



SLNC  
State Library Orientation

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# Dept. of Natural and Cultural Resources

The NC Department of Natural and Cultural Resources (NCDNCR) is the state agency with a vision to be the leader in using the state's natural and cultural resources to build the social, cultural, educational and economic future of North Carolina. Led by Secretary Reid Wilson, NCDNCR's mission is to improve the quality of life in our state by creating opportunities to experience excellence in the arts, history, libraries and nature in North Carolina by stimulating learning, inspiring creativity, preserving the state's history, conserving the state's natural heritage, encouraging recreation and cultural tourism, and promoting economic development.

NCDNCR includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, the African American Heritage Commission, and the Division of Land and Water Stewardship.

**The State Library of North Carolina** provides exceptional library service and exceptional service to libraries. We enrich the lives of North Carolinians through access to information resources; we strengthen communities through exceptional library services; and we inspire and support literacy and lifelong learning for all North Carolinians.

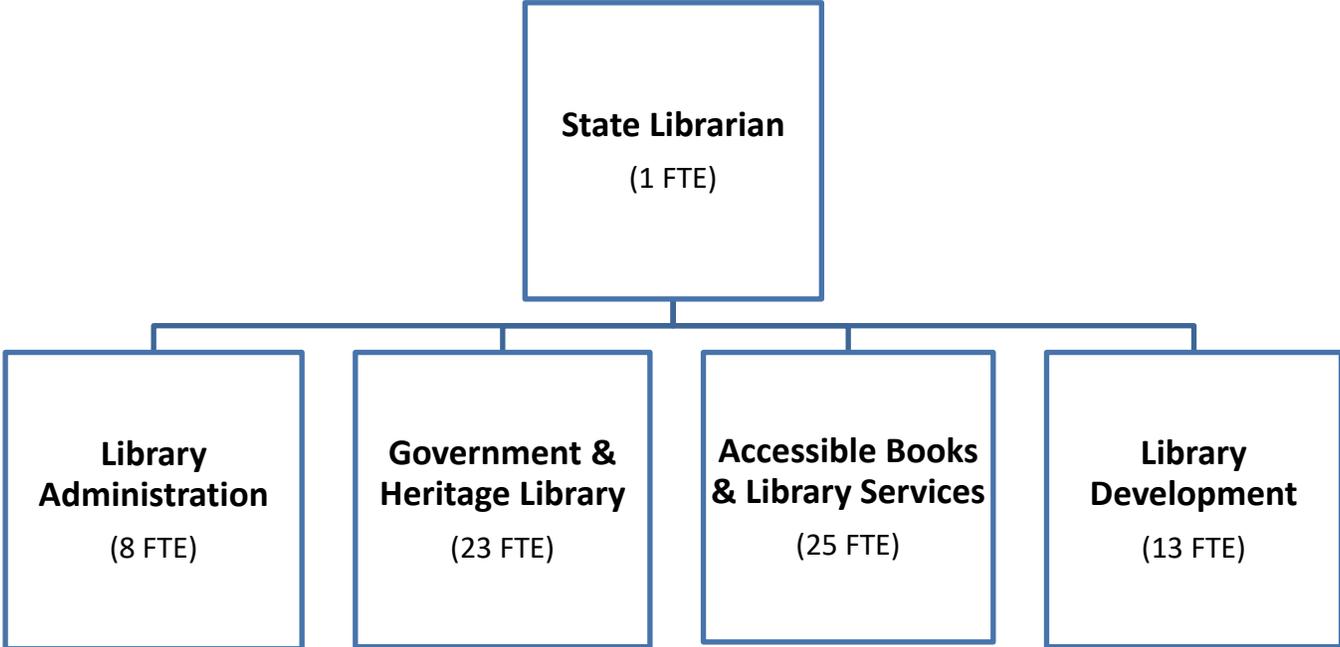
**Library Development** helps North Carolina Libraries serve their communities by providing consulting services, supporting continuing education opportunities, and administering grant programs and Aid to Public Libraries fund.

**The Government and Heritage Library** provides library materials and services to support state employees, family history researchers, educators and students, and those interested in North Carolina culture and history.

**Accessible Books and Library Services** circulates books and magazines especially made for persons who cannot use regular printed material because of a visual or physical disability.

# State Library of North Carolina

## Table of Organization January 2022



**The North Carolina State Library Commission** advises the Secretary of Natural and Cultural Resources on matters relating to the operation and services of the State Library and works for the financial support of public library services statewide.

**Gubernatorial Appointees**

Mary Bartlett, Chair  
2021-2025

Tammy Baggett  
2021-2025

Rachel Fuerst  
2022-2026

Barbara Pendry  
2022-2026

Dorothy Rapp  
2019-2023

Jimi Rider  
2022-2026

Theresa Scott  
2021-2025

Ricky Woods  
2019-2023

**President Pro Tempore of the Senate**

Vacant

**Speaker of the House Appointee**

Lee Ann Minton  
2019-2023

**North Carolina Public Library Directors Association Representatives**

Brigitte Blanton, Director, Greensboro Public Library  
2021-2025

Karen Wallace, Director, Fontana Regional Library  
2019-2023

Vacant

**North Carolina Library Association Representatives**

Libby Stone, President  
2019-2023

Dawn Behrend, Vice President  
2021-2025

**Ex Officio Members**

Michelle Underhill, State Librarian, State Library of North Carolina

**The North Carolina Public Librarian Certification Commission** sets the standards for the certification of public librarians. The Commission meets quarterly to consider applications from librarians who wish to gain their North Carolina certification as public librarians. The Commission's goals are to guarantee the best possible public library service for all North Carolinians, to protect and maintain public library resources, to assure professional management and administration of library programs, and to provide certified professionals to meet the North Carolina Department of Natural and Cultural Resources' personnel requirements for state and other aid administered by the Division of State Library.

**Chair**

Brian Hart

Named by the Governor upon the nomination of the North Carolina Library Association\*  
Director, Forsyth County Public Library, Winston-Salem

Term expires September 30, 2021

**Members**

Wanda Kay Brown

At-large member appointed by Governor\*

Director of Library Services, Winston-Salem State University, Winston-Salem

Term expires June 30, 2025

Nina Chaffin

Named by the Governor upon the nomination of the North Carolina Library Association\*  
Director, Union County Public Library, Monroe

Term expires June 30, 2025

Jon Gant

Dean of a State- or regionally-accredited school of librarianship in North Carolina appointed by the Governor\*

Dean, School of Library and Information Sciences, North Carolina Central University

Term expires June 30, 2022

Sandra Lovely

Chairman of the Public Library Section of the North Carolina Library Association\*

Assistant Director for Planning & Facilities, Durham County Library, Durham

Term expires December 12, 2021

**State Library Liaison to the Certification Commission**

Lauren Clossey, Library Development Consultant

*\*Membership as specified in G.S. 143B-68. See also 143B-69-70.*

# General Statute 125

## Chapter 125.

### Libraries.

#### Article 1.

#### State Library Agency.

##### § 125-1. State library agency.

The library agency of the State of North Carolina shall be the Department of Cultural Resources. (1955, c. 505, s. 3; 1973, c. 476, s. 84; 2015-241, s. 14.30(s).)

##### § 125-2. Powers and duties of Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources shall have the following powers and duties:

- (1) To adopt a seal for use in official business.
- (2) To make to the Governor, the Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources, the chairs of the Senate Appropriations Committee on Agriculture, Natural, and Economic Resources, the chairs of the House of Representatives Appropriations Committee on Agriculture and Natural and Economics Resources, and the Fiscal Research Division a biennial report of its activities and needs, including recommendations for improving its services to the State, by February 15 of each odd- numbered year.
- (3) To accept gifts, devises, and endowments for the purposes which fall within the general legal powers and duties of the Department of Natural and Cultural Resources. Unless otherwise specified by the donor or testator, the Department of Natural and Cultural Resources may either expend both the principal and interest of any gift or devise or may invest such sums in whole or in part, by and with the consent of the State Treasurer, in securities in which sinking funds may be invested under the provisions of G.S. 142-34.
- (4) To purchase and maintain collections of books, periodicals, newspapers, maps, films, audiovisual and other materials; to subscribe to computerized databases; to provide other resources, services and programs; and to serve as an information distribution center for State government and the people of the State as a means for the promotion of knowledge, education, commerce and business in the State. The scope of the library's collections, resources and services should be determined by the Secretary of Natural and Cultural Resources upon consideration of the recommendations of the State Library Commission; and in making these decisions, the Secretary shall take into account the collections, resources and services of other libraries throughout the State and the availability of such collections, resources and services to the general public. All materials owned by the State Library shall be available for free circulation to libraries and to all citizens of the State under rules and regulations fixed by the librarian, except that the librarian may restrict the circulation of books and other materials which, because they are rare or are used intensively in the library for reference purposes or for other good reasons, should be retained in the library at all times. The public schools shall be given equal priority in borrowing all films which are available for circulation.
- (5) To give assistance, advice and counsel to other State agencies maintaining special reference collections as to the best means of establishing and administering such libraries and collections.
- (5a) To provide for the establishment and maintenance of union catalogs.
- (6) To fix reasonable penalties for damage to or failure to return any book, periodical or other material owned by the Department of Natural and Cultural Resources, or for violation of any rule or regulation concerning the use of books, periodicals, and other materials in the custody of the Department of Natural and Cultural Resources.

- (7) Repealed by Session Laws 1987, c. 199, s. 4.
- (8) To give assistance, advice and counsel to all libraries in the State, to all communities which may propose to establish libraries, and to all persons interested in public libraries, as to the best means of establishing and administering such libraries, as to the selection of books, cataloguing, maintenance and other details of library management.
- (9) To provide library services to blind and physically handicapped readers of North Carolina by making available to them books and other reading materials in braille, or sound recordings or any other medium used by the blind and physically handicapped; to enter into contracts and agreements with appropriate libraries and other organizations for the purposes of serving the blind and physically handicapped; to enter into contracts with library agencies of other states for providing library service to the blind and physically handicapped of those states, provided adequate compensation is paid for such service and such contract is otherwise advantageous to this State.
- (10) To do the following:
  - a. Plan and coordinate cooperative programs between the various types of libraries within the State of North Carolina.
  - b. Coordinate State development with regional and national cooperative library programs.
  - c. Assist nonprofit corporations in the organization and operation of cooperative programs.
  - d. Enter into contracts to coordinate cooperative programs or to promote the access and exchange of library materials under this subdivision. (1955, c. 505, s. 3; 1961, c. 1161; 1973, c. 476, s. 84; 1977, c. 645, s. 1; 1981, c. 918, s. 4; 1983, c. 819; 1987, c. 199; 2011-284, s. 88; 2015-241, ss. 14.30(s), (t); 2017-57, ss. 14.1(ff), 14.5.)

**§§ 125-3 through 125-4. Repealed by Session Laws 1973, c. 476, s. 84.**

**§ 125-5. Public libraries to report to Department of Natural and Cultural Resources.**

Every public library in the State shall make an annual report to the Department of Natural and Cultural Resources in such form as may be prescribed by the Department. The term "public library" shall, for the purpose of this section, include subscription libraries, college and university libraries, legal association, medical association, Supreme Court, and other special libraries. (1955, c. 505, s. 3; 1973, c. 476, s. 84; 2015-241, s. 14.30(s).)

**§ 125-6. Librarian's seal.**

It shall be the duty of the Secretary of State to furnish the State Librarian with a seal of office. The State Librarian is authorized to certify to the authenticity and genuineness of any document, paper, or extract from any document, paper, or book or other writing which may be on file in the Library. When a certificate is made under his hand and attested by his official seal, it shall be received as prima facie evidence of the correctness of the matter therein contained, and as such shall receive full faith and credit. (1955, c. 505, s. 3.)

**§ 125-7. State policy as to public library service; annual appropriation therefor; administration of funds.**

(a) It is hereby declared the policy of the State to promote the establishment and development of public library service throughout all sections of the State.

(b) For promoting, aiding, and equalizing public library service in North Carolina a sum shall annually be appropriated out of the moneys within the State treasury to be known as the Aid to Public Libraries Fund.

(c) The fund herein provided shall be administered by the Department of Natural and Cultural Resources, which shall frame bylaws, rules and regulations for the allocation and administration of such funds. The funds shall be used to improve, stimulate, increase and equalize public library service to the people of the whole State, shall be used for no other purpose, except as herein provided, and shall be allocated among the legally established municipal, county or regional libraries in the State taking into consideration local needs, area and population to be served, local interest and such other factors as may affect the State program of public library service.

(d) For the necessary expenses of administration, allocation, and supervision, a sum not to exceed seven percent (7%) of the annual appropriation may annually be used by the Department of Natural and Cultural Resources.

(e) The fund appropriated under this section shall be separate and apart from the appropriations of the Department of Natural and Cultural Resources, which appropriation shall not be affected by this section or the appropriation hereunder.

(f) Repealed by Session Laws 1973, c. 476, s. 84. (1955, c. 505, s. 3; 1973, c. 476, s. 84; 1979, c. 578; 2015-241, s. 14.30(s).)

**§ 125-8. Department of Natural and Cultural Resources authorized to accept and administer funds from federal government and other agencies.**

The Department of Natural and Cultural Resources is hereby authorized and empowered to receive, accept and administer any money or moneys appropriated or granted to it, separate and apart from the appropriation by the State for the Department of Natural and Cultural Resources, for providing and equalizing public library service in North Carolina:

- (1) By the federal government and,
- (2) By any other agencies, private and/or otherwise.

The fund herein provided for shall be administered by the Department of Natural and Cultural Resources, which Department shall frame bylaws, rules and regulations for the allocation and administration of this fund. This fund shall be used to increase, improve, stimulate and equalize library service to people of the whole State, and shall be used for no other purpose whatsoever except as hereinafter provided, and shall be allocated among the counties of the State, taking into consideration local needs, area and population to be served, local interests as evidenced by local appropriations, and such other factors as may affect the State program of library service. Any gift or grant from the federal government or other sources shall become a part of said funds, to be used as part of the State fund, or may be invested as the Department of Natural and Cultural Resources may deem advisable, according to provisions of G.S. 125-5(5), the income to be used for the promotion of libraries as stated in this section. (1955, c. 505, s. 3; 1973, c. 476, s. 84; 2015-241, s. 14.30(s).)

**§ 125-9. Librarian certification.**

The Secretary of Natural and Cultural Resources shall issue librarian certificates to public librarians under such reasonable rules and regulations as the Public Librarian Certification Commission may adopt. A complete record of the transaction of the Department in the issuance of librarian certificates shall be kept at all times in the office of the North Carolina State Library. (1955, c. 505, s. 3; 1973, c. 476, s. 53; 2015-241, s. 14.30(t).)

**§ 125-10. Temporary certificates for public librarians.**

Upon the submission of satisfactory evidence that no qualified librarian is available for appointment as chief librarian, and upon written application by the Department of Natural and Cultural Resources for issuance of a temporary certificate to an unqualified person who is available for the position, a temporary certificate, valid for one year only, may be issued to such persons by the Public Librarian Certification Commission. (1955, c. 505, s. 3; 1973, c. 476, ss. 53, 84; 2015-241, s. 14.30(s).)

**§ 125-11. Failure to return books.**

Any person who shall fail to return any book, periodical, or other material withdrawn by him from the Library shall be guilty of a Class 3 misdemeanor if he shall fail to return the borrowed material within 30 days after receiving a notice from the State Librarian that the material is overdue. The provisions of this section shall not be in effect unless a copy of this section is attached to the overdue notice by the State Librarian. (1955, c. 505, s. 3; 1993, c. 539, s. 929; 1994, Ex. Sess., c. 24, s. 14(c).)

**§§ 125-11.1 through 125-11.4. Reserved for future codification purposes.**

**Article 1A.**  
**State Depository Library System.**

**§ 125-11.5. Purpose.**

The purpose of this Article is to establish a depository system for the distribution of State publications to designated libraries throughout the State in order to facilitate public access to publications issued by State agencies. (1987, c. 771, s. 2.)

**§ 125-11.6. Definitions.**

As used in this Article:

- (1) "Depository library" means a library designated to receive and maintain State publications and make them available to the public.
- (2) "Document" means any printed document including any report, directory, statistical compendium, bibliography, map, regulation, newsletter, pamphlet, brochure, periodical, bulletin, compilation, or register, regardless of whether the printed document is in paper, film, tape, disk, or any other format.
- (3) "State agency" means every State department, institution, board, and commission.
- (4) "State publication" means any document prepared by a State agency or private organization, consultant, or research firm, under contract with or under the supervision of a State agency: Provided, however, the term "State publication" does not include administrative documents used only within the issuing agency, documents produced for instructional purposes that are not intended for sale or publication, appellate division reports and advance sheets distributed by the Administrative Office of the Courts, the S.B.I. Investigative "Bulletin", documents that will be reproduced in the Senate or House of Representatives Journals, or documents that are confidential pursuant to Article 17 of Chapter 120 of the General Statutes. (1987, c. 771, s. 2.)

**§ 125-11.7. State Library designated the official depository for all State publications.**

The State Library shall be the official, complete, and permanent depository for all State publications, and shall receive five copies of all State publications in addition to the copies required for the depository system: Provided, however, the State Library shall receive only five copies of any State publication offered for sale by a State agency at a price at least high enough to recover production costs: Provided, further, the State Library, notwithstanding the definition of "State publication" contained in this Article, shall have authority to exclude from required deposit in the State Library any items or materials which it finds are not appropriate for deposit. (1987, c. 771, s. 2.)

**§ 125-11.8. State Publications Clearinghouse created.**

(a) A State Publications Clearinghouse is created within the Department of Natural and Cultural Resources, the Division of State Library.

