services;
- Development and provision of workshops, including new director and trustee training, grant support, and budget workshops;
- Collecting, compiling and disseminating statistics on Indiana libraries;
- Maintaining and publishing directories and lists of shared resources and other reciprocal borrowing opportunities;
- Providing consultation and education concerning public library law and standards; and
- Administering statewide library services, such as ILL, delivery services & Evergreen Indiana.

Library Services & Technology Act

The State Library administers the Library Services & Technology Act (LSTA) grant program through the distribution of federal LSTA funds for the purposes of increasing the use of technology in libraries, fostering better resource sharing among libraries, and targeting library services to special populations. The State Library annually awards sub-grants to Indiana libraries for programs in the areas of library technology, digitization, innovation and programming for underserved populations.

Statewide Library Services

The State Library supports the advancement and development of all Indiana libraries, library staff and improved services for all the citizens of Indiana. The Library Development Office (LDO) administers several statewide library services, which are made possible through LSTA funding. These innovative technology and resource sharing solutions collectively save Indiana libraries millions of dollars annually. The Professional Development Office (PDO) includes specialists in the areas of programming, children's services, continuing education opportunities, and services available from the Indiana State Library.

Certification: The PDO handles all aspects of library certification, including program administration, consultation services and approval of LEU eligibility for course providers.

Children's Services: Provides training and consulting services related to children's services throughout the state. Primarily focuses on early literacy, facilitating programs like Collaborative Summer Library Program, Every Child Ready to Read and other initiatives.

Consultation Services: The State Library is the authority on laws, standards, library budgets and state requirements affecting Indiana's public libraries. LDO Consultants are available for one-on-one consultation and also provide essential training for new directors & trustees. They also specialize and train in the areas grants, literacy, library finance, e-rate and resource sharing.

Continuing Education: PDO staff provides educational opportunities via in-house, online and on-site workshops. Indiana librarians are also eligible to enroll in free classes from national providers like Lyrasis and WebJunction.

Digitization Services: The State Library administers LSTA sub-grants to libraries for the purpose of digitizing Indiana's historical records. The primary goal is to develop content for Indiana Memory (IndianaMemory.org) a collaboration of historical and cultural organizations enabling free online access to Indiana's unique cultural and historical heritage through a variety of digital formats. The State Library also does extensive user training, loans scanning equipment and performs large-scale digitization projects for Indiana Memory, the National Digital Newspaper Program and Hoosier State Chronicles (newspapers.library.in.gov) offering online access to thousands of pages of historic Indiana newspapers.

Evergreen Indiana is a growing consortium of more than 100 Indiana libraries using the Evergreen open source integrated library system (ILS). Evergreen Indiana collectively saves public libraries millions of dollars in annual licensing, technology and support costs associated with maintain a library catalogue. The shared Evergreen catalogue enables patrons to place holds from home and to receive them at their participating library of choice, or go to any Evergreen library statewide to access approximately 7,000,000 items free of additional charge.

InfoExpress, a statewide library delivery service for interlibrary loan (ILL) materials and other resources, is available to all Indiana libraries. Public libraries that are active lenders of resources or on Evergreen Indiana are eligible heavily subsidized one to two-days-a-week service. In 2014, the InfoExpress courier service moved 533,000 parcels.

INSPIRE.in.gov: For nearly two decades, INSPIRE.in.gov has helped Hoosiers get ahead of the curve at work and in the classroom with the credible information they need instantly. INSPIRE offers free online access to thousands of magazine and journal articles, online research tools, study aids and resources for jobseekers through a virtual portal available to Hoosiers 24/7 from their home, work, school or public library computer. Hoosiers performed nearly 140 million individual INSPIRE searches in 2014.

SRCS: The State Library's newest service launches on August 15, 2016. SRCS (Statewide Remote Circulation System) is a patron initiated interlibrary loan system which links the catalogs of over 150 public, academic and special libraries.

Library Standards: The State Library oversees the compliance of the Indiana Public Library Standards ([590 IAC 6](#)) to encourage high quality and equitable services for all Indiana residents.

Library Statistics: The State Library collects and compiles an annual report of public library statistics that assists federal, state and local entities in identifying needs, measuring effectiveness of library programming, identifying best practices, and developing plans to improve and strengthen services. Specifically, local libraries may use these findings as talking points with patrons, legislators and other local decision makers. These annual statistics are available at <http://www.in.gov/library/plstats.htm>.

Regional Consultants: The State Library's team of regional library consultants provides on-site programming, marketing, consulting and continuing education support and services to libraries within their geographical area of the state.