Handbook for
Connecticut Public Library Directors
April 2018

http://libguides.ctstatelibrary.org/dld/home
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# CONTENTS

Introduction .............................................................................................................................. 1

Whom Do You Call? .................................................................................................................. 2

DLD Regional Liaison Program .............................................................................................. 3

Best Practices in Connecticut Public Libraries ...................................................................... 3

Connecticut Library Calendar ................................................................................................. 4

Section 1: Your Library ........................................................................................................... 4

Governance .............................................................................................................................. 4

Working Together: Roles and Responsibilities Guidelines .................................................. 6

Library Staff and Job Descriptions ......................................................................................... 7

Policies ................................................................................................................................... 7

Financial Matters .................................................................................................................... 8

IT & Web site ........................................................................................................................... 9

Advocacy ................................................................................................................................ 10

Facilities Management and Accessibility ............................................................................. 11

Emergency and Disaster Preparedness .................................................................................. 11

Strategic Planning .................................................................................................................. 12

Connecticut Laws Affecting Public Libraries ........................................................................ 13

Confidentiality and the Public Library ................................................................................... 13

Records Retention in Connecticut Public Libraries ............................................................... 14

Voter Registration in Connecticut Libraries .......................................................................... 14

Section 2: State Services ....................................................................................................... 16

E-mail Discussion Lists .......................................................................................................... 16

Public Library Statistics ........................................................................................................ 17

Library Services and Technology Act (LSTA) ...................................................................... 18

Statewide Services .................................................................................................................. 19

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INTRODUCTION

This handbook is intended to complement the Best Practices in Connecticut Public Libraries and online resources from the Division of Library Development at http://libguides.ctstatelibrary.org/dld/home.

The CT State Library is an Executive Branch agency of the State of Connecticut. The State Library provides a variety of library, information, archival, public records, museum, and administrative services for citizens of Connecticut, as well as for the employees and officials of all three branches of State government. The State Library also serves students, researchers, public libraries, and town governments throughout the state. In addition, the State Library directs a program of statewide library development and administers the Library Services and Technology Act state grant.

The head of the CT State Library is the Connecticut State Librarian, who is appointed by the State Library Board. Kendall F. Wiggin, the current State Librarian, was appointed in October 1998 as the 10th State Librarian in the 150 year history of the State Library.

As part of the State Library, the Division of Library Development (DLD) provides leadership, funding, education, and statewide services that enhance a local library's ability to deliver high-quality library service to its community. DLD staff are subject specialists and consultants with a range of professional backgrounds and interests.

Connecticut Public Libraries Snapshot:

- 169 Towns in Connecticut
- 165 Principal Public Libraries
- 4 Towns with no libraries (contract with other towns)
- 27 Non-Principal Public Libraries
- 192 Total Public Libraries
- 47 Branch Libraries
- 239 Total Libraries including Branches
- 4 Libraries have Bookmobiles
- 243 Total Library "Outlets" (including branches and bookmobiles)
WHOM DO YOU CALL?

CT State Library Division of Library Development
860-757-6665 or 866-886-4478

Dawn La Valle, Director
dawn.lavalle@ct.gov
860-757-6665

With Questions About:
Boards / Library Trustees (ACLB)  Dawn La Valle, dawn.lavalle@ct.gov
860-757-6665 or 866-886-4478

borrowIT CT (formerly Connecticard)  Tom Newman, tom.newman@ct.gov
860-757-6573 or 866-886-4478

Children's Services / Young Adult Services  Linda Williams, linda.williams@ct.gov
860-704-2207 or 800-437-2313

Construction Grants  Tom Newman, tom.newman@ct.gov
860-757-6573 or 866-886-4478

deliverIT CT (formerly Connecticar)  Walter Magnavice, walter.magnavice@ct.gov
860-566-1100, x306

Digitization  Gail Hurley, gail.hurley@ct.gov
860-704-2222 or 800-437-2313

E-rate  Maria Bernier, maria.bernier@ct.gov
860-704-2204 or 800-437-2313

findIT CT (formerly reQuest)  Steve Cauffman, stephen.cauffman@ct.gov
860-704-2223 or 800-437-2313
Gail Hurley, gail.hurley@ct.gov
860-704-2222 or 800-437-2313

Friends of the Library (FOCL)  Dawn La Valle, dawn.lavalle@ct.gov
860-757-6665 or 866-886-4478

LSTA Grant Program  Maria Bernier, maria.bernier@ct.gov
860-704-2204 or 800-437-2313

Middletown Library Service Center / Collections  860-704-2200 or 800-437-2313

http://libguides.ctstatelibrary.org/dld/home
DLD REGIONAL LIAISON PROGRAM

Each consultant in the Division of Library Development provides personalized outreach to a group of principal libraries in contiguous towns. The liaisons help to share information across each region and keep librarians updated on news from the State Library regarding events, resources, training, grants, and other services. The liaisons also gather input and requests from their libraries that will help shape DLD's future services and offerings. DLD's intent with this program is to inform, engage, and empower the Connecticut library community through effective and regular communication. The list of liaisons is at https://libguides.ctstatelibrary.org/dld/help/liaisons.

BEST PRACTICES IN CONNECTICUT PUBLIC LIBRARIES

The Best Practices in Connecticut Public Libraries were released in 2017 through the work of a task force of librarians from across Connecticut. These eighteen librarians examined standards from other states, identified essential services in Connecticut public libraries, and defined the basic level of library service in our state. The Best Practices contain benchmarks and recommendations in the subjects of Facilities, Finance, Governance, Resources & Services, and Staff. Libraries can assess their own progress on a path from Essential to Enhanced to Exemplary. Some elements of the Best Practices are expected to be enacted as regulations in future years.

CONNECTICUT LIBRARY CALENDAR

Annual deadlines and library-related events in the state:

- End of January – E-rate application window usually opens.
- End of February – borrowIT CT reporting year ends.
- Mid-March – Due date for borrowIT CT lending reports for the previous March 1 to February 28 period.
- End of March – Application deadline for LSTA grants, if offered.
- April (usually) – CLA Annual Conference.
- April – State Library issues a report of borrowIT CT use for previous reporting year.
- April/May – Libraries receive borrowIT CT reimbursement payments.
- Early to mid-May – Announcement of Nutmeg Book Award recipients.
- June 1 – Due date for submitting Construction Grant Notice of Intent to Apply form.
- June – FOCL Annual Meeting.
- Fall – FOCL Annual Conference.
- Fall – ACLB Leadership Conference.
- September 1 – Construction Grant applications due.
- November 1 – Annual borrowIT CT Expenditure Reports due at the State Library.

SECTION 1: YOUR LIBRARY

GOVERNANCE

As defined in Sec. 11-24a of Connecticut law, "public library" means a library that serves its residents through its outlet or outlets without charging a borrower's card fee and which receives its financial support in whole or in part from local tax funds.

In Connecticut, public libraries are either municipal libraries, meaning they are a department of a municipal government, or they are association libraries, meaning they operate as a 501(c)(3) nonprofit organization.

A municipality may have more than one public library, but may designate only one library as its principal public library. A principal public library may be designated for more than one town if it meets conditions established and approved by the State Library Board. In any town or municipality where there are multiple libraries, there shall be a separate board or governing body and a different library director and staff for each public library. Each public library shall be a separate library facility and there shall be a separate town appropriation to each public library.
Any public library not designated as a principal public library shall be a "nonprincipal public library." A nonprincipal public library in a municipality may be eligible to receive a state grant, construction cost grant, or borrowIT CT grant provided it meets all of the following conditions: There is a separate board of trustees or governing body for each such nonprincipal public library; there is a different library director and staff for each such library; there is a separate library facility; and there is a separate town appropriation to each such library.

See Appendices for "Connecticut Public Libraries: A Quick Guide to Governance, Laws, and Eligibility" with more information on this subject.

The director works in partnership with the library's board of trustees. The board is your collaborator in creating quality library service for the community. This partnership means working together in a variety of ways, from developing policies to generating a long-range plan for the library. A key component of the director-board relationship is clear lines of communication.

In Connecticut, there are two kinds of boards: governing or advisory. A governing board is directly responsible for policy making, funding and budgeting, selecting and evaluating a director, and planning library services. An advisory board assists another governing authority (such as a First Selectman or Town Manager) with these responsibilities.

The director's role is to manage the library – to implement the board's policies on a day-to-day basis, manage the staff, and help lead the library forward in the best way possible to meet the needs of the community.