(b) The Clearinghouse shall:

- (1) Advise State agencies annually of the number of copies of State publications needed for distribution.
- (2) Advise State agencies annually that they are required to submit only five copies of any State publication offered for sale at a price at least high enough to recover production costs.
- (3) Receive from State agencies promptly after publication the number of copies of State publications specified, and distribute these to the depository libraries.
- (4) Prepare on microfiche one or more copies of each State publication that is printed on paper for reference and interlibrary loan purposes.
- (5) Publish a checklist of State publications and distribute the checklist without charge to all requesting North Carolina libraries.
- (6) Forward two copies of all State publications that are printed on paper to the Library

**§ 125-11.9. Powers and duties of the State Library.**

The State Library:

- (1) Shall carry out the provisions of this Article.
- (2) Develop and maintain standards for depository libraries. The standards shall include the ability to receive, process, organize, retain, and make available State publications and the ability to provide reference assistance and interlibrary loan service for depository publications.
- (3) Shall designate depository libraries, taking into account regional distribution and number of persons served, such that State publications will be conveniently accessible to residents in all areas of the State. The State Library may designate at least one library in each congressional district.
- (4) May designate as selective depository libraries those institutions that wish to receive less than the full deposit. Selective depository libraries shall meet the same standards for reference and interlibrary loan service as full depository libraries.
- (5) May enter into depository contracts with public libraries and community, technical, special, college and university libraries that meet the standards for depository eligibility adopted by the Clearinghouse.
- (6) Shall determine how many copies of State publications each State agency must submit for the State depository system. The State Library may permit a State agency to submit fewer copies of a document if the State Library determines that fewer copies are adequate in light of the cost of the document and the projected public interest in the document.
- (7) Shall adopt rules to administer the depository program. These rules may include the State Library's priorities and resulting schedules for collecting, maintaining, and making available State publications in various formats. (1987, c. 771, s. 2; 1991, c. 636, s. 14.)

**§ 125-11.10. Duties of State agencies.**

(a) State agencies shall send the requested number of copies of each of their publications to the Clearinghouse within 10 days of issuance.

(b) The head of each State agency shall designate a publications officer who shall be responsible for supplying the requested number of copies of each State publication of that agency to the Clearinghouse. Each agency shall notify the Clearinghouse of the identity of its publications officer before October 1, 1987, and within 30 days of any change of publications officer. The publications officer shall supply the Clearinghouse semiannually a complete list of the agency's State publications issued within the previous six months and any other information regarding the publications of the agency requested by the Clearinghouse.

(c) State agencies may request permission from the State Library to submit fewer than the requested number of copies of a document. The request shall include information on the cost of the document and the projected public interest in the document. (1987, c. 771, s. 2.)

**§ 125-11.11. Advisory Committee.**

The Secretary of Natural and Cultural Resources may appoint an advisory committee of State officials and depository librarians to review and advise on the operation of the depository system. (1987, c. 771, s. 2; 2015- 241, s. 14.30(t).)

**§ 125-11.12: Repealed by Session Laws 1993, c. 447, s. 1.**

**§ 125-11.13. Alkaline paper required for government publications.**

(a) State publications that are of historical or enduring value and importance to the citizens of North Carolina shall be printed on alkaline (acid-free) paper. These publications shall be designated on an annual basis by the State Librarian and the University Librarian at the University of North Carolina at Chapel Hill and shall include publications of an historical, biographical, legal, or statistical nature relating to the State

of North Carolina, past, present, or future. These publications shall identify thereon, adjacent to the name of the agency responsible for publication, a statement that the publication is printed on permanent paper.

(b), (c) Repealed by Session Laws 2015-184, s. 1, effective August 5, 2015. (1991, c. 224, s. 1; 2015-184, s. 1(a).)

## **Article 2.**

### **Interstate Library Contract.**

#### **§ 125-12. Compact enacted into law; form.**

The Interstate Library Compact is hereby enacted into law and entered into by this State with all states legally joining therein in the form substantially as follows:

#### **INTERSTATE LIBRARY**

#### **COMPACT. ARTICLE I.**

#### **POLICY AND PURPOSE.**

Because the desire for the services provided by libraries transcends governmental boundaries and can most effectively be satisfied by giving such services to communities and people regardless of jurisdictional lines, it is the policy of the states party to this Compact to cooperate and share their responsibilities; to authorize cooperation and sharing with respect to those types of library facilities and services which can be more economically or efficiently developed and maintained on a cooperative basis, and to authorize cooperation and sharing among localities, states and others in providing joint or cooperative library services in areas where the distribution of population or of existing and potential library resources make the provision of library service on an interstate basis the most effective way of providing adequate and efficient service.

#### **ARTICLE II. DEFINITIONS.**

As used in this Compact: (a) "Public library agency" means any unit or agency of local or state government operating or having power to operate a library.

(b) "Private library agency" means any nongovernmental entity which operates or assumes a legal obligation to operate a library.

(c) "Library agreement" means a contract establishing an interstate library district pursuant to this Compact or providing for the joint or cooperative furnishing of library services.

#### **ARTICLE III. INTERSTATE LIBRARY DISTRICTS.**

(a) Any one or more public library agencies in a party state in cooperation with any public library agency or agencies in one or more other party states may establish and maintain an interstate library district. Subject to the provisions of this Compact and any other laws of the party states which pursuant hereto remain applicable, such district may establish, maintain and operate some or all of the library facilities and services for the area concerned in accordance with the terms of a library agreement therefor. Any private library agency or agencies within an interstate library district may cooperate therewith, assume duties, responsibilities and obligations thereto, and receive benefits therefrom as provided in any library agreement to which such agency or agencies become party.

(b) Within an interstate library district, and as provided by a library agreement, the performance of library functions may be undertaken on a joint or cooperative basis or may be undertaken by means of one or more arrangements between or among public or private library agencies for the extension of library privileges to the use of facilities or services operated or rendered by one or more of the individual library

agencies.

(c) If a library agreement provides for joint establishment, maintenance or operation of library facilities or services by an interstate library district, such district shall have power to do any one or more of the following in accordance with such library agreement:

- (1) Undertake, administer and participate in programs or arrangements for securing, lending or servicing of books and other publications, any other materials suitable to be kept or made available by libraries, library equipment or for the dissemination of information about libraries, the value and significance of particular items therein, and the use thereof.
- (2) Accept for any of its purposes under this Compact any and all donations, and grants of money, equipment, supplies, materials, and services, (conditional or otherwise), from any state or the United States or any subdivision or agency thereof, or interstate agency, or from any institution, person, firm or corporation, and receive, utilize and dispose of the same.
- (3) Operate mobile library units or equipment for the purpose of rendering bookmobile service within the district.
- (4) Employ professional, technical, clerical and other personnel, and fix terms of employment, compensation and other appropriate benefits; and where desirable, provide for the in-service training of such personnel.
- (5) Sue and be sued in any court of competent jurisdiction.
- (6) Acquire, hold, and dispose of any real or personal property or any interest or interests therein as may be appropriate to the rendering of library service.
- (7) Construct, maintain and operate a library, including any appropriate branches thereof.
- (8) Do such other things as may be incidental to or appropriate for the carrying out of any of the foregoing powers.

#### **ARTICLE IV. INTERSTATE LIBRARY DISTRICTS, GOVERNING BOARD.**

(a) An interstate library district which establishes, maintains or operates any facilities or services in its own right shall have a governing board which shall direct the affairs of the district and act for it in all matters relating to its business. Each participating public library agency in the district shall be represented on the governing board which shall be organized and conduct its business in accordance with provision therefor in the library agreement. But in no event shall a governing board meet less often than twice a year.

(b) Any private library agency or agencies party to a library agreement establishing an interstate library district may be represented on or advise with the governing board of the district in such manner as the library agreement may provide.

#### **ARTICLE V. STATE LIBRARY AGENCY COOPERATION.**

Any two or more state library agencies of two or more of the party states may undertake and conduct joint or cooperative library programs, render joint or cooperative library services, and enter into and perform arrangements for the cooperative or joint acquisition, use, housing and disposition of items or collections of materials which, by reason of expense, rarity, specialized nature, or infrequency of demand therefor would be appropriate for central collection and shared use. Any such programs, services or arrangements may include provision for the exercise on a cooperative or joint basis of any power exercisable by an interstate library district and an agreement embodying any such program, service or arrangement shall contain provisions covering the subjects detailed in Article VI of this Compact for interstate library agreements.

#### **ARTICLE VI. LIBRARY AGREEMENTS.**

(a) In order to provide for any joint or cooperative undertaking pursuant to this Compact, public and private library agencies may enter into library agreements. Any agreement executed pursuant to the

provisions of this Compact shall, as among the parties to the agreement:

- (1) Detail the specific nature of the services, programs, facilities, arrangements or properties to which it is applicable.
- (2) Provide for the allocation of costs and other financial responsibilities.
- (3) Specify the respective rights, duties, obligations and liabilities of the parties.
- (4) Set forth the terms and conditions for duration, renewal, termination, abrogation, disposal of joint or common property, if any, and all other matters which may be appropriate to the proper effectuation and performance of the agreement.

(b) No public or private library agency shall undertake to exercise itself, or jointly with any other library agency, by means of a library agreement any power prohibited to such agency by the constitution or statutes of its state.

(c) No library agreement shall become effective until filed with the Compact Administrator of each state involved, and approved in accordance with Article VII of this Compact.

#### **ARTICLE VII. APPROVAL OF LIBRARY AGREEMENTS.**

(a) Every library agreement made pursuant to this Compact shall, prior to and as a condition precedent to its entry into force, be submitted to the attorney general of each state in which a public library agency party thereto is situated, who shall determine whether the agreement is in proper form and compatible with the laws of his state. The attorneys general shall approve any agreement submitted to them unless they shall find that it does not meet the conditions set forth herein and shall detail in writing addressed to the governing bodies of the public library agencies concerned the specific respects in which the proposed agreement fails to meet the requirements of law. Failure to disapprove an agreement submitted hereunder within 90 days of its submission shall constitute approval thereof.

(b) In the event that a library agreement made pursuant to this Compact shall deal in whole or in part with the provision of services or facilities with regard to which an officer or agency of the state government has constitutional or statutory powers of control, the agreement shall, as a condition precedent to its entry into force, be submitted to the state officer or agency having such power of control and shall be approved or disapproved by him or it as to all matters within his or its jurisdiction in the same manner and subject to the same requirements governing the action of the attorneys general pursuant to subsection (a) of this Article. This requirement of submission and approval shall be in addition to and not in substitution for the requirement of submission to and approval by the attorneys general.

#### **ARTICLE VIII. OTHER LAWS APPLICABLE.**

Nothing in this Compact or in any library agreement shall be construed to supersede, alter or otherwise impair any obligation imposed on any library by otherwise applicable law, nor to authorize the transfer or disposition of any property held in trust by a library agency in a manner contrary to the terms of such trust.

#### **ARTICLE IX. APPROPRIATIONS AND AID.**

(a) Any public library agency party to a library agreement may appropriate funds to the interstate library district established thereby in the same manner and to the same extent as to a library wholly maintained by it and, subject to the laws of the state in which such public library agency is situated, may pledge its credit in support of an interstate library district established by the agreement.

(b) Subject to the provisions of the library agreement pursuant to which it functions and the laws of the states in which such district is situated, an interstate library district may claim and receive any state and federal aid which may be available to library agencies.

#### **ARTICLE X. COMPACT ADMINISTRATOR.**

Each state shall designate a Compact Administrator with whom copies of all library agreements to which

his state or any public library agency thereof is party shall be filed. The Administrator shall have such other powers as may be conferred upon him by the laws of his state and may consult and cooperate with the compact administrators of other party states and take such steps as may effectuate the purposes of this Compact. If the laws of a party state so provide, such state may designate one or more deputy Compact administrators in addition to its Compact Administrator.

#### **ARTICLE XI. ENTRY INTO FORCE AND WITHDRAWAL.**

(a) This Compact shall enter into force and effect immediately upon its enactment into law by any two states. Thereafter, it shall enter into force and effect as to any other state upon the enactment thereof by such state.

(b) This Compact shall continue in force with respect to a party state and remain binding upon such state until six months after such state has given notice to each other party state of the repeal thereof. Such withdrawal shall not be construed to relieve any party to a library agreement entered into pursuant to this Compact from any obligation of that agreement prior to the end of its duration as provided therein.

#### **ARTICLE XII. CONSTRUCTION AND SEVERABILITY.**

This Compact shall be liberally construed so as to effectuate the purposes thereof. The provisions of this Compact shall be severable and if any phrase, clause, sentence or provision of this Compact is declared to be contrary to the constitution of any party state or of the United States or the applicability thereof to any government, agency, person or circumstance is held invalid, the validity of the remainder of this Compact and the applicability thereof to any government, agency, person or circumstance shall not be affected thereby. If this Compact shall be held contrary to the constitution of any state party thereto, the Compact shall remain in full force and effect as to the remaining states and in full force and effect as to the state affected as to all severable matters. (1967, c. 190, s. 1.)

#### **§ 125-13. Political subdivisions to comply with laws governing capital outlay and pledging of credit.**

No county, municipality, or other political subdivision of this State shall be party to a library agreement which provides for the construction or maintenance of a library pursuant to Article III, subdivision (c)(7) of the Compact, nor pledge its credit in support of such a library, or contribute to the capital financing thereof, except after compliance with any laws applicable to such counties, municipalities, or other political subdivisions relating to or governing capital outlays and the pledging of credit. (1967, c. 190, s. 2.)

#### **§ 125-14. "State library agency" defined.**

As used in the Compact, "state library agency," with reference to this State, means the Department of Natural and Cultural Resources. (1967, c. 190, s. 3; 1973, c. 476, s. 84; 2015-241, s. 14.30(s).)

#### **§ 125-15. State and federal aid to interstate library districts.**

An interstate library district lying partly within this State may claim and be entitled to receive State aid in support of any of its functions to the same extent and in the same manner as such functions are eligible for support when carried on by entities wholly within this State. For the purposes of computing and apportioning State aid to an interstate library district, this State will consider that portion of the area which lies within this State as an independent entity for the performance of the aided function or functions and compute and apportion the aid accordingly. Subject to any applicable laws of this State, such a district also may apply for and be entitled to receive any federal aid for which it may be eligible. (1967, c. 190, s. 4.)

#### **§ 125-16. Compact Administrator and deputies.**

The State Librarian shall be the Compact Administrator pursuant to Article X of the Compact. The State Librarian may appoint one or more deputy Compact Administrators pursuant to said Article. (1967, c. 190, s. 5.)

**§ 125-17. Withdrawal from Compact.**

In the event of withdrawal from the Compact the Governor shall send and receive any notices required by Article XI(b) of the Compact. (1967, c. 190, s. 6.)

**Article 3.  
Library Records.**

**§ 125-18. Definitions.**

As used in this Article, unless the context requires otherwise:

- (1) "Library" means a library established by the State; a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities; community college or university; or any private library open to the public.
- (2) "Library record" means a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific information or materials from a library. "Library record" does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general. (1985, c. 486, s. 2.)

**§ 125-19. Confidentiality of library user records.**

(a) Disclosure. - A library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as otherwise having used the library, except as provided for in subsection (b).

(b) Exceptions. - Library records may be disclosed in the following instances:

- (1) When necessary for the reasonable operation of the library;
- (2) Upon written consent of the user; or

Pursuant to subpoena, court order, or where otherwise required by law. (1985, c. 486, s. 2.)

# General Statute 143B, Article 2

## Article 2.

### Department of Cultural Resources.

#### Part 6. Public Librarian Certification Commission.

##### **§ 143B-67. Public Librarian Certification Commission - creation, powers and duties.**

There is hereby created the Public Librarian Certification Commission of the Department of Natural and Cultural Resources with the power and duty to adopt rules and regulations to be followed in the certification of public librarians. The Commission is authorized to establish and require written examinations for certified public librarian applicants.

The Commission shall adopt such rules and regulations consistent with the provisions of this Chapter. All rules and regulations consistent with the provisions of this Chapter heretofore adopted by the Library Certification Board shall remain in full force and effect unless and until repealed or superseded by action of the Public Librarian Certification Commission. All rules and regulations adopted by the Commission shall be enforced by the Department of Natural and Cultural Resources. (1973, c. 476, s. 49; 1981 (Reg. Sess., 1982), c. 1359, s. 4; 2015-241, s. 14.30(s).)

##### **§ 143B-68. Public Librarian Certification Commission - members; selection; quorum; compensation.**

The Public Librarian Certification Commission of the Department of Natural and Cultural Resources shall consist of five members as follows: (i) the chairman of the public libraries section of the North Carolina Library Association, (ii) two individuals named by the Governor upon the nomination of the North Carolina Library Association, (iii) the dean of a State or regionally accredited graduate school of librarianship in North Carolina appointed by the Governor, and (iv) one member at large appointed by the Governor.

The members shall serve four-year terms or while holding the appropriate chairmanship. Any appointment to fill a vacancy created by the resignation, dismissal, death or disability of a member shall be for the balance of the unexpired term.

The Governor shall have the power to remove any member of the Commission from office for misfeasance, malfeasance, and nonfeasance according to the provisions of G.S. 143B-13 of the Executive Organization Act of 1973.

The members of the Commission shall receive per diem, and necessary travel expenses in accordance with the provisions of G.S. 138-5.

A majority of the Commission shall constitute a quorum for the transaction of business.

All clerical and other services required by the Commission shall be supplied by the Secretary of the Department through the regular staff of the Department. (1973, c. 476, s. 50; 2015-241, s. 14.30(s); 2017-212, s. 8.12.)

