

## **Appendix B: Manuals and Publications**

### **Management Necessities for Public Libraries**

#### **1. Accounting and Uniform Compliance Guidelines Manual for Libraries**

Often referred to as the “Budget Manual.” Available online at the State Board of Accounts website: <https://www.in.gov/sboa/political-subdivisions/libraries/> for “political subdivisions...libraries.” Then drop down Uniform Compliance Guidelines, then Manuals. Note: reduced to four chapters and an Appendix because additional information is found under the following headings: Internal Control Standards, Indiana Codes, Deposit and Investment of Funds, Public Purchasing Law, etc. Please explore all the topics to find what relates to libraries.

#### **2. Handbook on Indiana’s Public Access Laws**

This handbook is prepared by the Office of the Attorney General and Office of the Public Access Counselor and is available online at: <https://www.in.gov/pac/files/pac-handbook.pdf>

#### **3. Library Laws IC 36-12**

Please consult the online edition of Indiana Library Laws which contains the most current information at the following webpage:

<http://iga.in.gov/legislative/laws/current/ic/titles/036#36-12>

#### **4. Indiana Administrative Code**

Please consult the online edition of the Indiana Administrative Code for the most current information. [http://iac.iga.in.gov/iac/iac\\_title?iact=590](http://iac.iga.in.gov/iac/iac_title?iact=590)

#### **5. Indiana Library Resource Sharing Manual (2020):**

<https://www.in.gov/library/services-for-libraries/ldoresources/IRS/>

#### **6. Indiana Public Library Directory (Updated regularly)**

<https://www.in.gov/library/directory-of-indiana-libraries/pldirectory/>

#### **7. IN The Public Trust: A Reference Manual for Indiana Public Library Board Members**

(1993, revised 2021): <https://www.in.gov/library/files/IN-The-Public-Trust-2021.pdf> \*see the Survival Guide’s Chapter 2 – Library Board Information

#### **8. Statistics of Indiana Public Libraries**

Annual edition available at: <https://www.in.gov/library/services-for-libraries/plstats/>