<table>
<thead>
<tr>
<th>Responsibilities of</th>
<th>Library Director</th>
<th>Trustee</th>
<th>Friend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Administrative</strong></td>
<td>Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.</td>
<td>Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.</td>
<td>Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.</td>
</tr>
<tr>
<td><strong>Policy</strong></td>
<td>Apprise board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.</td>
<td>Identify and adopt written policies to govern the operation and program of the library.</td>
<td>Support the policies of the library as adopted by the library board.</td>
</tr>
<tr>
<td><strong>Planning</strong></td>
<td>Coordinate and implement a strategic plan with board, friends, staff, and community.</td>
<td>Ensure that the library has a strategic plan with implementation and evaluation components.</td>
<td>Provide input into the library’s strategic plan and support its implementation.</td>
</tr>
<tr>
<td><strong>Fiscal</strong></td>
<td>Prepare an annual budget for the library in accordance with town charter.</td>
<td>Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with town charter.</td>
<td>Conduct fund raising to support the library’s mission and plans.</td>
</tr>
<tr>
<td><strong>Advocacy</strong></td>
<td>Promote the mission of the library within the community. Educate the board, Friends, and community regarding local, state, and federal issues which impact the library.</td>
<td>Promote the mission of the library within the community. Advocate for the library to legislators.</td>
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</tr>
<tr>
<td><strong>Meetings</strong></td>
<td>Participate in board and Friends meetings and ensure that there is a liaison from the board to the Friends and vice versa.</td>
<td>Participate in all board meetings. Appoint a liaison to the Friends board and become a member of the Friends.</td>
<td>Maintain a liaison to the board of trustees.</td>
</tr>
<tr>
<td><strong>Networking</strong></td>
<td>Encourage board and Friends to join state and national professional organizations and make them aware of educational opportunities.</td>
<td>Join the Association of Connecticut Library Boards as a resource for policies, operations and advocacy for libraries.</td>
<td>Join the Friends of Connecticut Libraries as a resource to better support the library.</td>
</tr>
</tbody>
</table>
LIBRARY STAFF AND JOB DESCRIPTIONS

Library employees, including professionals, paraprofessionals, and administrative/facilities staff, generate value in the community every day through their interactions with the public. A well-managed staff that is appropriately trained and supported by the administration is your best asset.

New library employees should receive a copy of their job description upon hiring, and the director and department supervisors should review those descriptions annually and update them as needed. Often, descriptions are reviewed one-on-one during an employee's annual evaluation. Job descriptions for all positions should be public documents that are readily available. Sample library job descriptions and job evaluations are available online at http://libguides.ctstatelibrary.org/dld/help/samples.

The Connecticut Library Association (CLA) sets minimum salary guidelines for both professional positions and LTA or equivalent positions. The current guidelines, updated January 2016, are available at http://www.ctlibrarians.org/?page=Jobs. In addition, each library reports salary information in the "Personnel and Salaries" section of the Statistical Profile, which can be downloaded from http://libguides.ctstatelibrary.org/dld/stats.

If your library is unionized, job descriptions, salaries and benefits may be dictated by union contracts.

Library directors should ensure that employees receive all the necessary training they need to do their jobs, and invest in their education to help them serve the community at a high level. Professional development opportunities are available through the CT State Library, Connecticut Library Consortium (CLC), Connecticut Library Association (CLA), and many other sources. The best starting place for information on continuing education is http://libguides.ctstatelibrary.org/dld/professional.

POLICIES

Policies provide stability for staff, consistency for patrons, and protection for the library. They should be approved and supported by the library's board and reviewed on a regular basis.

The library director should be familiar with the library's and town's policies and be able to present hard copies of the documents on short notice:

- Board bylaws
- Employee handbook
- Library policies that affect patrons: patron code of conduct, unattended children, internet usage, challenge of materials, meeting space, exhibit space, circulation policies, confidentiality
- Policies for library operations: collection development, access, customer service, interlibrary loan, donations, volunteers

Refer to the Best Practices in Connecticut Public Libraries, online at http://libguides.ctstatelibrary.org/dld/bestpractices, for additional guidance on policies.
All policies should be dated with the original adoption date and the last review and/or revision date. They should be recorded, compiled, and organized for ready access in a policy manual. Every trustee should have a copy of the policy manual and be familiar with its contents. Similarly, a copy of the policy manual should be available at each public service desk for access by the public.

Personnel policies are critical to any successful operation and must be consistent and in conformance with applicable state and federal law. Each library staff member should receive a copy of the employee handbook containing personnel policies at the time of employment.

Staff should be trained on the library's policies. As the front line of service, staff will administer policies under the director's supervision. Their awareness of the policies and how to implement them will aid in providing good service to the community by ensuring consistency and fair treatment of all patrons.

Sample library policies are available online at http://libguides.ctstatelibrary.org/dld/help/samples. These samples can assist librarians and trustees in creating or revising policies for their own libraries. Because every library is unique, sample policies should never be exactly duplicated. Instead, use the ideas and organization of many samples to help create policies most suitable to your library's unique situation. Also seek legal and/or professional advice whenever appropriate.

FINANCIAL MATTERS

The library director should be familiar with all of the library's basic financial documents, including the current year's budget, last year's budget, most recent audited financial statements, and most recent annual report. The director should also know which banks hold all of the library's accounts and investments and where the paper statements are stored in the library.

Financial policies clarify the roles, authority, and responsibilities for essential financial management activities and decisions. The library should have current policies and procedures regarding check signing authority, payroll and timesheets, expense reimbursement, and cash management, among others.

The library should have property, casualty, and liability insurance policies for the facility as well as Directors and Officers insurance for the library board.

The director is responsible for developing the library's annual budget in cooperation with the board. In Connecticut, funding most often comes from the municipality via property taxes. Some libraries also have income from endowments, donations, Annual Funds, and other fundraising activities. The State Library provides a small amount of funding through State Aid grants, borrowIT CT reimbursements, and competitive grant programs. Construction projects are usually funded through a combination of state construction grants, municipal funding, municipal bonds, and donations.

The annual budget process is different for municipal and association libraries. Municipal libraries submit their budget requests to a city or town finance officer, while association libraries submit budget
requests to their boards of trustees. In all cases, it's beneficial to include input from staff, the municipal finance director, and the board treasurer while developing the budget. Refer to the library's strategic plan to accommodate any anticipated new expenses or changes in spending. The municipal finance director might also keep you informed about the local government's priorities or financial constraints for the coming year. In Connecticut, budget preparation often happens in the late winter and spring for fiscal years beginning on July 1. The proposed budget can go through multiple review cycles, and you will likely be asked to make a presentation to the municipal governing body to explain the library's funding request.

Shortly after the end of the fiscal year, the library should issue an annual financial report, including a statement of income and expenses, a balance sheet, and a list of donors. The annual financial report should be part of the larger annual report for the public, which can include circulation and other library statistics, summary of programs, list of library staff and volunteers, list of board members, etc.

Audits are required for any Connecticut charitable organization, such as an association library, with gross annual revenue over $500,000. Municipal libraries may be expected to contribute information to or participate in an annual audit of their municipality. Audited financial statements must be prepared by an independent CPA.

For more information about funding sources, benchmarks for per capita expenditures, financial management, the annual budget process, and audits, refer to the Finance section of the Best Practices in Connecticut Public Libraries at http://libguides.ctstatelibrary.org/dld/bestpractices.

For current and historical information about funding for specific libraries or financial trends across all Connecticut libraries, view the Statistics for Connecticut Public Libraries at http://libguides.ctstatelibrary.org/dld/stats.

Discounts on library products, supplies, e-resources, and services are available to libraries that are members of the Connecticut Library Consortium (http://www.ctlibrarians.org, 860-344-8777). Likewise, discounts are available to members of the Cooperative Purchasing program from the Capitol Region Education Council (http://www.crec.org/coop, 860-524-4021). Most of the state's contracts are open for use by municipalities, public school systems and certain non-profit organizations (https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2). This includes state-negotiated rates for heating fuel as well as numerous other services and products. Libraries can also post bids and RFPs on the state's contracting portal.

**IT & WEB SITE**

Know the library's internet service provider and technology support provider, and keep their contact information handy. Also learn about the library's technology infrastructure, including staff and public computers, servers, switches, the wifi network, and all supporting software.

http://libguides.ctstatelibrary.org/dld/home
Many public libraries in Connecticut receive internet access through CEN, the Connecticut Education Network. CEN provides high speed internet, data transport, network monitoring, and free filtering software, among other services.