##### **§ 143B-69. Public Librarian Certification Commission - officers.**

The Public Librarian Certification Commission shall have a chairman and a vice-chairman. The chairman shall be designated by the Governor from among the members of the Commission to serve as chairman at his pleasure. The vice-chairman shall be elected by and from the members of the Commission and shall serve for a term of two years or until the expiration of his regularly appointed term. (1973, c. 476, s. 51.)

##### **§ 143B-70. Public Librarian Certification Commission - regular and special meetings.**

The Public Librarian Certification Commission shall meet at least once in each quarter and may hold special meetings at any time and place within the State at the call of the chairman or upon the written request of at least three members. (1973, c. 476, s. 52.)

## **Part 16. State Library Commission.**

### **§ 143B-90. State Library Commission - creation, powers and duties.**

There is hereby created the State Library Commission of the Department of Natural and Cultural Resources. The State Library Commission has the following functions and duties:

- (1) To advise the Secretary of Natural and Cultural Resources on matters relating to the operation and services of the State Library;
- (2) Repealed by Session Laws 1991, c. 757, s. 2.
- (2a) To work for the financial support of statewide and local public library services;
- (3) To advise the Secretary upon any matter the Secretary might refer to it;
- (4) Repealed by Session Laws 1991, c. 757, s. 2.
- (4a) To work for the financial support of statewide interlibrary services;
- (5) Repealed by Session Laws 1991, c. 757, s. 2.
- (5a) To aid and advise the Secretary of Natural and Cultural Resources in the development of information services for the promotion of cultural, educational, and economic well-being of the State.
- (6) through (8) Repealed by Session Laws 1991, c. 757, s. 2.
- (8a) To aid and advise the Secretary of Natural and Cultural Resources on the recruitment and appointment of the State Librarian. (1973, c. 476, s. 82; 1981, c. 918, s. 2; 1991, c. 757, s. 2; 2015-241, ss. 14.30(s), (t).)

### **§ 143B-91. State Library Commission - members; selection; quorum; compensation.**

(a) The State Library Commission shall consist of 15 members. All members shall have an interest in the development of library and information services in North Carolina. Eight members shall be appointed by the Governor. One member shall be appointed by the President Pro Tempore of the Senate. One member shall be appointed by the Speaker of the North Carolina House of Representatives. Three members shall be appointed by the North Carolina Public Library Directors Association. Two members shall be the President and the President-elect of the North Carolina Library Association or two appointees as determined by the North Carolina Library Association's Board of Directors. The State Librarian shall be an ex officio member and act as secretary to the Commission.

All appointments shall be for four-year terms with eight of the commissioners taking office on the first four-year cycle and seven commissioners taking office on the second four-year cycle. Any appointment to fill a vacancy in one of the positions appointed by the Governor, President Pro Tempore or Speaker of the House of Representatives shall be for the remainder of the unexpired term. Appointees shall not serve more than two successive four-year terms.

The Governor shall choose a chairperson from among the gubernatorial appointees. The chairperson shall serve not more than two successive two-year terms as chair.

Members of the Commission shall receive per diem and necessary travel and subsistence expenses as provided in G.S. 138-5.

A majority of the Commission shall constitute a quorum for the transaction of business.

All clerical and other services required by the Commission shall be supplied by the Secretary of Natural and Cultural Resources.

The Commission shall meet at least twice a year.

(b) There shall be standing committees established to advise the Secretary of Natural and Cultural Resources, the Commission, and the State Librarian. These committees shall be: Public Library Development; Interlibrary Cooperation; State Government Information Services; State Library Development; and any other committee deemed appropriate. Each committee shall be composed of a committee chairperson and at least six persons appointed annually by the Secretary of Natural and Cultural Resources with the approval of the Commission. At least one of the members of each committee shall be a member of the Commission. Each committee shall report to the Commission at least once a year. (1973, c. 476, s. 83; 1981, c. 918, s. 3; 1991, c. 757, s. 3; 1995, c. 490, s. 53; 2015-241, s. 14.30(t).)

# General Statute 153A, Article 14

## Article 14. Libraries.

### § 153A-261. Declaration of State policy.

The General Assembly recognizes that the availability of adequate, modern library services and facilities is in the general interest of the people of North Carolina and a proper concern of the State and of local governments. Therefore it is the policy of the State of North Carolina to promote the establishment and development of public library services throughout the State. (1973, c. 822, s. 1.)

### § 153A-262. Library materials defined.

For purposes of this Article, the phrase "library materials" includes, without limitation, books, plates, pictures, engravings, maps, magazines, pamphlets, newspapers, manuscripts, films, transparencies, microforms, recordings, or other specimens, works of literature, or objects of art, historical significance, or curiosity. (1953, c. 721; 1963, c. 945; 1971, c. 698, s. 3; 1973, c. 822, s. 1.)

### § 153A-263. Public library systems authorized.

A county or city may:

- (1) Establish, operate, and support public library systems;
- (2) Set apart lands and buildings for a public library system;
- (3) Acquire real property for a public library system by gift, grant, purchase, lease, exercise of the power of eminent domain, or any other lawful method. If a library board of trustees is appointed, a county or city shall, before acquiring real property by purchase, lease, or exercise of the power of eminent domain, seek the recommendations of the board of trustees regarding the proposed acquisition;
- (4) Provide, acquire, construct, equip, operate, and maintain buildings and other structures for a public library system;
- (5) Acquire library materials by purchase, exchange, devise, gift, or any other lawful method;
- (6) Appropriate funds to carry out the provisions of this Article;
- (7) Accept any gift, grant, lease, loan, exchange, or devise of real or personal property for a public library system. Devises, grants, and gifts may be accepted and held subject to any term or condition that may be imposed by the grantor or trustor, except that no county or city may accept or administer any term or condition that requires it to discriminate among its citizens on the basis of race, sex, or religion. (1953, c. 721; 1963, c. 945; 1971, c. 698, s. 3; 1973, c. 822, s. 1; 2011-284, s. 107.)

### § 153A-264. Free library services.

If a county or city, pursuant to this Article, operates or makes contributions to the support of a library, any resident of the county or city, as the case may be, is entitled to the free use of the library. (1953, c. 721; 1963, c. 945; 1971, c. 698, s. 3; 1973, c. 822, s. 1.)

### § 153A-265. Library board of trustees.

The governing body of a county or city may appoint a library board of trustees. The governing body shall determine the number of members of the board of trustees (which may not be more than 12), the length of their terms, the manner of filling vacancies, and the amount, if any, of their compensation and allowances. The governing body may remove a trustee at any time for incapacity, unfitness, misconduct, or neglect of duty. (1953, c. 721; 1963, c. 945; 1971, c. 698, s. 1; 1973, c. 822, s. 1.)

**§ 153A-266. Powers and duties of trustees.**

If a board of trustees is appointed, it shall elect a chairman and may elect other officers. The governing body may delegate to the board of trustees any of the following powers:

- (1) To formulate and adopt programs, policies, and regulations for the government of the library;
- (2) To make recommendations to the governing body concerning the construction and improvement of buildings and other structures for the library system;
- (3) To supervise and care for the facilities of the library system;
- (4) To appoint a chief librarian or director of library services and, with his advice, to appoint other employees of the library system. If some other body or official is to appoint the chief librarian or director of library services, to advise that body or official concerning that appointment;
- (5) To establish, a schedule of fines and charges for late return of, failure to return, damage to, and loss of library materials, and to take other measures to protect and regulate the use of such materials;
- (6) To participate in preparing the annual budget of the library system;
- (7) To extend the privileges and use of the library system to nonresidents of the county or city establishing or supporting the system, on any terms or conditions the board may prescribe.
- (8) To otherwise advise the board of commissioners on library matters.

The board of trustees shall make an annual report on the operations of the library to the governing body of the county or city and shall make an annual report to the Department of Natural and Cultural Resources as required by G.S. 125-5. If no board of trustees is established, the governing body shall make the annual report to the Department. (1953, c. 721; 1963, c. 945; 1969, c. 488; 1971, c. 698, s. 3; 1973, c. 476, s. 84; c. 822, s. 1; 2015-241, s. 14.30(s).)

**§ 153A-267. Qualifications of chief librarian; library employees.**

(a) To be eligible for appointment and service as chief administrative officer of a library system (whether designated chief librarian, director of library services, or some other title), a person must have a professional librarian certificate issued by the Secretary of Natural and Cultural Resources, pursuant to G.S. 125-9, under regulations for certification of public librarian as established by the North Carolina Public Librarian Certification Commission pursuant to the provisions of G.S. 143B-67.

(b) The employees of a county or city library system are, for all purposes, employees of the county or city, as the case may be. (1953, c. 721; 1963, c. 945; 1969, c. 488; 1971, c. 698, s. 3; 1973, c. 476, s. 53; c. 822, s. 1; 1975, c. 516; 2015-241, s. 14.30(t).)

**§ 153A-268. Financing library systems.**

A county or city may appropriate for library purposes any funds not otherwise limited as to use by law. (1973, c. 822, s. 1.)

**§ 153A-269. Title to library property.**

The title to all property acquired by a county or city for library purposes shall be in the name of the county or city. If property is given, granted, devised, or otherwise conveyed to the board of trustees of a county or city library system, it shall be deemed to have been conveyed to the county or city and shall be held in the name of the county or city. (1953, c. 721; 1963, c. 945; 1971, c. 698, s. 3; 1973, c. 822, s. 1; 2011-284, s. 108.)

**§ 153A-270. Joint libraries; contracts for library services.**

Two or more counties or cities or counties and cities may establish a joint library system or contract for library services, according to the procedures and provisions of Chapter 160A, Article 20, Part 1. (1953, c. 721; 1963, c. 945; 1971, c. 698, s. 3; 1973, c. 822, s. 1.)

**§ 153A-271. Library systems operated under local acts brought under this Article.**

If a county or city operates a library system pursuant to a local act, the governing body of the county or city may by ordinance provide that the library system is to be operated pursuant to this Article. (1973, c. 822, s. 1.)

**§ 153A-272. Designation of library employees to register voters.**

The governing body of each public library with four or more employees shall designate at least one employee of the library to be appointed by the county board of elections to register voters pursuant to G.S. 163-80(a)(6). With the approval of the board of elections, additional employees may also be designated for this purpose by the governing body. (1983, c. 588, s. 1.)

**§ 153A-273. Reserved for future codification purposes.**

# General Statute 160A, Article 20

## Article 20.

### Interlocal Cooperation.

#### Part 1. Joint Exercise of Powers.

##### § 160A-460. Definitions.

The words defined in this section shall have the meanings indicated when used in this Part:

- (1) "Undertaking" means the joint exercise by two or more units of local government, or the contractual exercise by one unit for one or more other units, of any power, function, public enterprise, right, privilege, or immunity of local government.
- (2) "Unit," or "unit of local government" means a county, city, consolidated city-county, local board of education, sanitary district, facility authority created under Part 4 of this Article, special district created under Article 43 of Chapter 105 of the General Statutes, or other local political subdivision, authority, or agency of local government. (1971, c. 698, s. 1; 1975, c. 821, s. 4; 1979, c. 774, s. 1; 1981, c. 641; 1995, c. 458, s. 3; 2009-527, s. 2(f).)

##### § 160A-461. Interlocal cooperation authorized.

Any unit of local government in this State and any one or more other units of local government in this State or any other state (to the extent permitted by the laws of the other state) may enter into contracts or agreements with each other in order to execute any undertaking. The contracts and agreements shall be of reasonable duration, as determined by the participating units, and shall be ratified by resolution of the governing board of each unit spread upon its minutes. (1971, c. 698, s. 1.)

##### § 160A-462. Joint agencies.

(a) Units agreeing to an undertaking may establish a joint agency charged with any or all of the responsibility for the undertaking. The units may confer on the joint agency any power, duty, right, or function needed for the execution of the undertaking, except that legal title to all real property necessary to the undertaking shall be held by the participating units individually, or jointly as tenants in common, in such manner and proportion as they may determine.

(b) The participating units may appropriate funds to the joint agency on the basis of an annual budget recommended by the agency and submitted to the governing board of each unit for approval. (1971, c. 698, s. 1.)

##### § 160A-463. Personnel.

(a) The units may agree that any joint agency established under G.S. 160A-462 shall appoint the officers, agents, and employees necessary to execute the undertaking, or that the units jointly shall appoint these personnel, or that one of the units shall appoint the personnel with their services contracted for by the other units or by the joint agency. If the units determine that one unit shall appoint the personnel, the agreement shall provide that the jurisdiction, authority, rights, privileges, and immunities (including coverage under the workers' compensation laws) which the officers, agents, and employees of the appointing unit enjoy within the territory of that unit shall also be enjoyed by them outside its territory when they are acting pursuant to the agreement and within the scope of their authority or the course of their employment.

(b) When the subject of an undertaking is a sovereign function of government, the exercise of which has been delegated to an officer of each participating unit, the agreement may provide that one officer shall exercise the function for all the participating units, with all of the powers, duties, and obligations that an officer exercising the function in a single unit would have. (1971, c. 698, s. 1; 1991, c. 636, s. 3.)

**§ 160A-464. Provisions of the agreement.**

Any contract or agreement establishing an undertaking shall specify:

- (1) The purpose or purposes of the contract or agreement;
- (2) The duration of the agreement;
- (3) If a joint agency is established, its composition, organization, and nature, together with the powers conferred on it;
- (4) The manner of appointing the personnel necessary to the execution of the undertaking;
- (5) The method of financing the undertaking, including the apportionment of costs and revenues;
- (6) The formula for ownership of real property involved in the undertaking, and procedures for the disposition of such property when the contract or agreement expires or is terminated;
- (7) Methods for amending the contract or agreement;
- (8) Methods for terminating the contract or agreement;
- (9) Any other necessary or proper matter. (1971, c. 698, s. 1.)

**§ 160A-465. Repealed by Session Laws 1979, c. 774, s. 2.**

**§ 160A-466. Revenue and expenditures for joint undertakings.**

When two or more units of local government are engaged in a joint undertaking, they may enter into agreements regarding financing, expenditures, and revenues related to the joint undertaking. Funds collected by any participating unit of government may be transferred to and expended by any other unit of government in a manner consistent with the agreement. An agreement regarding expenses and revenues may be of reasonable duration not to exceed 99 years. (2003-417, s. 1.)

**§§ 160A-467 through 160A-469. Reserved for future codification purposes.**

# Administrative Code

## SUBCHAPTER 02H - LIBRARY SERVICES

### SECTION .0100 – GOVERNMENT AND HERITAGE LIBRARY

#### 07 NCAC 02H .0101 SCOPE OF RULES

The rules in this Subchapter apply to the Government and Heritage Library, a section of the State Library of North Carolina.

*History Note:* Authority G.S. 125-2; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.

#### 07 NCAC 02H .0102 LIBRARY COLLECTIONS

- (a) The State Librarian shall determine the scope and focus of the Library's collections. Library staff and users may recommend materials for Library collections.
- (b) The Library shall collect and maintain resource collections in all relevant formats as budgets permit, including current and historical print and digital books, periodicals, newspapers, maps, state and federal documents, family histories, indexes, and bibliographies; historical newspapers, census reports, and primary source materials on microfilm; audiovisual materials in analog and digital formats and media; and online databases.

*History Note:* Authority G.S. 125-2; 143B-10;  
Eff. May 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.

#### 07 NCAC 02H .0103 ACCESS AND CIRCULATION

- (a) Use of Library resource collections shall vary in accordance with resource format and circulation status, as set forth in the rules in this Subchapter.
- (b) Printed collection materials shall be designated as circulating or non-circulating. Circulated materials may be used outside of the Library in accordance with the rules set forth in this Subchapter. Select printed materials designated as non-circulating shall not be used outside the Library. Non-circulating items include general reference materials, permanent depository copies of State documents, rare books, vertical file materials, periodicals, print newspapers, and the genealogy reference collection.
- (c) If a borrower loses or damages Library materials charged in the borrower's name, the borrower shall be responsible for the cost of replacing the material. Library borrowing privileges shall be withheld in accordance with Rule .0109 of this Subchapter.

*History Note:* Authority G.S. 125-2;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;  
Amended Eff. February 1, 2018.

## **07 NCAC 02H .0104 REPRODUCTION SERVICES**

## **07 NCAC 02H .0105 INFORMATION, REFERENCE AND RESEARCH SERVICES**

*History Note: Authority G.S. 125-2; 143B-10;*

*Eff. April 1, 2011;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;*

*Repealed Eff. February 1, 2018.*

## **07 NCAC 02H .0104 REPRODUCTION SERVICES**

The Library shall provide for the reproduction of library content in compliance with U.S. copyright law. State employees and members of the general public may photocopy or request digital reproduction of Library content at a

cost fixed by the Library based on cost of equipment, supplies, and staff time. Photocopying equipment shall be available for use by library users. Library staff shall provide digital reproduction services.

*History Note: Authority G.S. 125-2; 143B-10;*

*Eff. April 1, 2011;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

## **07 NCAC 02H .0105 INFORMATION, REFERENCE AND RESEARCH SERVICES**

(a) State Library staff shall provide reference and research services for State employees to facilitate access to information and resources that address the business needs of State government.

(b) State Library staff shall provide information, reference services, and access to Library resources for the general public seeking information by or about North Carolina or conducting research related to North Carolina government, people, places, history, culture, statistical data, or genealogy.

(c) State Library staff shall provide instruction to state employees and the general public concerning the use of the Library's facilities and information tools and resources. Library staff shall develop and conduct informational and instructional programs related to information resources and library research.

