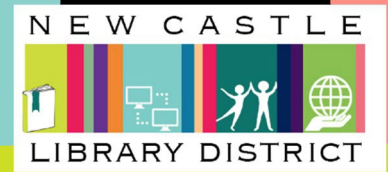


# New Castle Library District



## *District Concept:*

The State of Pennsylvania is divided by Commonwealth Libraries into 29 geographic regions called districts. Within each district, the State Librarian designates one strong library as the District Library Center. That library is then expected to provide supplementary library services to all local libraries within the district, make its resources available without charge to all residents of the district, coordinate the services of all local libraries, and exchange, provide, and contract for library services with other district library centers. All public libraries in the state are served by one of the 29 District Library Centers. Our district is named the New Castle Library District and serves the libraries in Armstrong, Butler, Lawrence, and Mercer counties.

*Member Public Libraries of the New Castle Library District (\*\* denotes non-state aided libraries):*

- ◆ **Armstrong County:** Independent Libraries
  - Apollo Memorial Library
  - Freeport Area Library Association \*\*
  - Ford City Public Library
  - Kittanning Public Library
  - Leechburg Public Library \*\*
  - Worthington/West Franklin Community Library
- ◆ **Butler County:** Butler County Federated Library System (BCFLS)
  - Butler Area Public Library
  - BCFLS: North Trails Public Library & Chicora Community Library
  - Cranberry Public Library
  - Evans City Public Library
  - Mars Area Public Library
  - Prospect Community Library
  - Slippery Rock Community Library \*\*
  - South Butler Community Library
  - Zelienople Area Public Library
- ◆ **Lawrence County:** Lawrence County Federated Library System (LCFLS)
  - LCFLS: Bookmobile
  - **New Castle Public Library (District Center)**
  - Ellwood City Public Library
  - F.D. Campbell Memorial Library
- ◆ **Mercer County:** Independent Libraries
  - Community Library of the Shenango Valley (CLSV)
  - Greenville Area Public Library
  - Grove City Community Library
  - Lakeview Area Library \*\*
  - Mercer Area Public Library
  - Stey-Nevant Public Library – Branch of CLSV

### *District Services:*

District Library Centers are allocated an appropriation of state aid on a per capita basis in support of services they provide to libraries in each district. In exchange, Commonwealth Libraries requires that each District Library Center (DLC) meet certain minimum standards.

Services provided by New Castle Library District to member libraries include:

- ◆ Consultant Services:
  - Employs one full-time professional librarian to provide professional library knowledge
- ◆ Technology Services:
  - Provides IT Services via an IT company
- ◆ Reference Services:
  - Assists member libraries in answering patron's questions
  - Assists member libraries in developing and weeding reference collections
- ◆ Youth Services:
  - Assists member libraries in developing children's and young adult collections and programming
  - Coordinates district-wide projects including PA One Book trunks and Summer Reading Program events and training
- ◆ Interlibrary Loan Services:
  - Lends materials to member libraries from DLC collection
  - Obtains materials not at the DLC from other libraries in the state and nation
  - Delivers materials to libraries within the district via IDS and district delivery vehicles
- ◆ Cataloging Services:
  - Assists local libraries with cataloging questions and concerns
- ◆ Collections:
  - Provides online databases and e-resources to district libraries
    - Current Databases Include:
      - OverDrive: database of ebooks and audiobooks
      - Ancestry.com: Providing necessary geneology research for patrons of member libraries while visiting a member library.
      - LibraryAware: Marketing and Readers' Advisory tools
  - Financially support the Library-by-Mail program available from any member library facility

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- ◆ Continuing Education:
  - Provides workshops and training for directors, staff and library boards
- ◆ Financial Services:
  - Provides advice on financial issues related to public library operations

*Member Library Responsibilities:*

- ◆ Comply with standards for public library services set by the Commonwealth of Pennsylvania
  - File all annual reports and other documents required by Commonwealth Libraries in a timely manner
- ◆ Comply with policies and procedures established by the District Library Center pertaining to interlibrary loan, automation, telecommunications, and other cooperative matters
- ◆ Endorse and adhere to the Pennsylvania Interlibrary Loan Code
- ◆ Actively participate in meetings
- ◆ Allow staff to participate in continuing education programs
- ◆ Encourage and facilitate staff attending trainings within the Northwest Region
- ◆ Keep DLC informed concerning major events and state grants awarded to your library

*District Consultant Responsibilities:*

- ◆ Liaison with Commonwealth Libraries
  - Clarify and notify libraries of State requirements and regulations
  - Collect and disseminate data and information
  - Review, correct, and file reports from local libraries
- ◆ Visit and counsel
  - Visit each member public library once per year and as needed
  - Attend one board meeting of each member library once every year and as needed to present information, facilitate planning, and provide support for library director
  - Counsel librarians, boards, governmental agencies, and organizations supportive of libraries
  - Assist local libraries in writing grant applications
  - Assist local libraries in completing reports required by Commonwealth Libraries
- ◆ Continuing Education
  - Help keep library personnel and trustees up to date on library trends and programs
  - Arrange for and conduct workshops and other continuing education events for library staff and trustees
- ◆ Advocacy
  - Assist in advocating for improved library service and support
- ◆ Communication
  - Create and distribute District Newsletter
  - Facilitate sharing of personal expertise, collections, and programming ideas
  - Keep DLC staff and administrator informed of local library needs
  - Encourage use of DLC staff with questions concerning cataloging, reference, programming, and other district services among member libraries

*Important Dates and Forms to File with District Consultant:*

- ◆ Annual Report available on Counting Opinions website (January/February)
- ◆ DAC District Negotiation first meeting (January/February)
- ◆ District Meeting (February)
- ◆ Annual State Report and supporting paper documentation (March)
- ◆ DAC District Negotiation second meeting (April)
- ◆ District Agreement Meeting with all member libraries (May)
- ◆ District Meeting (August)
- ◆ Library Audit or Financial Review (due with annual report or by end of September)
- ◆ Summer Reading Statistical Report and Evaluation (Fall)
- ◆ County Coordination Plan (September/October)
- ◆ Application for State Aid (September/October)
- ◆ DAC Meeting (November)
- ◆ Local Library Plan for the Use of State Aid (November/December)