Refer to the Facilities section of the Best Practices in Connecticut Public Libraries (http://libguides.ctstatelibrary.org/dld/bestpractices) for more information on Technology Infrastructure and Internet Connectivity.

A professional web presence helps to support the library's image as the authoritative, reliable source for information in your community. It helps to promote library services and programs and can be a tool in your advocacy plan. At a minimum, the library's web site should include the library's location, mailing address, phone number, hours of operation, list of administrative staff and department heads with contact information, list of board members, catalog access, access to statewide databases, and program calendar.

ADVOCACY

Votes for funding are won all year long at the circulation desk, at programs and events, on the web site, and when people drive by the library. Make the community proud by providing a great library with great service.

Since your library's funding comes in part from your local town or city government, it is important that you regularly communicate with elected officials about the value your library provides to the community. One library value calculator is available from ALA at http://www.ala.org/advocacy/advleg/advocacyuniversity/toolkit/makingthecase/library_calculator.

You can also invite town elected officials, opinion leaders, and non-users into the library for a tour, find out what services appeal to them, and ask them to spread the word to others who would benefit from those services.


The Connecticut Library Association (CLA) Legislative Committee works with legislators and librarians, as well as the CLA lobbyist, to develop and implement a statewide legislative agenda and platform each year. The Committee also develops advocacy tools and training for Connecticut libraries. Visit CLA's website at http://ctlibraryassociation.org/ to learn more.
FACILITIES MANAGEMENT AND ACCESSIBILITY

The library director should be familiar with all parts of the library building and property, including the mechanical rooms, HVAC controls, circuit breakers, water shut-offs, exterior water spigots, septic tank or sewer lines, location of data lines where they enter the building, servers, security system, fire alarm system, fire suppression system, location of fire extinguishers and fire hydrants, and location of bathroom and cleaning supplies. You should also have access to an updated contact list of vendors and repair companies. With your facilities manager or custodial staff, review any current and potential problem areas in the building, such as leaks or aging equipment.


Libraries must comply with the provisions of the Americans with Disabilities Act (ADA), which was signed into law in 1990 and amended in 2009. This landmark civil rights law prohibits discrimination based on disability and imposes accessibility requirements on public accommodations, including libraries. The primary government resource on the ADA is www.ada.gov. Title II of the law applies to municipal and state-funded libraries. Title III of the law applies to businesses and non-profits, including association libraries.

Many resources about the ADA and accessibility are available online at http://libguides.ctstatelibrary.org/dld/accessibility. This page includes training resources, information on developing services for patrons with disabilities, some ideas for partner agencies, information and sources for assistive technology, and guidelines for accessible websites.

EMERGENCY AND DISASTER PREPAREDNESS

Tragic events in Newtown, CT, and Boston, MA, as well as Super Storm Sandy, have confirmed the necessity of emergency planning in all public institutions including public libraries. The CT State Library recognizes this critical need and offers recommendations, best practices, and sample preparedness plans to assist libraries in preparing and implementing emergency plans.

Library directors should develop and implement fundamental policies and practices to provide an appropriate library environment and to ensure constructive use of library facilities, materials, and services as well as the safety and personal comfort of all library patrons and staff.

1. **ESTABLISH** a relationship with your public safety department. Police departments are not always aware of the unique public safety issues that libraries face on a daily basis and should be engaged to help libraries identify possible issues and develop action plans to resolve them. Conduct a walkthrough of the library with public safety to bring awareness of the building layout and to plan for library and police responses to certain threats and emergencies.
Libraries should maintain a liaison with the police department to keep them informed of potential issues.

2. **COLLABORATE** with your local authorities including the public safety department and the fire department to develop a comprehensive Emergency Response Plan. This plan should address natural disasters; fire safety; other emergencies affecting public safety such as bomb threats, active shooters, and hostage situations; and environmental emergencies such as chemical spills and gas leaks.

3. **DEVELOP** or update a Patron Code of Conduct Policy. This policy can establish guidelines for patron conduct and give staff a tool to enforce rules and behavior. The Code of Conduct can reference existing policies such as Internet Usage, Unattended Children, Meeting Rooms, and Security Camera Use in addition to establishing standards and guidelines for patron conduct. A Patron Code of Conduct Policy establishes guidelines to ensure constructive use of library facilities, materials, and services, as well as the personal comfort and safety of all patrons.

4. **ADOPT** the use of incident reports (separate from accident reports required by OSHA). Incident reports are used to document patron infractions of established policies, activity deemed to be in violation of state law, emergencies, and accidents. Incident reports merely document situations; they are not disciplinary.

5. **FIND OUT** if your municipality has contracted with a risk management company. Risk management companies can conduct safety audits of buildings, make recommendations based on findings, and provide training and resources.

6. **DEVELOP** a communications plan to address news media and public inquiries. Establish a News Media Policy including social media for library staff to use during and after an emergency. An established policy will avoid miscommunication and speculation surrounding an emergency.

Additional resources on Emergency and Disaster Preparedness, including sample emergency plans and patron code of conduct policies, are available at [http://libguides.ctstatelibrary.org/dld/emergency](http://libguides.ctstatelibrary.org/dld/emergency).


**STRATEGIC PLANNING**

Division of Library Development staff can assist library administrations and boards in developing strategic plans. We provide basic guidance in developing the plan itself, including but not limited to establishing the plan framework and timeline; identifying key stakeholder groups; designing a community needs assessment; creating targeted surveys, interview scripts and conducting focus groups; assessment and evaluation. Contact Dawn La Valle, Director Division of Library Development, 860-757-6665 or dawn.lavalle@ct.gov.
Some strategic planning tools, sample plans, and sample RPFs for planning consultants are available online at [http://libguides.ctstatelibrary.org/dld/help/strategicplan](http://libguides.ctstatelibrary.org/dld/help/strategicplan). The Middletown Library Service Center also has books on planning in the professional development collections; contact the service center for more information on specific titles: 860-704-2200.

**CONNECTICUT LAWS AFFECTING PUBLIC LIBRARIES**

The State of Connecticut has legislation that affects the confidentiality of records in libraries, records retention, and voter registration in public libraries. These legal matters are detailed below, but these are not all the laws affecting public libraries. Refer to Section 4: Appendices for a full listing of relevant laws. For more information, visit [http://libguides.ctstatelibrary.org/dld/help/legaltopics](http://libguides.ctstatelibrary.org/dld/help/legaltopics).

### CONFIDENTIALITY AND THE PUBLIC LIBRARY

Public libraries in Connecticut must comply with the confidentiality requirements in state statutes.

In 2007, Public Act 07-227 expanded the confidentiality of library records to include *any library record regardless of format that can be used to identify a library user or link a user to a library transaction*. These confidentiality requirements do not apply to records maintained by schools or college libraries. The full statute reads:

**Sec. 11-25. Reports by libraries. Confidentiality of records.**

(a) The libraries established under the provisions of this chapter, and any free public library receiving a state appropriation, shall annually make a report to the State Library Board. (b)(1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library. (2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information in contained in the records. (3) For purposes of this subsection, "library" includes any library regularly open to the public, whether public or private, maintained by any industrial, commercial or other group or association, or by any governmental agency, but does not include libraries maintained by schools and institutions of higher education. (4) No provision of this subsection shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library materials, if such reports do not contain personally identifying information."

RECORDS RETENTION IN CONNECTICUT PUBLIC LIBRARIES

Public libraries must follow the public records management guidelines including the records retention requirements. Please note that public records may not be destroyed without prior written approval of the Public Records Administrator using the Records Disposal Authorization Form (RC-075).

The Office of the Public Records Administrator (OPRA) ([http://ctstatelibrary.org/publicrecords/](http://ctstatelibrary.org/publicrecords/)) is responsible for designing and implementing the Public Records Program for local government agencies and for state agencies within the executive department of government.

OPRA oversees the life cycle of public records, develops standards for record creation, including permanent papers and records stored in electronic format, publishes records retention schedules, and provides records management guidelines. It publishes manuals, general letters, guidelines, and standards to keep state and local government agencies informed about current records management issues and requirements. By statute, the Public Records Administrator and State Archivist must approve the disposition of all public records.