*History Note: Authority G.S. 125-2; 143B-10;*

*Eff. April 1, 2011;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

## **07 NCAC 02H .0106 SERVICES FOR STATE AGENCIES**

(a) State agencies may receive library services, such as cataloging, classification, collection assessment, metadata, digitization, digital information management, reference research, or the preservation of print and digital resources by submitting a request in writing to the State Library, 4640 Mail Service Center, Raleigh, NC 27699. All requests shall include the following:

- (1) the name and address of the State agency;
- (2) a description of the service(s) needed; and
- (3) contact information for the State agency personnel overseeing the project.

(b) The State Librarian shall determine library services considering factors that include staff availability, work priorities, and accessibility of equipment and materials.

(c) The Library and the recipient State agency shall sign a memorandum of understanding that

specifies the responsibilities and relationship between the two agencies for requests made under this Rule.

*History Note: Authority G.S. 125-2;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;  
Amended Eff. February 1, 2018.*

#### **07 NCAC 02H .0107 BORROWING PRIVILEGES**

- (a) Library materials and equipment shall be available to all registered borrowers in accordance with the rules set forth in this Subchapter.
- (b) Circulated materials may be checked out by registered borrowers for 28 calendar days ("loan period").
- (c) Registered borrowers may reserve circulated materials and have them placed on hold. Materials shall be reserved by:
  - (1) visiting the library circulation desk;
  - (2) online at [ncgov.nccardinal.org](http://ncgov.nccardinal.org);
  - (3) calling the Government and Heritage Library at 919-814-6790; or
  - (4) submitting an email to [slnc.reference@ncdcr.gov](mailto:slnc.reference@ncdcr.gov).

Materials placed on hold shall be held at the library circulation desk for five business days.

- (d) Registered borrowers may renew loaned materials once per loan period. Renewals shall be made in the same manner as provided in Paragraph (c) of this Rule.
- (e) Borrowed materials shall be returned by 5:00 p.m. on the last day of the loan period. Any borrowed materials not returned in accordance with this Paragraph shall be classified as overdue. An overdue notice shall be sent to the borrower by email or U.S. Mail for any materials that are not returned or renewed prior to the end of the loan period. Borrowers shall not be fined for overdue books.
- (f) The status of borrowed items shall be changed to lost for items not returned after 90 calendar days. Borrowers shall be required to comply with Rule .0103 of this Section to replace lost items.
- (g) Failure to comply with Paragraph (e) of this Rule may result in the restriction or suspension of a borrower's privileges as set forth in Rule .0109 of this Section.

*History Note: Authority G.S. 125-2(4); 143B-10;  
Eff. September 1, 2017.*

#### **07 NCAC 02H .0108 REGISTRATION**

- (a) The Government and Heritage Library shall maintain a collection of materials and equipment that shall be available for use to the public.
- (b) Borrowing privileges shall only be granted to citizens of the State and State employees who have registered with the Government and Heritage Library.
- (c) To register for borrowing privileges, each individual shall appear in person and provide the Library with the following information on a form provided by the Library:
  - (1) name;
  - (2) address;
  - (3) telephone number;
  - (4) email address;
  - (5) date of birth;
  - (6) physical driver's license, or state-issued photo identification, if over the age of 16; and
  - (7) signature or signature of parent or guardian, if under the age of 16.

- (d) The Library shall provide all registered borrowers with a Library card at no cost. The card may

be presented in order to check-out materials in the Library's collection. If a borrower cannot present his or her card, the borrower's status may be confirmed by providing the librarian with his or her name and address. If a card is lost or stolen, the borrower may request a replacement card, at no charge, by providing the librarian with the information contained in Paragraph (c) of this Rule.

(e) Borrowers shall notify the Library of any change in their information required by Paragraph (c) of this Rule. Failure to inform the Library of these changes may result the restriction or suspension of borrowing privileges as set forth in Rule .0109 of this Section.

*History Note: Authority G.S. 125-2(4); 143B-10;  
Eff. September 1, 2017.*

#### **07 NCAC 02H .0109 RESTRICTION AND SUSPENSION OF PRIVILEGES**

(a) The Government and Heritage Library may restrict or suspend a patron's access to materials and equipment for violation of any rule set forth in this Subchapter.

(b) A borrower's check-out privileges shall be suspended for the following:

- (1) failure to return overdue materials within 15 days of the issuance of any overdue notice;
- (2) damage to any library materials or equipment; or
- (3) unauthorized use of materials or equipment, including loaning library materials to non-registered borrowers, using materials or equipment in a manner prohibited by its proper use, or removing non-circulating materials or equipment from the Library.

(c) The period of suspension shall not exceed one year. In setting the period of suspension, the State Librarian shall consider the Rule violated, the extent of harm to the Library's property, and any previous rule violations by the patron. The State Librarian shall send a letter of suspension to the borrower by email or U.S. Mail.

*History Note: Authority G.S. 125-2(4); 143B-10;  
Eff. September 1, 2017.*

### **SECTION .0200 - STATE DEPOSITORY LIBRARY SYSTEM**

#### **07 NCAC 02H .0201 SCOPE OF RULES**

The rules in this Section, apply to the State Depository Library System and the North Carolina State Publications Clearinghouse, as administered by the State Library of North Carolina.

*History Note: Authority G.S. 125-2; 125-11.9;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

#### **07 NCAC 02H .0202 PRINTED DOCUMENT FORMATS DEFINED**

As used in this Section, the term "format" is used to describe the medium used to publish and distribute State publication content, including tangible media such as paper, film, tape and electronic media such as digital files, websites, and data streams.

*History Note: Authority G.S. 125-2; 125-11.9;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

## **07 NCAC 02H .0203 DEPOSITORY REQUIREMENTS FOR STATE AGENCIES**

(a) State agencies in the executive, legislative, and judicial branches of State government and State-funded boards, commissions, and institutions shall submit all State publications and documents defined in the G.S. 125-11.6(2) and 125-11.6(4) to the North Carolina State Publications Clearinghouse for the permanent depository collection, distribution to depository libraries, and public access.

(b) State agencies in the executive, legislative, and judicial branches of State government and State-funded boards, commissions, and institutions shall submit 10 copies of documents and State publications as defined in G.S. 125- 11.6(2) and 125-11.6(4) in tangible formats to the North Carolina State Publications Clearinghouse and one copy of publications published or distributed in electronic formats to the North Carolina State Publications Clearinghouse.

*History Note: Authority G.S. 125-2; 125-11.9;  
Eff. May 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

## **SECTION .0300 – ACCESSIBLE BOOKS AND LIBRARY SERVICES**

### **07 NCAC 02H .0301 SCOPE OF RULES**

The rules in Section, apply to the Accessible Books and Library Services, a section of the State Library of North Carolina.

*History Note: Authority G.S. 125-2; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.  
Amended Eff. January 1, 2022.*

### **07 NCAC 02H .0302 ELIGIBILITY**

Eligibility for the services of the Accessible Books and Library Services shall be determined by the Federal guidelines in 36 C.F.R. 701.6 which is incorporated by reference, including subsequent amendments and editions, and available for free at [https://www.ecfr.gov/cgi-bin/text-idx?SID=56ff245ec016601b46b55f2331b4b7\\_ee&mc=true&node=se36.3.701\\_16&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=56ff245ec016601b46b55f2331b4b7_ee&mc=true&node=se36.3.701_16&rgn=div8) and is applied to all applicants.

*History Note: Authority G.S. 125-2;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;  
Amended Eff. January 1, 2022; February 1, 2018.*

## **07 NCAC 02H .0303 APPLICATION**

(a) To obtain services from the Library for the Blind and Physically Handicapped, users shall submit an application to the Library, 1841 Capital Boulevard, Raleigh, North Carolina 27635. Applications shall be submitted on a form prepared by the Library and include the user's:

- (1) name, address, and telephone number;
- (2) county of residence;
- (3) date of birth;
- (4) gender;
- (5) name, address, and telephone number of a friend or relative;
- (6) status as an honorably discharged veteran of the Armed Forces of the United States;
- (7) qualifying disability including:
  - (A) blindness;
  - (B) visual handicap;
  - (C) physical handicap;
  - (D) reading disability; or
  - (E) deaf and blind;
- (8) degree of hearing impairment of either:
  - (A) moderate – some difficulty understanding speech; or
  - (B) profound – cannot hear or understand speech;
- (9) preferred items such as books recorded on digital cartridge with digital player, braille books, large print books, or music;
- (10) necessity for special attachments such as headphones, amplifier, breath switch, or remote control;
- (11) language preference;
- (12) service preference such as:
  - (A) requested materials only; or
  - (B) materials requested by the Library based upon selected reading preferences;
- (13) reading preferences such as Fiction, Non-Fiction, Adventure, Aging/Retirement, Animal Stories, Arts, Best Sellers, Biography, Black Literature, Technology/Computers, Classics, Cooking/Homemaking, Current Events, Disabilities, Family Stories, Fantasy, Folklore/Fairy Tales, General Fiction, Health/Medicine, Historical Fiction, History-US, History-World, Humor, Marriage/Family, Mysteries, Nature, North Carolina, Occult/Horror, Plays, Poetry, Politics/Government, Psychology, Religious Inspiration, Religion (scholarly), Romance, Science, Science Fiction, Sea Stories, Short Stories, Sports, Spy Stories, Business, Travel, War Stories, or Western; and
- (14) reading restrictions such as strong language, violence, or explicit descriptions of sex.

(b) Applications shall be certified by a competent authority and shall include the competent authority's name, address and telephone number, title and occupation, and an original signature. A competent authority shall be defined as provided in 36 CFR 701.6(b)(2), which is incorporated by reference, including subsequent amendments and editions, and available for free at [https://www.ecfr.gov/cgi-bin/textidx?SID=56ff245ec016601b46b55f2331b4b7ee&mc=true&\\_node=se36.3.701\\_16&gn=di8](https://www.ecfr.gov/cgi-bin/textidx?SID=56ff245ec016601b46b55f2331b4b7ee&mc=true&_node=se36.3.701_16&gn=di8). A competent authority shall not be relatives of the applicant, even if otherwise qualified.

*History Note: Authority G.S. 125-2;  
Eff. April 1, 2011;  
Readopted Eff. February 1, 2018.*

## **07 NCAC 02H .0304 LIBRARY COLLECTIONS**

*History Note: Authority G.S. 125-2; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;  
Repealed Eff. February 1, 2018.*

## **07 NCAC 02H .0305 CIRCULATION**

(a) The Library shall provide materials and playback equipment to users in accordance with the Library of Congress' NLS Network Library Manual hereby incorporated by reference, including subsequent amendments and additions, and accessible to users free of charge at <https://statelibrary.ncdcr.gov/blind-print-disabled/apply-services/loan-policies-and-handbook#nls-administrative-procedures>.

(b) The following violations by any Library user shall result in the suspension of Library services:

- (1) failure to return materials within the borrowing period. The borrowing period for materials are as follows:
  - (A) six weeks for books;
  - (B) two weeks for magazines; and
  - (C) three weeks for DVD and VHS tapes;
- (2) damage to equipment or materials;
- (3) unauthorized use of materials or equipment, such as loaning materials or equipment to an ineligible person or modification of items owned by the Library; or
- (4) exhibiting verbal or physical behavior toward Library staff that is abusive, offensive, or threatening, as determined by the Director of the Library of the Accessible Books and Library Services.

(c) The period of suspension shall not exceed six months as determined by the Director of the Accessible Books and Library Services. In setting the period of suspension, the Director shall consider the violation, the extent of harm to the Library's property, and any violations previously committed by the user. The Director shall send a letter of suspension to the user via U.S. Mail. The letter shall specify the violation and the period of suspension. Upon expiration of the suspension period, the user may contact the Library for resumption of services.

*History Note: Authority G.S. 125-2;*

*Eff. May 1, 2011;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;*

*Amended Eff. January 1, 2022; February 1, 2018.*

## **07 NCAC 02H .0306 REPRODUCTION SERVICES**

The Library shall reproduce in Braille or audio recording materials requested by Library patrons for their personal use as approved by the Regional Librarian based on staff availability and consideration of higher priority work.

*History Note: Authority G.S. 125-2; 143B-10;*

*Eff. April 1, 2011;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

## **07 NCAC 02H .0307 VOLUNTEERS**

(a) Any interested person may request to volunteer his services to the Library. Volunteers shall receive no pay for their services and must go through a training and testing period under the supervision of Library staff.

(b) Any brailist who is certified by the Library of Congress may request to volunteer his services to the Library. Volunteers must provide their own braille machine.

*History Note: Authority G.S. 125-2; 143B-10;*

*Eff. April 1, 2011;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

## **SUBCHAPTER 02I - LIBRARY DEVELOPMENT**

### **SECTION .0100 - ORGANIZATIONAL RULES**

#### **07 NCAC 02I .0101 SCOPE OF RULES**

*History Note: Authority G.S. 125-2; 125-7; 125-8; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;  
Repealed Eff. February 1, 2018.*

### **SECTION .0200 - STATE AID TO PUBLIC LIBRARIES**

#### **07 NCAC 02I .0201 QUALIFICATIONS FOR GRANT ELIGIBILITY**

Libraries requesting funding from the Aid to Public Libraries Fund shall submit annually to the State Library of North Carolina an application for State Aid and supporting documentation including financial and statistical reports as required by this Rule and shall meet the following eligibility requirements:

- (1) Be established pursuant to Article 14, Chapter 153A of the North Carolina General Statutes;
- (2) Provide library services in compliance with applicable State and federal law to all residents of the political subdivision(s) supporting the library. Public library services shall be provided from at least one designated facility with a cataloged collection that is open to the public a minimum of 40 hours per week;
- (3) Employ a full-time library director having or eligible for North Carolina public librarian certification. For the purpose of this Rule, "full-time" means working a minimum of 35 hours per week;
- (4) Secure operational funds from local government sources at least equal to the average amount budgeted and available for expenditure for the previous three years. A grant to a local library system from the Aid to Public Libraries Fund shall not be terminated but shall be reduced proportionately by the Department if the amount budgeted and available for expenditure by local government is below the average of the previous three fiscal years. State funds shall not replace local funds budgeted and available for expenditure for public library operations;
- (5) Secure aggregate operational funds from local sources which are at least equal to State aid;
- (6) Expend funds as authorized in the budget adopted by the Board of Trustees of a Regional Library, a County, or a Municipality. Any library having an unencumbered operational balance of more than 17 percent of the previous year's operating receipts shall have the difference deducted from its State allocation;
- (7) Pay salaries for professional positions funded from the Aid to Public Libraries Fund at least at the minimum rate of a salary grade of GN10, or equivalent, as established by the Office of State Human Resources;
- (8) Provide to the State Library of North Carolina an annual audit of the political subdivision(s) funding the library consistent with generally accepted accounting principles;
- (9) Submit to the State Library of North Carolina a copy of the bylaws of the library system's Board(s) of Trustees;
- (10) Submit a current long-range plan of service to the State Library of North Carolina. For the purpose of this Rule, a "long-range plan of service" is a plan of at least five years. Upon request, the library shall submit an assessment of a community's library needs to the State Library of North Carolina;
- (11) Submit a copy of the agreement establishing the library system, if composed of more than one local governmental unit; and
- (12) Meet the following stipulations when establishing a new library or re-establishing eligibility

for the Aid to Public Libraries Fund:

- (a) meet all requirements of this Rule on July 1 of the year prior to the fiscal year that the library plans to receive State aid;
- (b) continue to meet all requirements of this Rule from July 1 to June 30 of that year, which shall be known as the “demonstration year”; and
- (c) file a complete application for State Aid by the June 30 deadline at the close of the demonstration year in order to receive State aid in the next fiscal year.

*History Note: Authority G.S. 125-7;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;  
Amended Eff. June 1, 2019.*

#### **07 NCAC 021 .0202 STATE AID GRANTS FROM THE AID TO PUBLIC LIBRARIES FUND**

Libraries shall qualify for State Aid Grants by meeting the requirements listed in Rule .0201 of this Section. All grants shall be contingent upon appropriations budgeted by the General Assembly and subject to the approval of the Secretary of the Department of Natural and Cultural Resources. State Aid Grants may be used for materials, salaries, equipment, and operating costs.

*History Note: Authority G.S. 125-7;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;  
Amended Eff. February 1, 2018.*

### **SECTION .0300 - ORGANIZATION OF REGIONAL LIBRARIES**

#### **07 NCAC 021 .0301 REGIONAL LIBRARIES**

As used in this Section, a regional library is a public library system that:

- (1) serves two or more contiguous counties;
- (2) is established by a regional agreement under a single administrative system;
- (3) is governed by a regional library board of trustees;
- (4) operates under the direction of a certified library director; and
- (5) has finances administered by a person or firm reporting to the library director and the regional library board of trustees.

*History Note: Authority G.S. 125-2; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

#### **07 NCAC 021 .0302 REGIONAL AGREEMENT**

- (a) An agreement establishing a regional library shall contain:
  - (1) the structure of the regional library board of trustees;
  - (2) the powers and duties of the regional library board;
  - (3) the financial structure of the regional library;
  - (4) the terms of property ownership and any conditions of joint ownership including property rights in the event of withdrawal from or dissolution of the regional library;
  - (5) provisions for amendment;
  - (6) provisions for withdrawal by a member county or dissolution of the regional library; and
  - (7) provisions for termination of the regional agreement.
- (b) Agreements establishing regional libraries shall comply with G.S. 160A, Article 20.

*History Note: Authority G.S. 125-2;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;  
Amended Eff. February 1, 2018.*

## **07 NCAC 02I .0303 REGIONAL LIBRARY BOARD OF TRUSTEES**

(a) The regional library board of trustees shall be the governing body of a regional library. It shall be composed of not more than 15 members as stipulated in the regional agreement. Each participating local governmental unit shall have representation on the board in proportions determined to be equitable by all participating local governmental units as stipulated in the regional agreement. Members of the regional library board shall be appointed as specified in the regional agreement.

(b) Terms of officers and members shall be limited and staggered to assure continuity as well as change. No individual member shall be appointed to more than two consecutive terms, and no single term shall be longer than six years.

*History Note: Authority G.S. 125-2; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

## **07 NCAC 02I .0304 POWERS AND DUTIES OF THE REGIONAL LIBRARY BOARD**

The agreement establishing a regional library shall include the following powers delegated to the regional library board of trustees by the participating local governmental units:

- (1) to adopt such bylaws and rules for its own governance as may be necessary and in conformity with the law;
- (2) to adopt policies for the regional library system's administration and operation;
- (3) to appoint the regional library director and delegate to that person executive powers;
- (4) to adopt an annual budget for the regional library;
- (5) to appoint a regional library finance officer to ensure expenditure of funds consistent with the budget adopted by the regional library board;
- (6) to assure compliance with all applicable State and Federal law and eligibility requirements for the receipt of State and Federal funds;
- (7) to make recommendations to the governing bodies of the participating local governmental units concerning the construction and improvement of physical facilities of the libraries in the region;
- (8) to report to the participating local governmental units; and
- (9) to provide to the State Library of North Carolina an annual audit of the regional library system consistent with generally accepted accounting principles.

*History Note: Authority G.S. 125-2; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

## **07 NCAC 02I .0305 DIRECTOR**

The director of a regional library shall be appointed by the regional library system board of trustees and is responsible for the administration of the regional library consistent with the policies adopted by the board. The director shall have a valid North Carolina Public Librarian Certificate.

*History Note: Authority G.S. 125-2; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

## **07 NCAC 02I .0306 FINANCE**

(a) All finances of a regional library shall be administered under the same provisions as units of local government (G.S. Chapter 159, The Local Government Finance Act) and shall be subject to an independent audit.

(b) State funds shall be administered by the regional library and shall be expended throughout the region as described in 07 NCAC 02I .0202.

*History Note: Authority G.S. 125-2; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

#### **07 NCAC 02I .0307 ESTABLISHMENT OF A REGIONAL LIBRARY**

A regional library meeting the definition in 07 NCAC 02I .0301 may be established according to the following schedule:

- (1) On or before July 1 of the fiscal year prior to the establishment of the regional library, a representative of the participating local governmental units shall submit to the State Library of North Carolina a written notification of intent to form a regional library and establish eligibility for grants to public libraries.
- (2) On or before January 31 of the fiscal year prior to the establishment of the regional library, the representative shall submit to the State Library of North Carolina a copy of the agreement establishing the regional library consistent with 07 NCAC 02I .0302.
- (3) On or before June 1 of the fiscal year prior to the establishment of the regional library, the representative shall submit to the State Library of North Carolina a long-range plan of service and a proposed budget and shall provide evidence of eligibility to receive grants to public libraries according to 07 NCAC 02I .0201.

*History Note: Authority G.S. 125-2; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

#### **07 NCAC 02I .0308 WITHDRAWAL FROM OR DISSOLUTION OF A REGIONAL LIBRARY**

- (a) A county proposing to withdraw from a regional library shall give written notice on or before July 1 to the regional library board, the other participating local governmental units, and the State Library of North Carolina. The withdrawal shall be effective on the following June 30.
- (b) The withdrawing county shall establish eligibility for grants to public libraries according to 07 NCAC 02I .0201 on or before the effective date of withdrawal.
- (c) Capital expenditures by the withdrawing county that are necessitated by the withdrawal may not replace support for operating costs in establishing eligibility to receive grants to public libraries according to 07 NCAC 02I .0201.
- (d) If withdrawal of a county results in the dissolution of the regional library, the remaining county must also establish eligibility to receive grants to public libraries according to 07 NCAC 02I .0201 by the effective date of withdrawal.

*History Note: Authority G.S. 125-2; 143B-10;  
Eff. April 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

## SUBCHAPTER 02J –

### NORTH CAROLINA PUBLIC LIBRARIAN CERTIFICATION COMMISSION

#### SECTION .0100 - COMMISSION RULES

##### **07 NCAC 02J .0101 PURPOSE OF THE COMMISSION**

(a) The North Carolina Public Librarian Certification Commission sets minimum standards for certification for public librarians to accomplish the following purposes:

- (1) Guarantee the best possible public library service for all North Carolinians;
- (2) Protect and maintain public library resources;
- (3) Assure professional management and administration of library programs; and
- (4) Provide certified professionals to meet the Department of Cultural Resources' personnel requirements for State and other aid administered by the State Library of North Carolina.

(b) The Commission shall review applications and certify those librarians who meet the certification requirements enumerated in Rule .0102 of this Subchapter.

*History Note: Authority G.S. 143B-67;*

*Eff. September 1, 2011;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

##### **07 NCAC 02J .0102 FULL CERTIFICATION**

(a) The North Carolina Public Librarian Certification Commission shall issue public librarian certificates to applicants who have received graduate degrees in library and information science from programs accredited by the American Library Association or from regionally-accredited programs of higher education in North Carolina.

(b) Coursework must include the following core courses:

- (1) cataloging,
- (2) reference,
- (3) collection development, and
- (4) library management.

(c) Courses specifically designed for school, media center, academic, or special librarianship, must reflect general principles of librarianship.

*History Note: Authority G.S. 143B-67;*

*Eff. September 1, 2011;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

##### **07 NCAC 02J .0103 APPLICATION PROCEDURE FOR PUBLIC LIBRARIAN CERTIFICATION**

Applicants shall send a completed application form for public librarian certification, accompanied by an official transcript which contains the date of conferral of the degree, to the Library Development Section of the State Library of North Carolina.

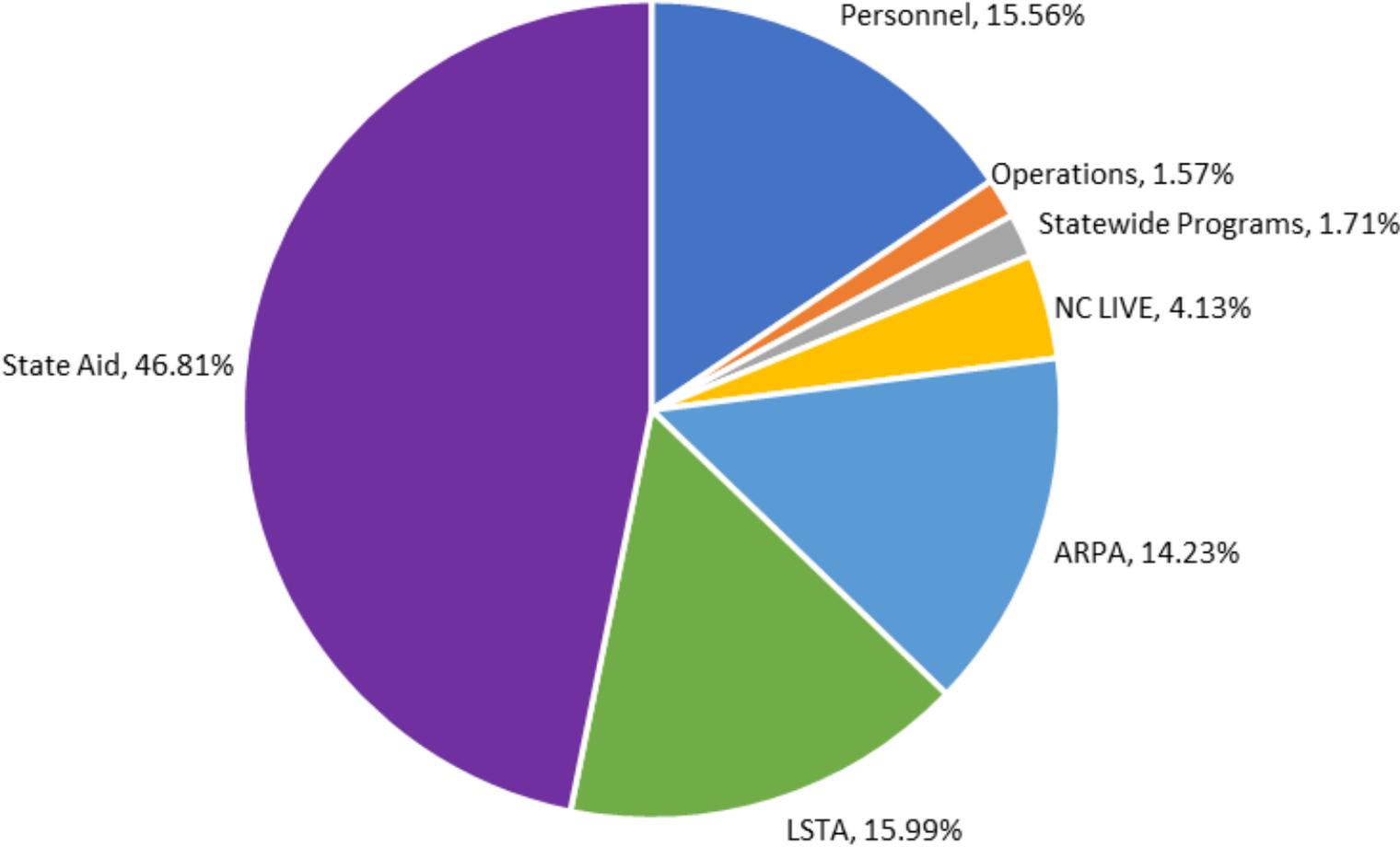
*History Note: Authority G.S. 143B-67;*

*Eff. September 1, 2011;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.*

# STATE LIBRARY BUDGET FY 2021-2022

Authorized Budget: \$30.29 Million



# State Aid to Public Libraries

Since 1941, the NC General Assembly has appropriated money for public library service in North Carolina. State Aid legislation stipulates that the appropriation known as “Aid to Public Libraries” fund is intended to promote, aid, and equalize public library service in North Carolina. This appropriation is often simply referred to as “State Aid”. The program is administered by the Library Development Unit within the State Library.

Today 84 county, regional, and municipal library systems serving 100 counties receive State Aid – 59 single-county libraries, 12 regional libraries serving 41 counties, and 13 municipal libraries meet the minimum standards to qualify. Eligibility is specified in the North Carolina Administrative Code **07 NCAC 02I .0201 Qualifications for Grant Eligibility**. In FY2021-2022, \$14,182,131 was distributed to public libraries.

Several factors determine the amount of state aid allocated to each public library system - population, per capita income (both local and State per capita income), the annual state aid allocation, and the level of county, city, town, or regional financial support within a library’s community.

Payment allocations are based upon the initial FY1983-84 implementation of State Aid. Allocations are divided into two components:

- i. Block Grants: Fifty percent (50%) of the annual appropriation is divided among all qualifying libraries. Each county receives one block allocation, a regional library receives one block allocation for each county plus an additional one for the region. Municipal libraries do not receive a block allocation.
- ii. Per Capita Equalization Grants: The other fifty percent (50%) of the appropriation is allocated using population and per capita income equalization factors. Each eligible regional, county and municipal library system receives a per capita allocation that is inversely proportional to its local per capita income.

The allocation formula is periodically reviewed.

## Relevant statutes:

- o NC General Statute, Article 14, Chapter 153A-267 of the General Statutes of North Carolina contains the "Declaration of State policy":

The General Assembly recognizes that the availability of adequate, modern library services is in the general interest of the people of North Carolina and a proper concern of the State and of local governments. Therefore, it is the policy of the State of North Carolina to promote the establishment and development of public library services throughout the state.

- o Chapter 125-7b of the NC General Statutes re-iterates that policy and establishes the State Aid program:

*For promoting, aiding, and equalizing public library service in North Carolina a sum shall annually be appropriated out of moneys within the State treasury to be known as the Aid to Public Libraries fund.*

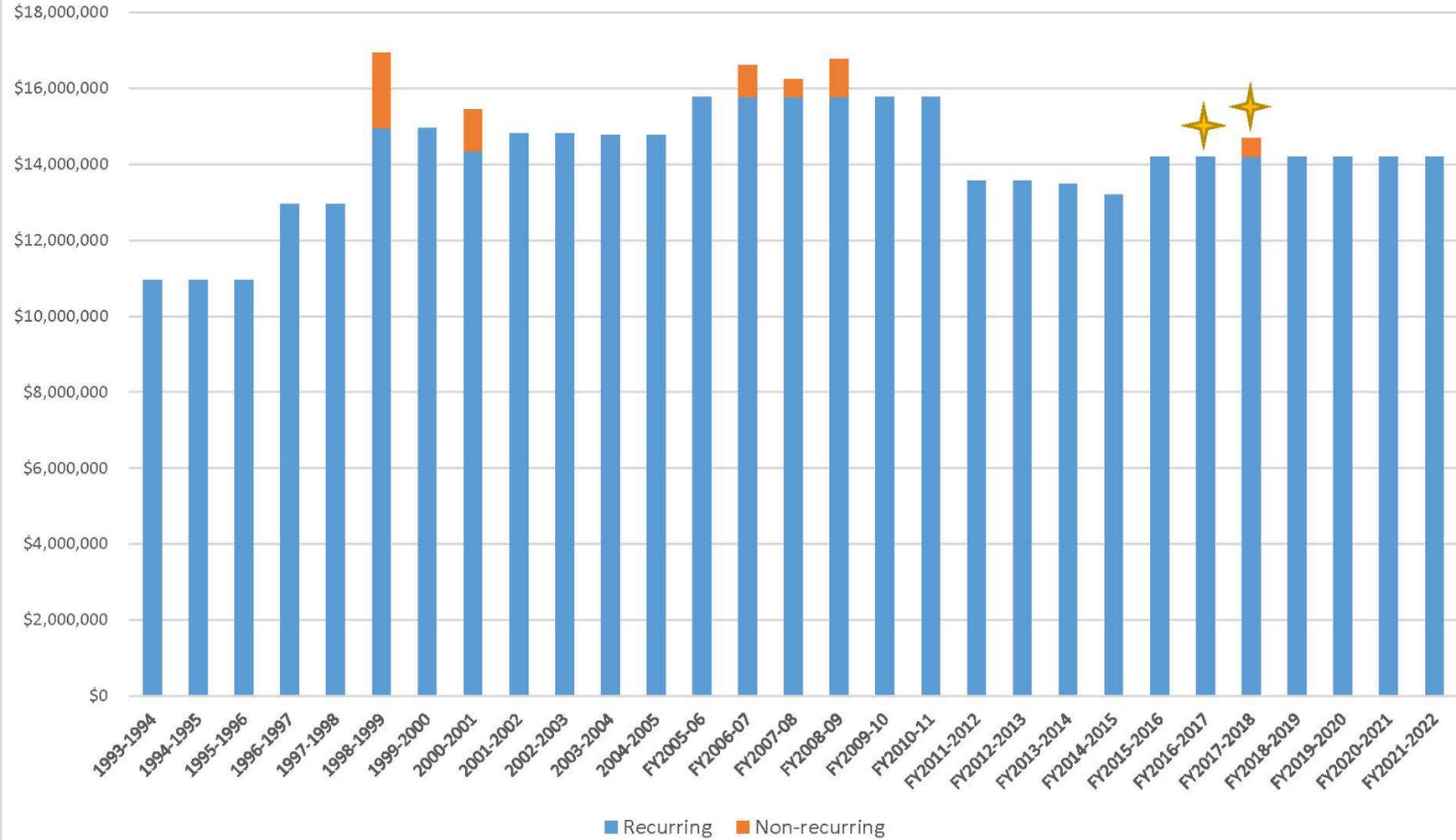
- o NCAC > Title 07 - Natural and Cultural Resources > Chapter 02 - State Library > 07 NCAC 02I .0201 specifies eligibility criteria for State Aid:

<https://goo.gl/8vTc2u>

- o NC Administrative Code 07 NCAC 02J .0102 FULL CERTIFICATION outlines Certification Requirements:

<https://goo.gl/tfJbjA>

# Appropriated State Aid - 1993-2022



Significant increases and non-State Aid library appropriations:

- 2004-2005: \$1.25 million for NC LIVE
- 2015-16: \$1M recurring increase
- ★ 2016-2017: \$200,000 for NC KIDS Digital Library
- ★ 2017-2018: \$500,000 non-recurring increase; \$200,000 for NC KIDS Digital Library
- 2018-2019: No non-recurring; \$200,000 for NC KIDS Digital Library

# Local Funder Maintenance Of Effort Report & Declaration | FY 2022-2023

Submit one form for each city / county local funder

The \_\_\_\_\_  
Name of Library

*will maintain its local governmental support in order to receive State Aid funds in accordance with North Carolina Administrative Code, Chapter 7, Subchapter 21, Section .0200.*

List TOTAL county or city appropriations excluding capital outlay and State Aid appropriations **budgeted and available for expenditure FY 2022-2023:**

**TOTAL (\$)** \_\_\_\_\_  
*Enter numbers only. 25000 becomes \$25,000*

**Date the budget was approved by the Board of Commissioners / City Council:**

\_\_\_\_\_

*I certify that the appropriation for FY 2022-2023 has been approved by*

\_\_\_\_\_  
Board of Commissioners / City Council Name

\_\_\_\_\_  
Name of County / City

*is supported by official records, and is available for expenditure by the library.*

\_\_\_\_\_  
County / City Manager Signature Date

**State Aid Deadline 9/16/22**

Need help with this form? Contact [sladmin@ncdcr.gov](mailto:sladmin@ncdcr.gov)



**Maintenance Of Effort for In-Kind & Monetary Contributions | FY 2022-2023**

The total for each line should reflect the "TOTAL (\$)" declared on FORM A for each local funder. Click the "Add Page" button for additional rows. The Grand Total will be calculated on Form C. [Click here to see additional instructions.](#)

\_\_\_\_\_  
Name of Library

**Total County or City In-Kind Contributions and Appropriations Budgeted and Available for Expenditure FY 2022-2023**

*Enter numbers only. 25000 becomes \$25,000*

County / City	In-Kind Contributions	Local Appropriations	TOTAL
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
<b>Page Total</b>	\$ 0.00	\$ 0.00	\$ 0.00

**Add Page**

**State Aid Deadline 9/16/22**  
Need help with this form? Contact [sladmin@ncdcr.gov](mailto:sladmin@ncdcr.gov)



# Average Maintenance of Effort Report & Declaration | FY 2022-2023

\_\_\_\_\_  
Name of Library

The **Grand Total** is calculated based on your FORM B table entries. The **Average** indicates the library system's average appropriation from all of its local funding sources from the last three fiscal years. Note that this number is pulled from your entry on the first page of this packet.