In addition, OPRA provides records management guidelines for local government offices, publishes regulations regarding the construction of town record storage vaults and the creation of permanent land maps filed with town clerks, and conducts the annual examination of land record indexes. OPRA also administers grants to municipalities to enhance or improve the preservation and management of local historic documents through the Historic Documents Preservation Program ([http://ctstatelibrary.org/publicrecords/hdpp](http://ctstatelibrary.org/publicrecords/hdpp)).

See information on disposition and retention schedules on CT State Library's web site at [http://ctstatelibrary.org/publicrecords/municipal](http://ctstatelibrary.org/publicrecords/municipal).

VOTER REGISTRATION IN CONNECTICUT LIBRARIES

Pursuant to the National Voter Registration Act of 1993 and Conn. Gen. Stats. Secs. 9-23n and 9-23o, libraries in the State of Connecticut which are open to the public are required to offer voter registration services year-round. The National Voter Registration Act of 1993 required certain public agencies to provide this service, and the Connecticut General Assembly extended this requirement to public libraries. Although some groups are involved in voter registration on a voluntary basis, please be aware that libraries are required by law to offer voter registration. Effective January 1, 2003, libraries and other voter registration agencies also are required to give a receipt upon submission of voter registration application. Receipt forms were distributed to public libraries by the Office of the Secretary of State prior to January 2003. This requirement was passed as part of Public Act 02-83.

The voter registration application forms are available through the Office of the Secretary of the State in English and Spanish and are also available by calling (860)-509-6100 or toll-free 1-(800)-540-3764. Please make sure you are using the most up-to-date cards.
Application and Renewal of Library Cards
Each person who applies for a library card, renews a library card, or gives a change of address must be offered voter registration in the following manner: "Would you like to apply to register to vote here today?" If the applicant says, "Yes," hand him a voter registration card. Offer to forward the voter registration card to your town's registrar of voters. If the patron files the voter application with you, give him the receipt at the bottom of the form. Also inform the patron that if he doesn't receive an approval from his registrar of voters within three weeks, a call to the registrar of voters in his town is advised.

Leave voter registration cards on display near or at the main charge-out desk, and add instructions as to where in the library completed forms are collected to be forwarded to the registrar of voters of the town of residence. The library staff needs to check that the writing is legible before the card is transmitted to the registrar of voters of the town of residence. (The library pays the postage to forward them to the proper registrars.)

Under federal law, Bridgeport, Hartford, Meriden, New Britain, New Haven, Waterbury and Windham must provide all voter registration notices, forms, assistance, or other materials or information relating to the electoral process, in Spanish as well as in English.

If someone requests help in filling out the form, the library staff needs to help the applicant. You must provide the same degree of assistance usually offered to your patrons regarding the completion of any other forms.

Libraries must accept completed voter registration applications forms from anyone, even persons who are not their patrons.

The library staff, especially near the voter registration deadlines, must indicate date of receipt in the lower left hand corner of the card.

The library must verify the address of the registrar, provide postage, and mail forthwith (as soon as possible under the circumstances). Libraries may wish to make other arrangements to forward mail-in cards from town residents to the registrars of voters of the town.

For your information (the library is not expected to enforce or verify):

The eligibility requirements are as follows: at least 17 years-of-age or older, a United States citizen and a resident of a Connecticut town. Although 17 year olds may register to vote, they cannot vote until their 18th birthday.

Voters who move from one Connecticut town to another must register again at their new town of residence in order to be able to vote. Persons who have been convicted of a felony must contact the registrar of voters in the town where they live, in person, and may not submit their voter application to the library. The registrar must first restore their voting rights, if they qualify, before they can be eligible to register to vote.

http://libguides.ctstatelibrary.org/dld/home
SECTION 2: STATE SERVICES

E-MAIL DISCUSSION LISTS

These email discussion lists are sponsored by the CT State Library and are open to anyone who is interested. Encourage your employees to sign up as well.

Subscribers can send email messages to the main list address that will be distributed to all other subscribers. Usually, replies to the original message are also forwarded to everyone on the list, though you can contact the original sender privately if you choose. Each list offers customizable settings for subscribers, such as whether you prefer to receive messages individually or collected into a once-a-day digest.

CALL-CT – Connecticut Accessible Libraries List
To subscribe to this list, contact the list manager, Maria Bernier, at maria.bernier@ct.gov. This list is for outgoing announcements only.

CSL-CONNTECH – Connecticut libraries
To subscribe to this list, send an email message to listserv@list.ct.gov: leave the subject line blank, type "subscribe csl-conntech" in the body of the message, and send it. You will receive a message when the list owner subscribes you to the list. If you have any questions or comments, e-mail the list manager, Steve Cauffman, at stephen.cauffman@ct.gov.

CT-ILL – Connecticut's Interlibrary Loan list
This list is primarily used to initiate requests for multiple copies for book clubs. To subscribe to this list, send an email message to listserv@list.ct.gov: leave the subject line blank, type "subscribe csl-ct-ill" in the body of the message, and send it. You will receive a message when the list owner subscribes you to the list. If you have any questions or comments, e-mail the list manager, Steve Cauffman, at stephen.cauffman@ct.gov.

deliverIT CT – statewide library delivery (formerly Connecticar or C-CAR)
To subscribe to this list, send an email message to listserv@list.ct.gov, leave the subject line blank, type “subscribe csl_deliverlit” without quotes in the body of the message, and send it. You will receive a message when the list owner subscribes you to the list. If you have any questions or comments, e-mail the list manager, Steve Cauffman, at stephen.cauffman@ct.gov. This list is for outgoing announcements only.

findIT CT – Connecticut's statewide library catalog
To subscribe to this list, send an email message to listserv@list.ct.gov: leave the subject line blank, type "subscribe csl_request" in the body of the message, and send it. You will receive a message when the list owner subscribes you to the list. If you have any questions or comments, e-mail the list manager, Steve Cauffman, at stephen.cauffman@ct.gov.
GOODNIGHTMOON – children's services
To subscribe to this list, complete the form at http://mylist.net/listinfo/goodnightmoon and hit Subscribe.

For current subscribers to the list, post messages to goodnightmoon@mylist.net

researchIT CT (CSL-iCONN) – free online resources
To subscribe to this list, e-mail Eric Hansen, at eric.a.hansen@ct.gov. If you have any questions or comments, e-mail the list manager, Eric Hansen. This list is for outgoing announcements only.

SOAR – Services to Older Adults Roundtable
To subscribe to this list, contact the list manager, Maria Bernier, at maria.bernier@ct.gov. This list is for outgoing announcements only.

SPEAK – young adult services
To subscribe to this list, complete the form at http://mylist.net/listinfo/speak and hit Subscribe.

For current subscribers to the list, post messages to speak@mylist.net

WELCOME – discussion of library services to multilingual populations
To subscribe to this list, send an email message to listserv@list.ct.gov: leave the subject line blank, type "subscribe csl-welcome" in the body of the message, and send. You will receive a message when the list owner subscribes you to the list. If you have any questions or comments, e-mail the list manager, Steve Cauffman, at stephen.cauffman@ct.gov.

ALA discussion lists
Many additional subject-specific email discussion lists are available through ALA. You do not always have to be an ALA member to join them. Visit http://www.ala.org/groups/communicate/emailediscussionlists to learn more about the available discussion lists and how to subscribe.

PUBLIC LIBRARY STATISTICS

All Connecticut public libraries are expected to complete an annual Statistical Survey, which is due in mid-November. The State Library provides detailed instructions about the survey and the Annual Report form. Submission of this Annual Report form by principal public libraries is a requirement of the State Aid grant.

The survey is the source for all information provided to the federal government regarding public libraries in Connecticut and is also the source of information for the report "Connecticut Public Libraries: A Statistical Profile." The full profile is available online as an Excel document on the Library Statistics webpage.

The statistical profile also supports the Automatic Chart-Makers tool that you can use to create customized charts for your library trustees and town officials. The charts can help illustrate your
library's performance and help make the case for more funding. Copy and paste your charts into any document or presentation you wish, or print out the whole suite of charts.

Visit [http://libguides.ctstatelibrary.org/dld/stats](http://libguides.ctstatelibrary.org/dld/stats) for:

- A copy of the Annual Report Questions – what you can expect, with definitions and instructions
- The Statistical Profile of CT public libraries and Automatic Chart-Makers for your library
- Information on statistical trends for public libraries in Connecticut
- "10 Myths about Connecticut Public Libraries"
- A "Checklist of Public Library Statistics" – what statistics your library could be keeping
- Using statistics for advocacy

Or contact Tom Newman, tom.newman@ct.gov, 860-757-6573.

### LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

The Library Services and Technology Act (LSTA), a section of the Museum and Library Services Act of 2003, promotes access to information resources provided by all types of libraries. Through the legislation, the Institute of Museum and Library Services (IMLS) provides funds to State Library Agencies using a population-based formula. State libraries may use the appropriation to support statewide initiatives and services; they also may distribute the funds through subgrants.

In order to meet LSTA requirements, the CT State Library prepared a Five Year Plan in 2012. The plan was developed by the Advisory Council for Library Planning and Development and approved by the State Library Board. This plan outlines programs that support the federal LSTA goals.

Combined with funding from the State of Connecticut, LSTA funds support much of the statewide library infrastructure that few in the community consider. LSTA allows these things to be funded:

- Instructors for continuing education classes in locations around the state.
- Critical portions of researchIT CT and findIT CT, the statewide library catalog.
- Library service for 5,000+ patrons of the Library for the Blind and Physically Handicapped.
- deliverIT CT vans and drivers that deliver over 3 million library items per year.
- The Summer Reading Program with almost 58,000 participants.
- Service Center collections that help serve over 450,000 state residents through local libraries.
- Over $360,000 in grants to libraries over the past 5 grant cycles.
- The Annual Statistical Report, which allows the State Library Data Coordinator to report public library statistics to the Institute of Museum and Library Services and provide statistical analysis on public libraries in Connecticut.
To view Connecticut's LSTA Five Year Plan or to learn more about LSTA in Connecticut, visit [http://libguides.ctstatelibrary.org/dld/lstagrants](http://libguides.ctstatelibrary.org/dld/lstagrants), or contact Maria Bernier, maria.bernier@ct.gov, 860-704-2204.

### STATEWIDE SERVICES

The following services, which are supported by a combination of State and Federal funding, are available to all public libraries in Connecticut.

#### FINDIT CT

findIT CT is Connecticut's statewide library catalog. The catalog is at [https://finditct.org](https://finditct.org). It contains the holdings of more than 300 Connecticut libraries of all types and sizes. As of November 2017, the catalog contains 10.7 million bibliographic records and 17.9 million item records.

#### REQUESTIT CT

requestIT CT is the Interlibrary Loan (ILL) service in findIT CT. More than 140 libraries are participating in requestIT CT’s basic ILL system, which allows staff members to place requests for patrons and track their requests throughout the ILL process. For more information on requestIT CT, visit [https://libguides.ctstatelibrary.org/dld/requestitct](https://libguides.ctstatelibrary.org/dld/requestitct).

#### DELIVERIT CT

deliverIT CT (formerly Connecticar or Ccar) provides statewide delivery service to 217 libraries in Connecticut. Handling approximately three million items each year, it is the backbone of resource sharing among Connecticut's public and academic libraries.

The deliverIT CT service was begun in the 1970s to support resource sharing among libraries. At that time, the state's public libraries began a reciprocal borrowing arrangement that allows any citizen in the state to use their hometown library card in any other public library. If a patron borrows an item from a public or academic library, it may be dropped off at any library, and deliverIT CT will return it to the owning library. In addition, deliverIT CT supports statewide interlibrary loan. Demand for the service has grown steadily since its inception.

As of March 2016, the service is provided entirely by state employees working out of a sorting facility in Hartford. At the end of each day, employees sort all items picked up so they can be delivered on the
next scheduled stop. One of the service goals is to provide next-business-day delivery for items placed on deliverIT CT. The majority of libraries receive 5-day-a-week delivery.

Each library has been assigned a route number. Sorting and delivery are based on this number, so it must be included on all deliverIT CT routing slips. Bulk shipping of several items being sent to one library is permitted with the use of heavy plastic sorting bags or boxes.

For more information, including route numbers, delivery frequency, routing slips, packaging and shipping procedures, and volume surveys, visit [http://libguides.ctstatelibrary.org/dld/deliveritct](http://libguides.ctstatelibrary.org/dld/deliveritct), or contact Walter Magnavice, walter.magnavice@ct.gov, 860-566-1100, x306.

### BORROWIT CT

borrowIT CT (formerly known as Connecticard or Ccard) is a cooperative program among public libraries in Connecticut that allows a patron who holds a valid borrower card issued by their home library to use that card to borrow materials from any of the 192 public libraries participating in the program. Using their hometown cards, non-residents may borrow any of the materials that participating libraries lend to their local borrowers. borrowIT CT loans are governed by the same circulation rules and policies that govern loans to resident card holders. Patrons may return print materials to any participating library, and they will be returned to the lending library via deliverIT CT (formerly known as Connecticar). Lending libraries may require that borrowers return non-print materials directly to the lending library.

Participating libraries report their borrowIT CT loan statistics to the CT State Library monthly and receive a reimbursement payment each year. borrowIT CT loan statistics do not include Interlibrary Loans and do not include loans made to borrowers who are presenting a library card from another library located within the same town. Library staff should make sure they are familiar with the regulations for this program.

More information, including the loan report form, regulations, statistics, and reimbursement payment information, is available at [http://libguides.ctstatelibrary.org/dld/ccard](http://libguides.ctstatelibrary.org/dld/ccard), or contact Tom Newman, tom.newman@ct.gov, 860-757-6573.

### RESEARCHIT CT

researchIT CT, formerly known as iCONN, offers free online resources, including journal, magazine, and newspaper articles for public, K-12, and academic libraries and their patrons. Some of the more popular resources for public libraries are *Consumer Reports*, HeritageQuest Online genealogy records, Medline Plus health information, and searchable archives of the *Hartford Courant*, *New York Times*, *Wall Street Journal*, and *Washington Post*. Public libraries also have access to ABI/Inform, a business
information resource. Patrons can access all of these resources inside the library with no need for a library card. For access from home or other locations, they will need a library card.

Connecticut residents with valid CT public library card numbers also have free access to a collection of downloadable audio books and eBooks in the OneClickdigital platform at http://iconnect.onelclickdigital.com.

For access to researchIT CT resources, visit http://researchitct.org. To learn more about researchIT, including training and tutorials, background information, and governance, visit http://libguides.ctstatelibrary.org/researchIT_CT/about-researchIT_CT, or contact Eric Hansen, eric.a.hansen@ct.gov, 860-704-2224.

SERVICE CENTER

The CT State Library has a library service center in Middletown. In addition to housing offices for Division of Library Development staff, the Service Center provides meeting space, supplementary and professional collections, and training facilities. The supplementary collections include children's and young adult fiction and nonfiction, various programming materials (described in the Children and Youth Services section), and audio books for all ages. A large print collection is located at the Library for the Blind and Physically Handicapped. Your library can borrow these items and circulate them to your local patrons under your usual loan rules.

Service center materials and large print books are checked out to libraries, not to individuals. Most items circulate for 90 days and can be delivered to your library via deliverIT CT. These collections, as well as the collections of the main State Library in Hartford, are described in the Primo catalog (http://library.ct.edu/csl), which is shared with several state college and university libraries. You can view and request items in Primo for delivery to your library. You can also visit the service center and Library for the Blind and Physically Handicapped in person whenever they are open or consult with staff by phone or email.

The computer training lab and meeting rooms are available for use by libraries and library organizations. Contact the service center directly to make a reservation.

For more information about the service center collections and how to use Primo, visit http://libguides.ctstatelibrary.org/dld/servicecenters, or call: 860-704-2200 or 800-437-2313

CHILDREN AND YOUTH SERVICES

The CT State Library offers substantial support for youth services in libraries, including supplementary collections of children's and young adult books, professional materials, programming materials and ideas, collection development resources, summer reading programs, and training opportunities.
Physical materials available from the service center include Maker kits; children's and young adult fiction and nonfiction; audio books; book discussion sets for children, teens, and adults (listed at http://ctbooksets.wordpress.com); book props; and puppets. Most of these items circulate for 90 days, with the exception of book props and discussion sets, which circulate for 45 days. The children's consultant, Linda Williams, is available to select and send, or just suggest, appropriate materials for summer themes, school curriculum, or book displays.

Division of Library Development staff also offer assistance with summer reading programs. DLD provides an online summer reading program, Evanced's Wandoo Reader, and a membership to the Collaborative Summer Library Program, including theme, reasonably priced materials, and an extensive program manual, to every public library in the state and to schools in collaboration with their public libraries.