In order to meet Maintenance of Effort, the total appropriation for FY 2022-2023 must equal or exceed the average figure of the last three fiscal years. The printed name of the Library Director on this form certifies the accuracy of information. The Library Director's signature will be required on FORM E. [Click here to see additional instructions for this form.](#)

### AVERAGE

County and / or City Appropriations Budgeted and Available for Expenditure:

**FY 2019-2020, FY 2020-2021,  
FY 2021-2022**

*(Excluding capital outlay and State Aid appropriations)*

\$ \_\_\_\_\_

### GRAND TOTAL

County and / or City Appropriations Budgeted and Available for Expenditure

**FY 2022-2023**

*(Excluding capital outlay and State Aid appropriations)*

\$ 0.00 \_\_\_\_\_

\_\_\_\_\_  
Library Director printed name certifying accuracy of information

\_\_\_\_\_  
Date

**State Aid Deadline 9/16/22**

Need help with this form? Contact [sladmin@ncdcr.gov](mailto:sladmin@ncdcr.gov)





**07 NCAC 02I .0201 QUALIFICATIONS FOR GRANT ELIGIBILITY**

- (1) Be established pursuant to Article 14, Chapter 153A of the North Carolina General Statutes;
- (2) Provide library services in compliance with applicable State and federal law to all residents of the political subdivision(s) supporting the library. Public library services shall be provided from at least one designated facility with a cataloged collection that is open to the public a minimum of 40 hours per week;
- (3) Employ a full-time library director having or eligible for North Carolina public librarian certification. For the purpose of this Rule, "full-time" means working a minimum of 35 hours per week;
- (4) Secure operational funds from local government sources at least equal to the average amount budgeted and available for expenditure for the previous three years. A grant to a local library system from the Aid to Public Libraries Fund shall not be terminated but shall be reduced proportionately by the Department if the amount budgeted and available for expenditure by local government is below the average of the previous three fiscal years. State funds shall not replace local funds budgeted and available for expenditure for public library operations;
- (5) Secure aggregate operational funds from local sources that are at least equal to State aid;
- (6) Expend funds as authorized in the budget adopted by the Board of Trustees of a Regional Library, a County, or a Municipality. Any library having an unencumbered operational balance of more than 17 percent of the previous year's operating receipts shall have the difference deducted from its State allocation;
- (7) Pay salaries for professional positions funded from the Aid to Public Libraries Fund at least at the minimum rate of a salary grade of GN10, or equivalent, as established by the Office of State Human Resources;
- (8) Provide to the State Library of North Carolina an annual audit of the political subdivision(s) funding the library consistent with generally accepted accounting principles;
- (9) Submit to the State Library of North Carolina a copy of the bylaws of the library system's Board(s) of Trustees;
- (10) Submit a current long-range plan of service to the State Library of North Carolina. For the purpose of this Rule, a "long-range plan of service" is a plan of at least five years. Upon request, the library shall submit an assessment of a community's library needs to the State Library of North Carolina;
- (11) Submit a copy of the agreement establishing the library system, if composed of more than one local governmental unit; and
- (12) Meet the following when establishing a new library or re-establishing eligibility for the Aid to Public Libraries Fund:
  - (a) meet all requirements of this Rule on July 1 of the year prior to the fiscal year that the library plans to receive State aid;
  - (b) continue to meet all requirements of this Rule from July 1 to June 30 of that year, which shall be known as the "demonstration year";
  - (c) file a full application for State Aid by the June 30 deadline at the close of the demonstration year in order to receive State aid in the next fiscal year.

**The type of library and its governance determine the signature required on this document:**

**County Library:** Chair of County Commissioners    **Regional Library:** Chair of Regional Board of Trustees  
**Municipal Library:** Chair of Town/City Council    **Independent County Library:** Chair of Board of Trustees

I, \_\_\_\_\_  
 (Printed Name) (Title)

certify that \_\_\_\_\_ meets the above requirements  
 (Library Name)

and hereby applies for funding from the Aid to Public Libraries fund.

\_\_\_\_\_  
 (Authorized Official Signature - Not Library Director) (Date)

**State Aid Deadline 9/16/22**

Need help with this form? Contact [sladmin@ncdcr.gov](mailto:sladmin@ncdcr.gov)



# State Aid Submission Instructions & Checklist | FY 2022-2023

*This checklist is for your records only, please do not submit.*

A completed State Aid application includes:

- State Aid FORM A** - Local Funder Maintenance of Effort forms. FORM A needs to be completed for each local funder and included in the final submission.
- State Aid FORMS B through E:**
  - FORM B - Maintenance of Effort for Monetary and In-kind Contributions form
  - FORM C - Average Maintenance of Effort form
  - FORM D - Assurance of Professional Salaries form
  - FORM E - Library Director State Aid Certification
- State Aid FORM F** - Application for State Aid to Public Libraries
- Library Five-year Strategic Plan**
- Board of Trustee Bylaws**

**Public Library Survey** - Submitted by 9/16/22 through [nc.countingopinions.com](http://nc.countingopinions.com).  
For questions about the survey, please contact Amanda Johnson: [amanda.johnson@ncdcr.gov](mailto:amanda.johnson@ncdcr.gov)

**Financial Report ending June 30, 2021** - Due March 31, 2023

*The omission of any of the above documents or a late submission of Public Library Survey data may delay State Aid payments.*

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Emailing the State Aid packet is preferred and encouraged.  
Submit your documents to: [sladmin@ncdcr.gov](mailto:sladmin@ncdcr.gov)  
Subject Line: State Aid

State Aid documents may be mailed if necessary. Use the US Postal Service and mail to:

State Aid  
State Library of North Carolina  
4640 Mail Service Center  
Raleigh, NC 27699-4600

If you print out, scan, and electronically submit your State Aid documents, do not send us the original documents with original signatures. The scanned copy is acceptable. Please retain any documents with original signatures.

**State Aid Deadline 9/16/22**

Need help with this form? Contact [sladmin@ncdcr.gov](mailto:sladmin@ncdcr.gov)



# State Aid to Public Libraries

## State Aid Application Document Summary Chart

FORM	SIGNED BY	PURPOSE	DUE DATE
Local Funder MOE Form	<ul style="list-style-type: none"> <li>County Manager of the funding County</li> <li>City Manager of the funding Municipality</li> </ul>	<ul style="list-style-type: none"> <li>To certify the amount of money appropriated by the County or City for expenditure by the Library for the current fiscal year as required in the North Carolina Administrative Code: 07 NCAC021.0201(5).</li> </ul>	In most years, the State Aid application packet is due to the State Library on September 16.
MOE Monetary & In-kind Contributions Form	<ul style="list-style-type: none"> <li>n/a</li> </ul>	To certify the amount of money appropriated by the County or City for expenditure by the Library for the current fiscal year as required in the North Carolina Administrative Code: 07 NCAC021.0201(5).	In most years, the State Aid application packet is due to the State Library on September 16.
Average MOE Form	Library Director	To determine if a Library System meets the Maintenance of Effort requirement as defined in the North Carolina Administrative Code: 07 NCAC021.0201(4).	In most years, the State Aid application packet is due to the State Library on September 16.
Assurance of Professional Salary Form	Library Director	To certify that the professional librarians that are paid from the Aid to Public Libraries Fund are paid at the minimum rate of a salary grade of 69 as established by the Office of State Personnel, as required in the North Carolina Administrative Code: 07 NCAC021.0201(7).	In most years, the State Aid application packet is due to the State Library on September 16.
Application Signature Form	<ul style="list-style-type: none"> <li>Chair of County Commissioners if a County Library</li> <li>Chair of the Town/City Council if a Municipal Library</li> <li>Chair of the Board of Trustees if an Independent County Library</li> <li>Chair of the Regional Library Board of Trustees if a Regional Library</li> </ul>	<ul style="list-style-type: none"> <li>To apply for State Aid</li> </ul> To certify that the Library will abide by the State Aid eligibility rules in the North Carolina Administrative Code: 07 NCAC 021.0201.	In most years, the State Aid application packet is due to the State Library on September 16.
Checklist	n/a	To ensure that all required documents have been submitted to the State Library for a complete State Aid Application.	n/a

# State Aid to Public Libraries

## State Aid Application Document Summary Chart

SUPPORT DOCUMENTATION	SUBMITTED BY	PURPOSE	DUE DATE
Five-Year Strategic Plan	Library Director	<ul style="list-style-type: none"> <li>To meet the requirements of the State Aid Eligibility Rules in the NC Administrative Code: 07 NCAC02I.0201(10).</li> <li>To provide evidence of strategic planning for the library system.</li> </ul>	In most years, the State Aid application packet is due to the State Library on September 16.
Bylaws for Library Board(s) of Trustees	Library Director	To meet the requirements of the State Aid Eligibility Rules in the NC Administrative Code: 07 NCAC 02I.0201(9).	In most years, the State Aid application packet is due to the State Library on September 16.
Audit (Financial Report)	Library Director	To meet the requirements of the State Aid Eligibility Rules in the NC Administrative Code: 07 NCAC02I.0201(8).	The audit is due before the end of March or on the date announced annually by the State Library.
ADDITIONAL REGIONAL AGREEMENTS			
Interlocal Agreement (if Library is a joint agency composed of more than one local governmental unit)	Library Director	<ul style="list-style-type: none"> <li>To meet the requirements of the State Aid Eligibility Rules in the NC Administrative Code: 07 NCAC02I.0201(11).</li> <li>To ensure compliance with North Carolina Statute and Administrative Code regarding establishment of joint libraries.</li> </ul>	In most years, the State Aid application packet is due to the State Library on September 16.

## Library Services and Technology Act (LSTA)

For more than 50 years, the LSTA Grants to States Program and its predecessors have supported the delivery of library services in the United States.



The Grants to States Program is the largest grant program run by the Institute of Museum and Library Services (IMLS); it provides funds to State Library Administrative Agencies (SLAAs) using a population-based formula. SLAAs may use federal funds to support statewide initiatives and services; they may also distribute the funds through subgrant competitions or cooperative agreements to public, academic, research, school, and special libraries in their state. The program has the benefit of building the capacity of states to develop statewide plans for library services and to evaluate those services every five years.

The Library Services and Technology Act (LSTA) was passed by U.S. Congress on September 30, 1996; it was reauthorized in 2003, 2010, and 2018. Most recently, Congress enacted the Museum and Library Services Act of 2018 (Pub. L. 115-410, codified at 20 U.S.C. § 9101 *et seq.*), which also incorporates Library Services and Technology Act (LSTA).

The State Library of North Carolina, an agency of the Department of Natural and Cultural Resources, administers the state-based LSTA program for North Carolina. The program includes activities and grants supported by the federally appropriated LSTA funds that benefit all types of libraries and their users statewide.

Under the LSTA Grants to States Program:

- Each state receives a formula-based allotment for the LSTA Grants to States Program. North Carolina's annual allotment for FY2020-2021 was nearly \$4.7 million.
- State allotments are administered by state library agencies.
- Each state must have a 5-year plan, based on the state's library needs. The plan serves as the framework for use of the LSTA funds.
- There are eight purposes for which state-based LSTA funds can be used (in any proportion) by state library agencies directly or through sub-grants or cooperative agreements.

## **Statutory and Regulatory Framework**

Federal statutes provide the basis for the Library Services and Technology Act (LSTA) state-based library program while various regulations govern how to administer federal grant programs.

### **Federal Statutory Framework**

The United States Code (USC) is the government's official document of federal statutes. Title 20 (Education), Chapter 72 (Museum and Library Services) is the enabling language for the Institute of Museum and Library Services (IMLS). Subchapter II (Library Services and Technology) is the section of Chapter 72 that specifically addresses the LSTA Grants to States Program. The following sections are particularly important in administering the LSTA program:

#### **9121. Purpose.**

This section lists the four purposes of the overall LSTA program:

- to consolidate Federal library service programs;
- to promote improvement in library services in all types of libraries in order to better serve the people of the United States;
- to facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry; and
- to encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public.

#### **9132. Administration**

Not more than 4 percent of the total amount of funds received under this subchapter for any fiscal year by a State may be used for administrative costs.

#### **9133. Payments; Federal share; and MOE requirements**

Outlines what must be included in Maintenance of Effort (MOE) calculations and how the eligibility of a State Library Administrative Agency (SLAA) to receive its full allotment is determined.

#### **9134. State Plans**

In order to be eligible to receive a grant, a State Library Administrative Agency must submit a 5-year state plan and evaluation. This section also outlines Internet safety requirements that must be met when LSTA funds are used for technology.

### **9141. Grants to States**

Of the funds provided to a State Library Administrative Agency, at least 96 percent must be expended on the following eight purposes:

1. expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;
2. establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;
3. (a) provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services, and (b) enhance efforts to recruit future professionals to the field of library and information services;
4. develop public and private partnerships with other agencies and community-based organizations;
5. target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills;
6. target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;
7. develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks; and
8. carry out other activities consistent with the purposes set forth in section 9121, as described in the SLAA's plan.

## **Federal Regulatory Framework**

Federal regulations provide the guidelines that federal agencies and their sub-grantees must adhere to in administering federal programs. The primary source of regulations for the LSTA program is known as the Supercircular or 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This sets out the general requirements for managing State Program and discretionary grants administered by IMLS.

### **Regulations Governing Allowable Costs**

The 2 CFR 200 covers cost principles for all of the following based on the entity that is awarded and will be managing the grant or sub-grant:

- State, local, and Indian tribal governments;
- Educational institutions; and
- Non-profit organizations.

While not all allowable and unallowable cost issues are clear cut, these regulations provide helpful guidance.

### **Regulation Governing Auditing of LSTA Grants**

- 2 CFR 200, Subpart F – Audits of states, local governments, and non-profit organizations

In many cases, the SLAA is a division of a larger state agency so it may be included in an audit that covers the entire agency. Likewise, libraries that are part of county or municipal government may be included in audits of the larger governmental entity. The agency or governmental fiscal officer should have thorough knowledge of the Supercircular, but libraries will also benefit by being familiar with it.

### **Regulations Governing Nondiscrimination**

There are three regulations that cover various nondiscrimination issues:

- 45 CFR 1110 – Nondiscrimination in federally assisted programs
- 45 CFR 1170 – Nondiscrimination on the basis of handicap in federally assisted programs or activities
- 45 CFR 1181 – Enforcement of nondiscrimination on the basis of handicap in programs or activities conducted by the Institute of Museum and Library Services

### **Other Applicable Regulations**

- 2 CFR Part 3185 – Non-procurement debarment and suspension
- 45 CFR 1186 – Government-wide requirements for drug-free workplace

## **State and Local Statutes and Regulations**

With respect to state and local statutes and regulations, the important issue to consider is whether they diverge from those of the federal government. Federal regulations must always be followed. However, if state or local statutes or regulations are more restrictive than the federal statutes and regulations on certain issues (such as allowable costs), they supersede the federal statutes and regulations on those specific issues.

## **LSTA Advisory Committee**

At the outset of LSTA in the late 1990's, the State Library established an LSTA Advisory Committee to provide leadership for the federal library program in North Carolina. The nine-member committee is representative of our state and is composed of members from various types of libraries from all geographic areas in the state. The committee serves to advise the State Librarian on plans and policies for our state's LSTA program, annual grant programs, funding priorities, and the evaluation of the LSTA program. The LSTA Advisory Committee is instrumental in the formulation of the Five-Year Plan.

The State Librarian appoints three new members to three-year terms that begin in July of each year. Nominations are received from the various North Carolina library communities of interest (public, community college, UNC system, and independent colleges and university libraries), and are reviewed by the current LSTA Advisory Committee. Recommendations are forwarded to the State Librarian, who makes the appointments. The committee elects its own chair from the membership for a term of July 1 – June 30. A member may serve two one-year terms as chair.