For more information on support for children's and young adult departments, summer reading, specific discussion set titles, Connecticut authors and illustrators, children's books set in Connecticut, the Nutmeg Children's Book Award, and any other youth services, visit http://libguides.ctstatelibrary.org/dld/children, or contact Linda Williams, linda.williams@ct.gov, 860-704-2207.

CONTINUING EDUCATION

The CT State Library offers dozens of continuing education workshops and webinars to the Connecticut library community every year, most of them for free. These classes cover a wide range of topics relevant to the library profession and are taught by experts from around Connecticut and beyond who share their knowledge and experience. New classes are added frequently to the online Continuing Education calendar at http://libguides.ctstatelibrary.org/dld/professional, and they are advertised monthly on relevant email discussion lists.

The Middletown Library Service Center houses a growing collection of books and other materials related to the library profession. Along with titles published by ALA, Neal-Schuman, and Rowman & Littlefield, you will find information from inside and outside the library world that you may find useful and relevant to your career. These items circulate for 90 days and can be sent to your library via deliverIT CT.

The scope of the professional development collection and workshops includes topics addressing technical skills, social media, library programs, management, leadership, advocacy, marketing, and everything in between.

For more information on how to build your knowledge or skills, or to request a workshop topic or addition to the professional development collection, visit http://libguides.ctstatelibrary.org/dld/professional, or contact the service center at 860-704-2200.
STATE AID TO CONNECTICUT PUBLIC LIBRARIES

*Please Note: This program has been suspended and principal public libraries will not be receiving a state aid payment in FY2018. This program may resume in the future.

Each of the 165 principal public libraries in the state that meets the eligibility requirements may apply for and receive an annual state aid grant. A principal public library is one which has been so designated by the local municipal governing board. A municipality may have more than one public library, but may designate only one library as its principal public library.

Eligible libraries are those principal public libraries in the state of Connecticut that:

- submit a Public Library Annual Statistical Report and Application for State Aid with the State Library no later than the required deadline,
- participate in borrowIT CT (Connecticard),
- provide equal access to library materials without charging individuals residing in the town for borrower cards or for use of the library's basic collections and services,
- do not discriminate,
- and certify that the library's annual tax levy or appropriation has not been reduced to an amount which is less than the average amount levied or appropriated for the library in the preceding three years.

State aid funds must be used for general library purposes, which is defined in the state statutes as all functions of a public library, including the purchase of land or the construction, alteration or remodeling of buildings. In addition, state aid funds must be expended within two years of receipt, unless a library has received authority to carry over funds beyond the two year limit. Municipal libraries that need to make this known to their town or city may use the "Memo to Municipal Fiscal Officers," available as a pdf from [http://libguides.ctstatelibrary.org/dld/grants/stateaid](http://libguides.ctstatelibrary.org/dld/grants/stateaid).

**Amount of the Grant**

The formula for determining grant amounts is included in the state statutes. It provides for a base grant of $1200 to each library, plus additional amounts for equalization based on town AENGLC (Adjusted Equalized Net Grand List Per Capita) rankings and for incentive based on each town's per capita library expenditures.

**Statutory References**


For more information, visit [http://libguides.ctstatelibrary.org/dld/grants/stateaid](http://libguides.ctstatelibrary.org/dld/grants/stateaid) or contact Tom Newman, tom.newman@ct.gov, 860-757-6573.
BORROWIT CT REIMBURSEMENTS

Libraries that participate in borrowIT CT (formerly known as Connecticard) report their loan statistics to the CT State Library monthly and receive a reimbursement payment each year. To be eligible for payments, a public library must:

- Have a signed Letter of Agreement on file with the State Library.
- File a record of the number of items loaned to non-residents of the town or towns it normally serves.
- Submit by November 1 of each year an Annual borrowIT CT Expenditure Report.

The formula for determining reimbursement payments (known as grant amounts) is included in the Conn. General Statutes 11-31a, 11-31b, and 11-31c. Payments are made annually. One-half of the total funds appropriated is used to reimburse participating libraries for all reported borrowIT CT loans. The other half is used to make an additional payment to libraries that are net lenders, meaning they loaned more items to non-residents than their resident card holders borrowed from libraries in other towns.

Like state aid, borrowIT CT grant payments MUST be spent by the library and may not revert to the general fund of the municipality (Conn. General Statutes 11-24b and 11-31b).

For more information about reporting loans, payments, and regulations, visit http://libguides.ctstatelibrary.org/dld/ccard or contact Tom Newman, tom.newman@ct.gov, 860-757-6573.

LSTA SUBGRANTS

The CT State Library receives approximately $2 million in Federal funds each year via the Institute of Museum and Library Services (IMLS) under provisions of the Library Services and Technology Act (LSTA). The majority of this appropriation supports statewide initiatives and services, such as deliverIT CT, findIT CT, continuing education workshops for library staff, summer reading, and the Library for the Blind and Physically Handicapped. Often, a small portion of the funds are also distributed through competitive subgrants to public libraries.

Grant priorities change every five years, and the maximum award amount can change each year depending on the availability of funding. Grant applications are usually due in March, and awards are made at the May/June meeting of the State Library Board. The project period runs from July 1 to the following June 30.

For information on grant categories, project ideas, the application process, and sample applications, visit http://libguides.ctstatelibrary.org/dld/lstagrants, or contact Maria Bernier, maria.bernier@ct.gov, 860-704-2204.
CONSTRUCTION GRANTS

The CT State Library assists public libraries with the planning and funding of library building construction, remodeling, energy conservation, emergency preparedness, accessibility, and space planning.

This program provides grants for public library construction projects that create usable space (i.e. new buildings, additions, and renovations – known as Category #1 grants), and for projects that improve existing space (i.e. handicapped accessibility, correcting building and fire code violations, remodeling to accommodate new technologies, and energy conservation – known as Category #2 grants). Grants are funded through the State Bonding Fund.

All public libraries in the state of Connecticut are eligible to apply. If awarded, the grant will be one-half of the total cost of the project, up to a maximum grant award of $1,000,000. The minimum grant is $25,000 (with a total project cost of $50,000). Release of funds is contingent on libraries having their local funding in place.

Libraries that plan to apply for construction grants must submit a Notice of Intent form in early June. Full applications are due on September 1.

For an explanation of the program and application process as well as the timeline, visit http://libguides.ctstatelibrary.org/dld/construction. This site also provides many resources on planning, designing, building, and furnishing libraries. For more information, contact Tom Newman, tom.newman@ct.gov, 860-757-6573.

E-RATE FUNDING

The Universal Service Schools and Libraries Program, commonly known as the E-rate Program, helps ensure that schools and libraries can obtain telecommunications and Internet access at affordable rates. The program, which is administered by the Universal Service Administrative Company (USAC), provides discounts on these services and some hardware.

In recent years, funding for broadband and Wifi networks has increased substantially, while funds for telephone services has been eliminated.

For more information, visit http://www.usac.org/sl and http://libguides.ctstatelibrary.org/dld/erate, or contact Maria Bernier, maria.bernier@ct.gov, 860-704-2204.
LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

The Connecticut Library for the Blind and Physically Handicapped (LBPH) lends recorded books and magazines, along with the necessary playback equipment, to any Connecticut resident who is unable to read regular print due to a visual or physical disability. This service is free, and materials are delivered for free through U.S. Mail. Libraries can borrow samples of the digital talking books and playback machines to demonstrate for their patrons.

Downloadable digital materials are available to registered patrons through a mobile app for Android or iOS devices (iPad, iPhone, or iPod). If the device is connected to a refreshable Braille display through Bluetooth, the patron can also read Braille materials.

For more information about eligibility, the types of available materials, and demonstration equipment, visit http://ctstatelibrary.org/lbph, or contact LBPH at csl.lbph@ct.gov, 860-721-2020 or 800-842-4516.

SECTION 3: RELATED ORGANIZATIONS

CONNECTICUT LIBRARY ORGANIZATIONS – WHO DOES WHAT?

Connecticut Library Association (CLA): Connecticut Library Association is a professional organization of individuals – librarians, library staff, friends, and trustees. CLA sponsors an annual conference and advocates for libraries. Contact CLA at 860-346-2444, cla@ctlibrarians.org, or online at http://ctlibraryassociation.org.