## **LSTA Advisory Committee Roster 2021-2022**

### **Co-Chairs**

Lucy Holman (6/22), Director, University of North Carolina at Wilmington, Randall Library, 601 S. College Road, Wilmington, NC 28403. Telephone: (910) 962-7703. Email: [holmanl@uncw.edu](mailto:holmanl@uncw.edu)

Staci Wilson (6/22), Director of Library Services, Catawba Valley Community College Library, Office of Research and Accountability, 2550 US Hwy 70 SE, Hickory, NC 28602. Telephone: (828) 327-7000. Email: [swilson@cvcc.edu](mailto:swilson@cvcc.edu)

### **Members**

Rishara Finsel (6/24), Library Director, Transylvania County Library, 212 S. Gaston St., Brevard, NC 28712. Telephone: (828) 884-3151. Email: [rishara.finsel@transylvaniacounty.org](mailto:rishara.finsel@transylvaniacounty.org)

Joy Garretson (6/24), Library Director, Hocutt-Ellington Memorial Library, 100 S. Church St., Clayton, NC 27520. Telephone: (919) 553-5542. Email: [jgarretson@townofclaytonnc.org](mailto:jgarretson@townofclaytonnc.org)

Earl B. Givens Jr. (6/23), Dean of Learning Resource and Library Services, Catawba College, 2300 West Innes Street, Salisbury, NC 28144-2488. Telephone: (704) 637-4212. Email: [ebgivens15@catawba.edu](mailto:ebgivens15@catawba.edu)

Lisa Gregory (standing), Program Coordinator, North Carolina Digital Heritage Center, CB#3930, 322 Wilson Library, University of North Carolina Chapel Hill, Chapel Hill, NC 27514-8890. Telephone: (919) 962-4836. Email: [gregoryl@email.unc.edu](mailto:gregoryl@email.unc.edu)

Melanie Morgan (6/22), Director, Neuse Regional Library, 501 N. Queen St., Kinston, NC 28502. Telephone: (252) 527-7066. Email: [mmorgan@neuselibrary.org](mailto:mmorgan@neuselibrary.org)

Kathy Parker (standing), School Library Media Consultant, North Carolina Department of Public Instruction, Division of Digital Teaching and Learning, 6364 Mail Service Center, Raleigh, NC 27699-6364. Telephone: (919) 355-8490. Email: [kathy.parker@dpi.nc.gov](mailto:kathy.parker@dpi.nc.gov)

Larry Treadwell IV (6/24), Director of Library Services, Fayetteville State University, 1200 Merchison Rd., Fayetteville, NC 28301. Telephone: (910) 672-1751. Email: [ltreadwell@uncfsu.edu](mailto:ltreadwell@uncfsu.edu)

## 2022-2023 LSTA Annual Program Plan

Important Dates	
September 2021	Annual Program Plan posted Grant guidelines and application information posted Letter of Intent guidelines and application posted NC Cardinal Migration application posted
November 1, 2021	Letters of Intent due NC Cardinal applications due
December 9, 2021	Letter of Intent and NC Cardinal applicants notified
<b>March 1, 2022</b>	<b>EZ Grant and Project Grant applications are due</b>
June 2, 2022	Applicants are notified; Awarded applicants are given agreement information; Grant awards are announced.
July 1, 2022	<i>Anticipated</i> start date for awarded grants; beginning of grant period
June 30, 2023	End Date of grant period

Libraries are invited to apply for funding that supports a new or improved program or service that will solve a specific problem or meet an identified need of the library’s current or potential users. This competitive grant program allows libraries to focus on meeting their users’ needs by developing a project that has a user focused need statement, defined outcomes, a timeline with a series of actions spread out over the funding period, and an evaluation that measures how well the outcomes were met. Starting with the 2022-2023 fiscal year, all grant applications will be submitted through the State Library of North Carolina's new Grants Management System (GMS). For more information, go to [slnc.info/applyLSTA](http://slnc.info/applyLSTA).

**Libraries that may apply** for LSTA funds are eligible North Carolina public libraries, community college libraries, UNC system libraries, and private academic libraries (NCICU). NC Cardinal Migration grant applications are open to eligible public libraries; for more information about NC Cardinal, go to [slnc.info/nccardinal](http://slnc.info/nccardinal).

**EZ Grants** are for single year projects. The **minimum** that may be requested is \$5,000; the **maximum** is \$50,000.

**Project Grants** have a two-step process requiring 1) a preliminary Letter of Intent (LOI) and 2) a full application after the LOI is approved. These grants are for more complex projects that may be single or multi-year and are funded at a higher level than EZ Grants. The **minimum** that may be requested for a Project Grant is \$50,000; the **maximum** is \$100,000 for single year projects and \$150,000 per year for multi-year projects.

All grants require matching funds of 25%, or 10% with an eligible partner.

Projects will focus on one of the goals from North Carolina’s LSTA Five Year Plan. Each goal is based on identified needs, strives toward excellence and equity in North Carolina’s libraries, and is related to one or more of the eight LSTA priorities.

- **Goal 1: Strengthening Capacity.** North Carolinians will have libraries with essential resources and capable staff that enable them to provide exceptional library programs and services.
- **Goal 2: Expanding Access.** North Carolinians will have expanded access to resources for learning and success in school, work, and life.
- **Goal 3: Community Engagement.** North Carolinians will have libraries that are more effective because they cooperate, coordinate, collaborate, and communicate to help the community address its needs.

First time applicants are encouraged to contact LSTA program staff at [lsta@ncdcr.gov](mailto:lsta@ncdcr.gov) or Catherine Prince at [catherine.prince@ncdcr.gov](mailto:catherine.prince@ncdcr.gov) or 919-814-6796.

# Statistics

## Annual Statistical Report

The *Statistical Report of North Carolina Public Libraries* is an annual compilation and analysis of selected data as reported by North Carolina's public libraries. The annual tables, which can be found at [slnc.info/nclibstat](http://slnc.info/nclibstat) provide an overview of the staff, finances, collections, services, usage, and technology in North Carolina's public library systems.

The State Library of North Carolina participates in the national *Public Library Survey* administered by the Institute of Museum and Library Services (IMLS). Many data elements in the North Carolina Public Library Survey form correspond to those required for participation in the national survey, ensuring that North Carolina's public library statistics are comparable to those of the other 49 states and the District of Columbia. For the most recent national data on public libraries, visit IMLS: Compare Public Libraries at [imls.gov/research-evaluation/data-collection/public-libraries-survey](http://imls.gov/research-evaluation/data-collection/public-libraries-survey).

## Other Resources & Tools

**LibPAS** is the tool used by the State Library to collect public library data for the Annual Statistical Report. The tool allows libraries to create reports, brochures and other handouts using their statistics. *Available to North Carolina public libraries only; password required.* [nc.countingopinions.com](http://nc.countingopinions.com).

**Library Research Service** reports statistics on topics of interest to public, school, and academic libraries; conducts studies on major issues; and provides access to resources and tools for libraries. [www.lrs.org](http://www.lrs.org).

**Data Pathways** is a resource guide created by the American Library Association to help library staff gain the skills necessary to gather, analyze, and communicate data in order to navigate a data-rich world and make data-driven decisions related to funding, policies and other resources needed to support the communities we serve.

[ripl.lrs.org/data-pathways](http://ripl.lrs.org/data-pathways)

**Project Outcome** is a FREE online toolkit designed to help public libraries understand and share the impact of essential library programs and services by providing simple surveys and an easy-to-use process for measuring and analyzing outcomes. Participating libraries are also provided with the resources and training support needed to apply their results and confidently advocate for their library's future. [projectoutcome.org](http://projectoutcome.org)

**Demographics & Statistical Information Services** at the State Library of North Carolina is a source for population, housing, business and government data about North Carolina. [slnc.info/dataeval](http://slnc.info/dataeval)

# Statistics

## Five-Year Statewide Summary

2015-2020

Statistical Report of North Carolina Public Libraries, July 1, 2019 - June 30, 2020

For questions or comments, please contact the State Data Coordinator: Amanda Johnson at [amanda.johnson@ncdcr.gov](mailto:amanda.johnson@ncdcr.gov)

Collections/Circulation							
Year	Total Print Book Volumes	Print Book Volumes Per Capita	Total Print Book Circulation	Electronic Materials Usage*	Total Collection Use**	Total Income per Collection Use (\$)	Collection Use Per capita
2015-2016	15,583,977	1.55	37,314,196	11,200,066	56,914,204	\$ 3.80	5.60
2016-2017	15,523,774	1.52	36,562,723	13,496,305	57,878,758	\$ 5.68	5.63
2017-2018	15,446,036	1.50	35,962,805	13,287,504	56,296,054	\$ 4.37	5.41
2018-2019	15,426,176	1.48	37,015,195	17,035,438	60,823,414	\$ 4.08	5.85
2019-2020	15,011,479	1.44	28,549,493	29,216,695	62,330,009	\$ 4.22	5.93
Trend							
Operating Income							
Year	Local Income (\$)	Local Income Per Capita (\$)	Total State Aid (\$)	State Aid Per Capita (\$)	Federal Income	Total Income	Total Income Per capita (\$)
2015-2016	\$ 197,009,535	\$ 19.59	\$ 14,207,033	\$ 1.41	\$ 1,811,433	\$ 223,704,770	\$ 22.24
2016-2017	\$ 209,514,071	\$ 20.48	\$ 14,796,434	\$ 1.45	\$ 1,607,567	\$ 236,262,819	\$ 23.09
2017-2018	\$ 215,761,057	\$ 21.09	\$ 15,011,790	\$ 1.47	\$ 1,416,012	\$ 242,810,189	\$ 23.90
2018-2019	\$ 221,420,538	\$ 21.29	\$ 14,192,173	\$ 1.36	\$ 1,729,114	\$ 247,903,148	\$ 23.83
2019-2020	\$ 231,677,668	\$ 22.14	\$ 14,182,131	\$ 1.36	\$ 1,570,272	\$ 262,746,089	\$ 25.11
Trend							
Operating Expenditures							
Year	Personnel Expenses (\$)	Personnel Per Capita (\$)	Materials Expenses (\$)	Materials Per Capita (\$)	Other Expenses (\$)	Other Per Capita (\$)	Total Per Capita (\$)
2015-2016	\$ 151,564,562	\$ 15.07	\$ 23,318,997	\$ 2.32	\$ 41,407,747	\$ 4.12	\$ 21.51
2016-2017	\$ 167,518,816	\$ 15.39	\$ 25,610,589	\$ 2.50	\$ 42,826,978	\$ 4.19	\$ 22.12
2017-2018	\$ 162,742,139	\$ 15.91	\$ 26,903,327	\$ 2.63	\$ 43,275,525	\$ 4.23	\$ 22.94
2018-2019	\$ 167,404,460	\$ 16.09	\$ 28,375,249	\$ 2.73	\$ 43,275,343	\$ 4.16	\$ 22.98
2019-2020	\$ 174,136,978	\$ 16.64	\$ 27,560,698	\$ 2.63	\$ 43,231,958	\$ 4.13	\$ 23.40
Trend							
Service Measures							
Year	Reference Questions	Reference Questions Per Capita	Library Visits	Library Visits Per Capita	Registered Borrowers	Public Computer Usage	Annual Hours
2015-2016	6,421,224	0.64	33,462,021	3.33	5,497,023	6,576,183	943,313
2016-2017	6,946,172	0.68	32,621,293	3.19	5,647,452	5,924,918	944,993
2017-2018	6,919,694	0.68	31,263,894	3.06	5,958,550	5,219,486	935,819
2018-2019	7,345,879	0.71	30,188,495	2.90	6,276,545	4,902,927	952,238
2019-2020	5,528,463	0.53	21,615,878	2.07	5,813,804	3,242,265	739,642
Trend							
Program/FTE Staff Measures							
Year	Total Programs	Program Attendance	Attendance Per Capita	Total ALA MLS	Total FTE Staff	FTE Staff Per 25,000 Pop.	% Staff with ALA MLS
2015-2016	141,704	2,969,203	0.30	764	3,038	7.55	25.1%
2016-2017	146,417	3,027,660	0.30	669	3059	7.47	21.9%
2017-2018	146,864	3,130,680	0.31	793	3,077	7.52	25.8%
2018-2019	155,045	3,366,256	0.32	800	3,108	7.47	25.7%
2019-2020	112,056	2,680,789	0.26	771	3,121	7.45	24.7%
Trend							

\*2015-16 includes database usage along with ebooks, downloadable audio, downloadable video, and eperiodicals for the first time.

\*\*The number also includes database usage for the first time.

\*\*\* The decrease in visits for FY19 is due to an error discovered in past reporting for a large library system. When accounting for that error, visitation is nearly flat.

# Library Development

The Library Development Section creates programs for and provides services and resources to North Carolina libraries to help them meet the needs of their communities.

## **Continuing Education & Professional Development**

- Conference Scholarships
- NCLA Leadership Institute
- WebJunction North Carolina
- Workshops & Online Courses
- Learning Management System via Niche Academy

## **Grant Programs**

- LSTA Competitive Grants
- State Aid to Public Libraries

## **Services and Resources**

- Library Management Support
- Digital Inclusion and Literacy Support
- Trustees and Friends Support
- Youth Services Support
- Adult Services Support
- Annual Statistical Report of North Carolina Public Libraries
- Data Gathering and Evaluation Support
- Directory of North Carolina Libraries
- NC Cardinal
- Facilitation Support

**Library Development Consultants** work together to provide an expert center of knowledge, skills, and resources in support of North Carolina public libraries. As professional librarians, they have considerable experience in library management, continuing education, workforce development, children and teen services, outreach, adult programs, statistics, and e-learning. Consultants visit all 84 public library systems each year and provide ongoing support to library directors and staff. Current liaison assignments can be found at [slnc.info/consult](http://slnc.info/consult).

**Director of Library Development – Cotina Jones**

Manages and coordinates the programs, resources, and services that Library Development provides to North Carolina libraries. Directs and supports the work of the consultants.

**NC Cardinal Systems Librarian – Courtney Brown**

Provides front-line support for configuration, troubleshooting and resolution of issues in managing the NC Cardinal Integrated Library System (ILS) application. Provides oversight of consortium-wide data projects as well as program enhancements.

**Continuing Education Consultant – Lauren Clossey**

Develops annual continuing education program for library staff throughout North Carolina and coordinates workshops on a variety of library topics. Serves as liaison to the Public Librarian Certification Commission.

**Adult Services Consultant – Jeffrey Hamilton**

Leads statewide initiatives for adult services and strengthens the knowledge and skills for Libraries on issues directly related to digital citizenry and digital literacy. Also serves as State E-Rate Coordinator.

**Digital Inclusion Librarian – Jackie Haske**

Leads a federally-funded statewide project to address the homework gap in K-12 families through holistic digital inclusion programs in libraries. Supports efforts to increase internet and device access as well as digital skills statewide.

**Consultant for Data Analysis and Communication – Amanda Johnson**

Provides statewide support for library assessment, measurement, planning, and analysis. Responsible for collecting, analyzing, documenting, and reporting data about libraries and their impact on North Carolina.

**NC Cardinal Application Administrator / Developer – Llewellyn Marshall**

Provides technical expertise in managing and developing the NC Cardinal Evergreen Integrated Library System (ILS) application.

**NC Cardinal Program Manager – Benjamin Murphy**

Manages the development and implementation of NC Cardinal, a public library shared catalog and statewide resource sharing.

**NC Cardinal Training Specialist – Samantha O'Connor**

Provides front-line support for configuration, troubleshooting and resolution of basic issues in managing the NC Cardinal Integrated Library System (ILS) application and provides staff training.

**Federal Programs Consultant – Catherine Prince**

Manages North Carolina's Library Services and Technology Act (LSTA) program. Serves as Liaison to LSTA Advisory Committee.

**Consultant for Public Library Management – Lynda Reynolds**

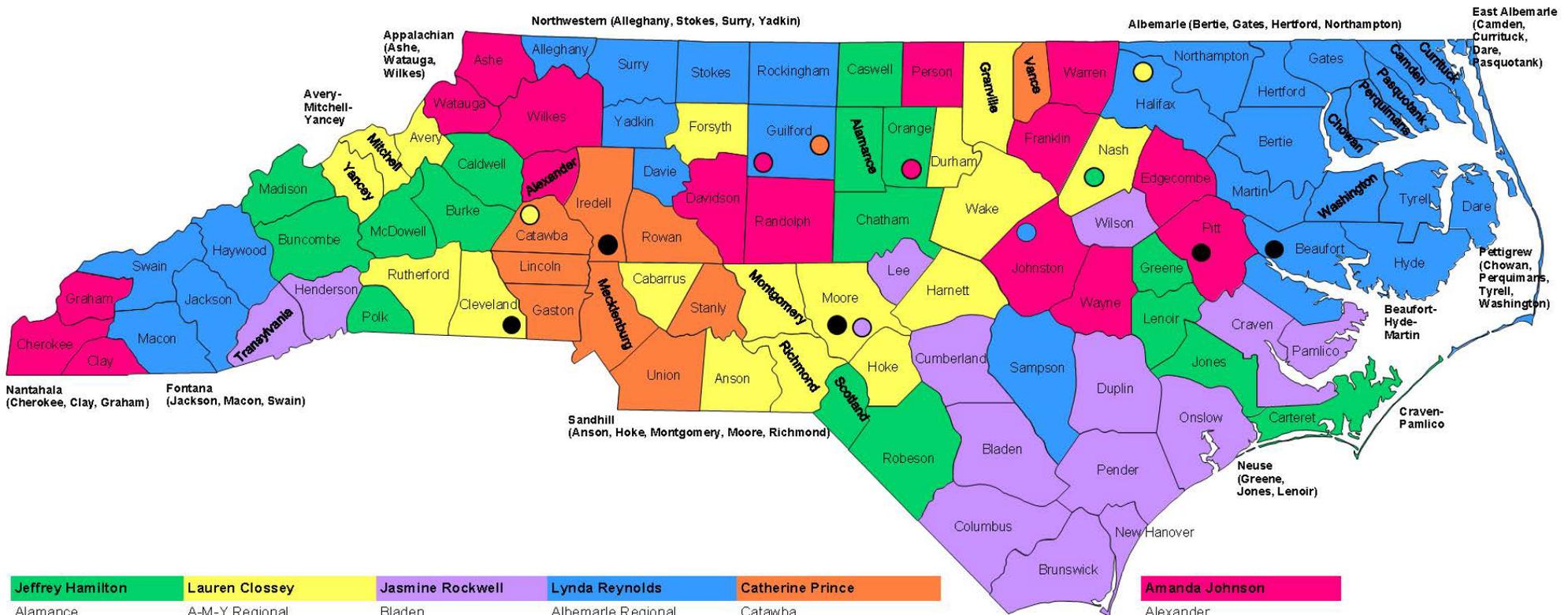
Consults with public libraries on management issues and provides training for library trustees and directors. Serves as liaison to the Friends of North Carolina Public Libraries (FONCPL).