Connecticut Library Consortium (CLC): The Connecticut Library Consortium is a statewide membership collaborative serving all types of Connecticut libraries. CLC arranges for discounts for library members and supports educational and professional development, especially through its roundtables, including a New Directors Roundtable. Contact CLC at 860-344-8777, clc@ctlibrarians.org, or online at http://www.ctlibrarians.org.

Connecticut Education Network (CEN): Most public libraries in Connecticut receive their internet access through CEN. Contact CEN at 860-622-4560 or online at http://www.ct.gov/cen/site/default.asp.

Library Consortia:

Bibliomation: Bibliomation (http://biblio.org/) is Connecticut's largest library consortium. Sixty public libraries and nineteen schools share an Evergreen system with centralized cataloging and a shared computer network. Bibliomation is Connecticut's only open source consortium.

CONNcert: More than 30 public libraries, primarily in eastern Connecticut, share a union catalog.
Library Connection, Inc. (LCI): Library Connection (http://www.libraryconnection.info) is a non-profit cooperative of 30 public and academic libraries which share an integrated library system, including a shared public access catalog, telecommunications, Internet, e-mail services, and joint ventures in library technology, such as RFID and downloadable materials.

Libraries Online Incorporated (LION): Libraries Online (http://www.lioninc.org/) is a consortium of public libraries (plus one high school library and one college library) formed to share a common integrated library system and to provide easy access to all of the consortium's collections. The system supports a shared online public catalog (OPAC), a circulation subsystem, cataloging services, acquisitions functionality, and serials checkin. LION also provides bibliographic database maintenance and cataloging services.

Southeast CT Libraries Network (SECONN): Four public libraries in Groton, Mystic, and Waterford share an integrated library system and e-resources (https://seconnlib.org).

LIBRARY TRUSTEES

The Division of Library Development works closely with the Association of Connecticut Library Boards (ACLB) to provide consulting assistance to local boards on topics including board development, legal issues, library governance, policy development, recruiting a library director and many others. The Division of Library Development also maintains a collection of professional development materials that contain resources for library trustees.

**Important Trustee Resources**

Association of Connecticut Library Boards (http://aclb.org/)

ACLB is Connecticut's library trustee organization representing public library boards throughout the state. This site offers resources for boards.

ACLB-Trustee Talk

The CT State Library and ACLB offer an electronic discussion list for Connecticut library trustees. To subscribe to this list, complete the form at http://mylist.net/listinfo/aclb-trusteetalk and hit Subscribe. Then you may post messages to: aclb-trusteetalk@mylist.net. If you have any questions or comments, e-mail the list manager, Dawn La Valle, at dawn.lavalle@ct.gov.

Continuing Education for Trustees

The Division of Library Development and the Association of Connecticut Library Boards work together to provide training to Connecticut trustees. They co-sponsor a workshop at the Connecticut Library Association Annual Conference.
LIBRARY FRIENDS

The CT State Library provides a number of resources to library Friends groups. The Division works closely with The Friends of Connecticut Libraries (FOCL) helping local communities start Friends groups, providing information and resources to established groups, offering advice and consulting assistance to Friends, and maintaining a collection of professional development materials that contain resources for Friends.

Important Friends Resources


FOCL is a non-profit organization consisting of local Friends groups, organizations and individual members who believe that libraries are an essential resource for the citizens of Connecticut. Some of their activities include a quarterly newsletter FOCLPOINT, FOCL-Forum electronic discussion list, workshops on subjects of value to Friends and their libraries, a directory of local Friends groups and their activities, and cooperation with other library organizations (Connecticut Library Association, Association of Connecticut Library Boards, United for Libraries) to advance the cause of libraries throughout the state and on a national level. There are 150 local Friends groups in Connecticut.

FOCL-Forum – Friends of Connecticut Libraries

The CT State Library and FOCL offer an electronic discussion list for Connecticut library Friends. To subscribe to this list, complete the form at [http://mylist.net/listinfo/focl-forum](http://mylist.net/listinfo/focl-forum) and hit Subscribe. Then you may post messages to: FOCL-Forum@mylist.net. If you have any questions or comments, e-mail the list manager, Dawn La Valle, at dawn.lavalle@ct.gov.

Handbook for Connecticut Library Friends Groups, online at [http://foclib.org](http://foclib.org)

This handbook shows how to start and run a Friends of the Library. Groups wishing to copy and distribute this document are free to do so.