**Youth Services Consultant – Jasmine Rockwell**

Coordinates statewide programs and initiatives focusing on library services to children and teens, such as the Summer Reading Program.

**NC Cardinal Project Manager – Vacant**

Designs and executes consortium-wide projects and provides front-line support for configuration, troubleshooting and resolution of basic issues for the NC Cardinal ILS application.



Jeffrey Hamilton	Lauren Clossley	Jasmine Rockwell	Lynda Reynolds	Catherine Prince	Amanda Johnson
Alamance	A-M-Y Regional	Bladen	Albemarle Regional	Catawba	Alexander
Buncombe	Cabarrus	Brunswick	B-H-M Regional	Gaston	Appalachian Regional
Burke	Cleveland	C-P Regional	Clayton (Johnston)	Gibsonville (Guilford)	Chapel Hill (Orange)
Caldwell	Durham	Columbus	Davie	Iredell	Davidson
Carteret	Forsyth	Cumberland	East Albemarle Regional	Lincoln	Edgecombe
Caswell	Granville	Duplin	Fontana Regional	Mecklenburg	Farmville (Pitt)
Chatham	Harnett	Henderson	Guilford	Mooreville (Iredell)	Franklin
Madison	Hickory (Catawba)	Lee	Halifax	Rowan	High Point (Guilford)
McDowell	Kings Mountain (Cleveland)	New Hanover	Haywood	Stanly	Johnston
Nashville (Nash)	Nash	Onslow	Northwestern Regional	Union	Nantahala Regional
Neuse Regional	Pinehurst (Moore)	Pender	Pettigrew Regional	Vance	Person
Orange	Roanoke Rapids (Halifax)	Southern Pines (Moore)	Rockingham		Pitt
Polk	Rutherford	Transylvania	Sampson		Randolph
Robeson	Sandhill Regional	Wilson	Washington (Beaufort)		Warren
Scotland	Wake				Wayne

# Government and Heritage Library

The Government and Heritage Library (GHL) at the State Library of North Carolina collects and provides access to a variety of materials, including books, state and federal government documents, historical newspapers on microfilm, electronic databases, and digital resources and collections. All programs and services of the GHL reflect the State Library’s mission to “build the capacity of all libraries in North Carolina” and “develop and support access to specialized collections for the people of North Carolina.” Selected programs and services of interest to public library patrons across the state are highlighted here. Information about all resources, programs, and services of The Government and Heritage Library can be found on the State Library’s website at [slnc.info/aboutGHL](http://slnc.info/aboutGHL).

## Stay Connected with the GHL

Find out about events and new resources through social media:



[facebook.com/ncghl](https://facebook.com/ncghl)



[twitter.com/ForEverythingNC](https://twitter.com/ForEverythingNC)



[instagram.com/foreverythingnc/](https://instagram.com/foreverythingnc/)

## Listserv

☐ NCDATA listserv - North Carolina data-related news including data releases, US Census updates and training opportunities. [statelibrarync.simplelists.com](http://statelibrarync.simplelists.com)

## Reference and Research Services

Reference Services staff respond to in-person and remote requests (email, phone, fax, mail) for current and historical information related to North Carolina including: demographic and statistical data; government; Southern, United States, and military history; and genealogical research. Staff also help users connect to appropriate contacts and resources within North Carolina state agencies. For reference assistance related to North Carolina government, history, or general resource collections, or for specialized genealogical reference assistance, call 919-814-6790 or e-mail [slnc.reference@ncdcr.gov](mailto:slnc.reference@ncdcr.gov). Online chat and Book-A-Librarian services are also available. Visit [slnc.info/GHLcontact](http://slnc.info/GHLcontact) for all methods of contact.

## **North Carolina Demographic and Statistical Data**

The Government and Heritage Library is a coordinating agency for the North Carolina State Data Center Affiliate Program responsible for providing technical assistance and consultation in locating and understanding data from the Census Bureau and other statistical sources. The library has access to demographic and statistical resources that include North Carolina data compiled by the federal government, state government, and corporate entities. For assistance with North Carolina-related demographic or statistical data or sources, contact Elizabeth Hayden, Data Librarian, at 919-814-6822 or [elizabeth.hayden@ncdcr.gov](mailto:elizabeth.hayden@ncdcr.gov).

## **North Carolina State Government Publications Collection**

The Government & Heritage Library's multi-format *North Carolina State Government Publications Collection* is the state's permanent depository collection of print and digital state government publications. The print portion of the collection has over 150,000 items that range from the early nineteenth century up to the present and the digital portion includes new state publications published in digital formats and historical publications that have been digitized to make them more accessible. All items in the collection are cataloged with records in WorldCat and most print publications are available through interlibrary loan. Digital publications are available as PDFs at [ncgovdocs.org](http://ncgovdocs.org).

## **Digital Resources**

The Government and Heritage Library is a national leader in the field of digital information management and digital preservation and, along with the State Archives, serves as an expert resource on digital preservation for state government, local governments, libraries, and archival collections in North Carolina. Together, they manage the North Carolina State Government Web Site Archives and Access Program at [webarchives.ncdcr.gov](http://webarchives.ncdcr.gov), a public access archives of North Carolina state government agency web sites and social media sites, and the North Carolina Digital Collections at [digital.ncdcr.gov](http://digital.ncdcr.gov), a repository of more than 90,000 historic and recent photographs, state government publications, manuscripts, and other resources on topics related to North Carolina.

Government and Heritage Library staff provide information and assistance to users throughout the state related to best practices for digital preservation and responsible stewardship of digital materials. For assistance and guidance with digital materials, email [digital.info@ncdcr.gov](mailto:digital.info@ncdcr.gov) or visit our website at [slnc.info/DIM](http://slnc.info/DIM), which features information geared toward novices, intermediate-level preservers, and skilled practitioners. Additional digital resources managed by the Government and Heritage Library include NCpedia, the online encyclopedia of North Carolina, at [NCpedia.org](http://NCpedia.org) and the ANCHOR: A North Carolina History Online Resource digital history textbook at [NCpedia.org/ANCHOR](http://NCpedia.org/ANCHOR).

## **Interlibrary Loan Services**

The Government and Heritage Library lends materials including historical North Carolina newspapers, county records, and U.S. Census records on microfilm; state government publications; and books and journal articles from the general collection to libraries across North Carolina for patron use. Not all materials in the library's general collection circulate. For more information on materials available for ILL, refer to the website at [slnc.info/ILL](http://slnc.info/ILL) or call 919-814-6790 and ask for Interlibrary Loan Services. Materials in the library's Adult Reference Collection do not circulate; however, limited scanning and photocopying are available. Contact Reference Services for details at 919-814-6790. GHL is a member of the Cardinal Consortium and makes its collections available through resource sharing to library card members of the GHL as well as other members of libraries who participate in the Cardinal Consortium.

## **Outreach Services**

The Government and Heritage Library provides an array of services to different groups of people throughout the state. Our librarians provide one-on-one consultations and information sessions as well as group presentations and/or training, on-or-off-site, on a variety of topics:

- Digital collections and digital preservation
- Orientations and tours of the Government and Heritage Library
- Genealogical research methods and materials
- NC State Government Publications Collection
- North Carolina demographics and statistical data
- Using the online catalog, NCLIVE, and research databases
- Resources for K-12 students and teachers, including primary source materials

# **Accessible Books & Library Services**

North Carolina Accessible Books and Library Services (NC-ABLS) is a special public library that circulates books and magazines especially made for persons who cannot use regular printed material because of a visual or physical disability. The library is located in Raleigh but mails materials to eligible patrons throughout the state. NC-ABLS, operated by the State Library of North Carolina, is part of a national network of regional libraries supported by the Library of Congress National Library Service for the Blind and Print Disabled (NLS). More information about NC-ABLS and its services can be found on the State Library's website at [slnc.info/ABLS](http://slnc.info/ABLS).

## **Patron Eligibility**

Persons with disabilities described below are eligible to receive services from North Carolina Accessible Books and Library Services:

1. An individual who is blind or has a visual impairment that makes them unable to comfortably read print books.
2. An individual who has a perceptual or reading disability.
3. An individual who has a physical disability that makes it hard to hold or manipulate a book or to focus or move the eyes as needed to read a print book.

All eligible patrons must complete an official application for service and submit it with an original certifying signature from a competent authority (e.g., doctor of medicine; doctor of osteopathy; ophthalmologist; optometrist; psychologist; registered nurse; therapist; or professional staff of hospitals, institutions, and public or welfare agencies such as an educator, social worker, case worker, counselor, rehabilitation teacher, certified reading specialist, school psychologist, superintendent, or librarian.)

Qualified readers must be residents of the United States.

## **Reading Materials and Equipment**

NC-ABLS offers the same book and magazine titles found in other public libraries in audio (digital cartridges), large print, and Braille formats for patron use free of charge. Patrons select reading formats that best suit their needs and indicate preferences for specific titles or reading genres upon registration for services. The Library also provides specialized audio playback equipment to patrons using digital books, free of charge. Reader Advisors provide reference services, advise on book selection and choices, and consult with patrons about NC-ABLS via a toll-free telephone line, 1-888-388-2460, for North Carolina residents. All materials are sent from and to ABLs via U.S. Mail as Free Matter for the Blind.

## **Descriptive Video Service (DVS)**

A fee-based Descriptive Video Service (DVS) is provided by the Friends of the Library for the Blind and Physically Handicapped for active NC-ABLS patrons as an added library service. The DVS provides movies with accompanying descriptive audio tracks that describe the unspoken details of the movies for viewers who are blind or have low vision. The service is available in both VHS tape and DVD, and interested patrons may obtain information about subscribing to this service on the website at [slnc.info/ABLS-DV](http://slnc.info/ABLS-DV) or by calling 1-888-388-2460.

## **Outreach Services**

NC-ABLS provides outreach services to public libraries and social service, community, aging, and disability groups and organizations across the state. Outreach staff participate in library-, aging-, and disability-related conferences, meetings, and events, and consult and share information with professionals and individuals about NC-ABLS services. The Outreach Librarian works with public library reference and reader advisor staff that, in turn, facilitate access to NC-ABLS for their patrons who may have difficulty reading traditional print materials. NC-ABLS sponsors adult and children's reading programs annually and provides tours of the Library facility upon request. For more information, contact Gina Powell, Outreach Librarian at NC-ABLS, at [gina.powell@ncdcr.gov](mailto:gina.powell@ncdcr.gov) or 984-236-1111.

# State Library Programs and Services

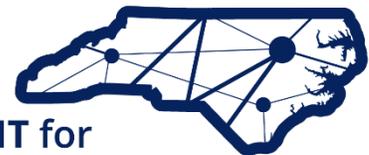
**Friends of the Library** support is provided by Library Development through consultation with library directors and Friends groups on organizational and programmatic matters. A Consultant also serves as a liaison to the **Friends of North Carolina Public Libraries** (FONCPL). [foncpl.org](http://foncpl.org)



**NC Cardinal** is a growing consortium of North Carolina public libraries with the goal of sharing resources and expanding opportunities through using a single online catalog. NC Cardinal is developed on Evergreen, an open-source integrated library system (ILS). [slnc.info/nccardinal](http://slnc.info/nccardinal)

## NC Toolkit for Digital Readiness

is a toolkit of resources for developing and implementing holistic digital inclusion solutions that address the K-12 homework gap. The planning resources guide libraries through options for addressing internet connectivity, device access, and digital skill needs for K-12 families in a way that fits the unique needs and resources of individual communities. The flexible curriculum covers key digital literacy topics for K-12 caregivers and can be used for in-person, virtual, or hybrid settings. [slnc.info/hwg](http://slnc.info/hwg)



NC TOOLKIT for  
**Digital Readiness**



**NCpedia** is an online encyclopedia of North Carolina history and culture, managed and updated by State Library's Government and Heritage Library. Wondering what the state beverage is? Need information on one of North Carolina's 100 counties? Want to read articles about North Carolina's role in the Civil War or other military engagements? This vetted resource has over 600 pages ready for people of all ages to use to learn about our state. Visit the site at [ncpedia.org](http://ncpedia.org) or contact us at [digital.info@ncdcr.gov](mailto:digital.info@ncdcr.gov) if you have comments, questions, or are interested in being a contributing author for NCpedia content.

**NC LIVE** is North Carolina’s statewide online library service. Founded in 1997 by representatives of the NC Community Colleges, the NC Independent Colleges and Universities, the NC Public Library Directors Association, the University of North Carolina and the State Library of North Carolina, NC LIVE serves over 200 member libraries. Designed for at-home use, NC LIVE eBooks, magazines, newspapers, journals, media, and other online materials are available via library websites and through [nclive.org](http://nclive.org). The new member orientation guide is located at [tinyurl.com/ydf97sss](http://tinyurl.com/ydf97sss).



**North Carolina Center for the Book** (NCCFTB) is a collaborative project led by the NC Humanities Council that is supported by the State Library. Established in 1992 as a state affiliate of The Center for the Book in the Library of Congress, the NCCFTB supports the public library's role as a community cultural center by developing and coordinating a wide range of programs hosted by libraries and their community partners. More information may be obtained by contacting Caitlin Patton Stanley, Director of Grants and Compliance for the NC Humanities Council, at [cpatton@nchumanities.org](mailto:cpatton@nchumanities.org) or 704-687-1521 or by visiting [nchumanities.org/programs/#programs](http://nchumanities.org/programs/#programs).

**North Carolina Digital Collections** is a joint project of the State Archives and State Library of North Carolina to support instructional and research needs related to the history and culture of North Carolina. The continuously expanding *Collections* brings together digitized versions of items held in the physical collections of the State Archives and the Government and Heritage Library, as well as born-digital content from state agencies. Users will find photographs, family Bible records, historic North Carolina documents, and state agency publications from the beginning of North Carolina’s history to the present. [digital.ncdcr.gov](http://digital.ncdcr.gov)

**North Carolina Digital Heritage Center** provides digitization and hosting services for cultural heritage materials held by libraries, archives, historical societies, museums, and other institutions in the state. In addition to supporting a steady stream of free or low-cost digitization of priority materials, the Center also provides digitization services to NC institutions. [digitalnc.org](http://digitalnc.org)

**North Carolina State Publications Clearinghouse** serves as the hub of the North Carolina state depository system administered by the State Library. Established by the General Assembly in 1987, the Clearinghouse facilitates public access to state agency publications by distributing print publications to a network of state depository libraries, providing catalog records for all print and digital publications in Worldcat and maintaining a multi-format *North Carolina State Government Publications Collection* (print and digital) as the permanent state publications depository collection for North Carolina. State publications in digital formats may be accessed at [ncgovdocs.org](http://ncgovdocs.org). State depository libraries are listed at [slnc.info/SDL](http://slnc.info/SDL).

**The Train Station** is your one-stop destination for continuing education information for library staff in North Carolina. Whether you work in a public library or an academic library, are looking for a self-paced refresher class, NC LIVE webinar, or in-person workshops, the Train Station brings you the latest information on continuing education events and opportunities at [slnc.info/trainstation](http://slnc.info/trainstation).



**WebJunction North Carolina** is a centralized online location for communication, staff development, networking, and resource sharing among North Carolina libraries. Affiliation is available to library staff of North Carolina public, community college, UNC system, and independent college and university libraries, as well as library staff working in public school and special libraries. Find information and training on the following topics at [webjunction.org](http://webjunction.org).

**READsquared** is an online reading program and program participation tracking software for public libraries. Available to year-round and with the option to customize with your library's branding and summer library program artwork, READsquared also includes readers advisory through Novelist and a 1,000 Books Before Kindergarten program. Visit [readsquared.com/nc](http://readsquared.com/nc) to sign up your library and contact Jasmine Rockwell at [jasmine.rockwell@ncdcr.gov](mailto:jasmine.rockwell@ncdcr.gov) with any questions. Sustainability of the statewide subscription will be assessed at the end of the current contract.



**Youth Services** support is provided by Library Development through consultation, statewide programs, training, and online resources:

**Flow Circus Skill Toy Kits** will likely be of most interest to those who have attended a session with Flow Circus in the past. The kits are designed for ages teens and up to provide engaging programming particularly around team building and resiliency but can be used for any number of other programming ideas.

**Two National Geographic Giant Maps** kits are available to borrow: North Carolina (comes with its own uniquely created curriculum and activity supplies) and The Solar System (comes with a National Geographic-created curriculum and adapted activity supplies.)

**Summer Library Programs** encourage youth to continue to improve their reading skills during the months school is not in session. The State Library of North Carolina (SLNC) is a member of the Collaborative Summer Library Programs and underwrites the statewide summer reading program for all participating State Aid libraries.

**NC Youth Services Librarians listserv** allows public library youth services staff to collaborate, ask questions, and receive real-time communication from the State Library and each other.

**Youth Services in North Carolina Collaborative Document** is an interactive document for North Carolina's public libraries to fill out in order to share what is being done in libraries for youth. Give ideas and get ideas! [slnc.info/YSNCCD](http://slnc.info/YSNCCD)