SECTION 4: APPENDICES

LIBRARY ACRONYMS

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<thead>
<tr>
<th>* CT-Specific</th>
<th>Acronym</th>
<th>Term</th>
<th>Explanation</th>
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<tbody>
<tr>
<td></td>
<td>AACR</td>
<td>Anglo-American Cataloging Rules</td>
<td>Rules for the description of library materials.</td>
</tr>
<tr>
<td></td>
<td>AASL</td>
<td>American Association of School Libraries</td>
<td>A division of ALA serving school library media specialists.</td>
</tr>
<tr>
<td>* CT-Specific</td>
<td>Acronym</td>
<td>Term</td>
<td>Explanation</td>
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<td></td>
<td>AASLH</td>
<td>American Association for State and Local History</td>
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<td>*</td>
<td>ACES</td>
<td>Area Cooperative Educational Services</td>
<td>Regional Educational Services Center located in North Haven.</td>
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<tr>
<td>*</td>
<td>ACLB</td>
<td>Association of Connecticut Library Boards</td>
<td>An organization for the trustees of public libraries in the state. ACLB sponsors workshops and meetings for trustees.</td>
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<tr>
<td>*</td>
<td>ACLPD</td>
<td>Advisory Council for Library Planning and Development</td>
<td>An advisory committee to the State Library Board. May create Task Forces to work on specific projects.</td>
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<tr>
<td></td>
<td>ACRL</td>
<td>Association of College &amp; Research Libraries</td>
<td>A division of ALA for academic and research libraries, including large public libraries.</td>
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<tr>
<td></td>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
<td>Federal legislation to protect the rights of citizens with disabilities. Libraries are required to comply with certain provisions of the law.</td>
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<tr>
<td></td>
<td>AECT</td>
<td>Association for Educational Communications and Technology</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>AENGLC</td>
<td>Adjusted Equalized Net General List per Capita</td>
<td>Pronounced Angelic by some, this ranks Connecticut's cities and towns from 1 to 169 by average per capita wealth and is included in the CSL statistical tables.</td>
</tr>
<tr>
<td></td>
<td>ALA</td>
<td>American Library Association</td>
<td>The oldest and largest organization of librarians and libraries in the country, with over 30,000 members. ALA provides leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.</td>
</tr>
<tr>
<td></td>
<td>ALCTS</td>
<td>Association for Library Collections &amp; Technical Services - a division of ALA</td>
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<td></td>
<td>ALSC</td>
<td>Association for Library Service to Children - a division of ALA</td>
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<td></td>
<td>ASCLA</td>
<td>Association of State and Cooperative Library Agencies - a division of ALA</td>
<td></td>
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<tr>
<td>Acronym</td>
<td>Term</td>
<td>Explanation</td>
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</tr>
<tr>
<td>ASIS</td>
<td>American Society for Information Science</td>
<td>Professional organization concerned with the design, management and use of information systems and technology.</td>
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<tr>
<td>BCALA</td>
<td>Black Caucus of the American Library Association - an ALA affiliate</td>
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<tr>
<td>Bibframe</td>
<td>Bibliographic Framework Initiative</td>
<td>The future standard for bibliographic description, to replace MARC.</td>
<td></td>
</tr>
<tr>
<td>* Bibliomation</td>
<td></td>
<td>A network of libraries in Connecticut using a shared integrated library system.</td>
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<tr>
<td>* CAHSL</td>
<td>Connecticut Association of Health Science Libraries</td>
<td>An association of hospital and health-related libraries.</td>
<td></td>
</tr>
<tr>
<td>* CASL</td>
<td>Connecticut Association of School Librarians</td>
<td>Formerly CEMA, an association of school librarians and media specialists.</td>
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</tr>
<tr>
<td>* CCALD</td>
<td>Council of Connecticut Academic Library Directors</td>
<td></td>
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<tr>
<td>* CCSS</td>
<td>Common Core State Standards</td>
<td>A set of academic standards in mathematics and English language arts/literacy that are grounded in evidence and designed to ensure that all students have the academic knowledge and skills they need in these core subjects to succeed after high school. Adopted by CT in 2010.</td>
<td></td>
</tr>
<tr>
<td>* CCSU</td>
<td>Central Connecticut State University</td>
<td></td>
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<tr>
<td>CE</td>
<td>Continuing Education</td>
<td>Advanced training in a profession (not leading to a degree) to learn new skills or keep abreast of developments in the field.</td>
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<tr>
<td>* CECA</td>
<td>Connecticut Educators Computer Association</td>
<td></td>
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<tr>
<td>* CEN</td>
<td>Connecticut Education Network</td>
<td>CEN delivers reliable, high-speed Internet access, data transport and value added services to its members throughout Connecticut at equitable rates. It connects public K-12 schools, public and private higher education, and library locations throughout Connecticut.</td>
<td></td>
</tr>
<tr>
<td>* CET</td>
<td>Commission for Educational Technology.</td>
<td>CET is charged with coordinating the integration of technology in Connecticut's schools</td>
<td></td>
</tr>
<tr>
<td>* CT-Specific</td>
<td>Acronym</td>
<td>Term</td>
<td>Explanation</td>
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<tr>
<td>*</td>
<td>CHS</td>
<td><strong>Connecticut Historical Society</strong></td>
<td>An association for all Connecticut librarians. Sponsors workshops and an annual conference; provides support for librarians in various areas such as minimum salary guidelines and censorship challenges. CLA's annual Legislative Agenda lobbies for support for library legislation and funding.</td>
</tr>
<tr>
<td>*</td>
<td>CLA</td>
<td><strong>Connecticut Library Association</strong></td>
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<tr>
<td>*</td>
<td>CLASS</td>
<td><strong>Connecticut Library Association Support Staff Section</strong></td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>CLC</td>
<td><strong>Connecticut Library Consortium</strong></td>
<td>CLC is a statewide non-profit membership organization for public, academic, school, and special libraries providing networking, communications, cooperative purchasing, training, and other services.</td>
</tr>
<tr>
<td></td>
<td>CSLP</td>
<td><strong>Collaborative Summer Library Program</strong></td>
<td>Organization that produces summer reading materials for its members.</td>
</tr>
<tr>
<td>*</td>
<td>CONNcert</td>
<td></td>
<td>A network of libraries in eastern Connecticut using a shared union catalog.</td>
</tr>
<tr>
<td>*</td>
<td>ConnSCU</td>
<td></td>
<td>The Connecticut State Colleges &amp; Universities (Four state universities; 12 community colleges; and Charter Oak State College)</td>
</tr>
<tr>
<td>*</td>
<td>CREC</td>
<td><strong>Capitol Region Education Council</strong></td>
<td>Regional Educational Service Center located in Hartford.</td>
</tr>
<tr>
<td>*</td>
<td>CSL</td>
<td><strong>CT State Library</strong></td>
<td>The principal library of state government, specializing in law, history, government publications, and public policy. Includes Public Records Administration, the State Archives, and the Museum of Connecticut History. The Division of Library Development provides services and consultants to libraries in the state. State Librarian: Kendall Wiggins.</td>
</tr>
<tr>
<td>*</td>
<td>CTH</td>
<td><strong>Connecticut Humanities</strong></td>
<td>Provides funding for humanities projects such as book discussions, films, concerts, and lectures. Includes CT Center for the Book.</td>
</tr>
<tr>
<td>*</td>
<td>CULS</td>
<td><strong>Connecticut Union List of Serials</strong></td>
<td>A list of print and microfilm journal and newspaper holdings in Connecticut. Maintained on OCLC; also available in</td>
</tr>
<tr>
<td>Acronym</td>
<td>Term</td>
<td>Explanation</td>
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<tr>
<td>CVC/SLA</td>
<td>Connecticut Valley Chapter, Special Libraries Association</td>
<td>hard copy.</td>
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<tr>
<td>DHE</td>
<td>State Department of Higher Education</td>
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<tr>
<td>DLD</td>
<td>Division of Library Development, Connecticut State Library</td>
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<tr>
<td>EASTCONN</td>
<td>Regional Educational Service Center located in Hampton.</td>
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<tr>
<td>ECSU</td>
<td>Eastern Connecticut State University</td>
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<tr>
<td>Education Connection</td>
<td>Regional Educational Service Center located in Litchfield.</td>
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<tr>
<td>ESEA</td>
<td>Elementary and Secondary Education Act</td>
<td>The Federal act which provides funds for educational purposes, including school library materials.</td>
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<tr>
<td>FCC/SLA</td>
<td>Fairfield County Chapter, Special Libraries Association</td>
<td></td>
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<tr>
<td>FCCLR</td>
<td>Fairfield County Children's Librarians Roundtable</td>
<td>Children's librarians in Fairfield County; the group meets bi-monthly.</td>
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</tr>
<tr>
<td>FCSL</td>
<td>Fairfield County School Libraries</td>
<td>A roundtable of high school and middle school librarians in Fairfield County; meets bi-monthly.</td>
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<tr>
<td>FLAG</td>
<td>Fairfield Library Administrators Group</td>
<td>An association of directors of public and academic libraries in Fairfield County.</td>
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</tr>
<tr>
<td>FOCL</td>
<td>Friends of Connecticut Libraries</td>
<td>Statewide organization of Friends of the Library groups.</td>
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<tr>
<td>FOL</td>
<td>Friends of the Library</td>
<td></td>
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<tr>
<td>FRBR</td>
<td>Functional Requirements for Bibliographic Records</td>
<td>A broadly defined approach to cataloging which takes into account the interrelationships among different entities.</td>
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<tr>
<td>GODORT</td>
<td>Government Documents Round Table</td>
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<tr>
<td>*CT-Specific</td>
<td>Acronym</td>
<td>Term</td>
<td>Explanation</td>
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<td></td>
<td>GPO</td>
<td>Government Printing Office</td>
<td>Prints and sells books, reports and materials produced by government agencies; also makes material available electronically.</td>
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<td></td>
<td>IFLA</td>
<td>International Federation of Library Associations</td>
<td></td>
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<tr>
<td></td>
<td>ILS</td>
<td>Integrated Library System</td>
<td>The software and databases of library patrons and cataloged library materials that enable patrons to search the collection and place holds and libraries to circulate their materials and track loaned items.</td>
</tr>
<tr>
<td></td>
<td>IMLS</td>
<td>Institute of Museum and Library Services</td>
<td>Federal grant-making agency that promotes leadership, innovation, and a lifetime of learning by supporting the nation's museums and libraries. It administers LSTA funds.</td>
</tr>
<tr>
<td></td>
<td>LLAMA</td>
<td>Library Leadership and Management Association - a division of ALA</td>
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<tr>
<td>*</td>
<td>LBPH</td>
<td>Library for the Blind and Physically Handicapped, a unit of the CT State Library</td>
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<tr>
<td></td>
<td>LC</td>
<td>Library of Congress</td>
<td>1. The Library of the U.S. Congress, which also serves as our National Library. 2. The classification system used by most larger libraries.</td>
</tr>
<tr>
<td>*</td>
<td>LCI</td>
<td>Library Connection, Inc</td>
<td>A network of libraries in central Connecticut using a shared integrated library system.</td>
</tr>
<tr>
<td>*</td>
<td>LEARN</td>
<td>Regional Education Service Center located in Old Lyme</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>LION</td>
<td>Libraries ONline</td>
<td>A network of libraries in southern and eastern Connecticut using a shared integrated library system.</td>
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<td></td>
<td>LITA</td>
<td>Library and Information Technology Association - a division of ALA</td>
<td></td>
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<tr>
<td>*</td>
<td>LSSC</td>
<td>Library Support Staff Certificate</td>
<td>ALA-accredited Library Technology certificate offered by Three Rivers Community College</td>
</tr>
<tr>
<td></td>
<td>LSTA</td>
<td>Library Services and Technology Act</td>
<td>Federal funding for libraries in several areas -- technology, interlibrary cooperation, literacy, etc., and for state library agencies.</td>
</tr>
<tr>
<td>* CT-Specific</td>
<td>Acronym</td>
<td>Term</td>
<td>Explanation</td>
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<tr>
<td>LTA</td>
<td>Library Technical Assistant</td>
<td>MARC records contain data in standardized format and allow conversion to automated cataloging and circulation systems.</td>
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<tr>
<td>MLS</td>
<td>Master's Degree in Library Science</td>
<td>ALA accredits MLS programs in the U.S.</td>
<td></td>
</tr>
<tr>
<td>* MLSC</td>
<td>Middletown Library Service Center</td>
<td>A branch of the CT State Library which provides services to public and school libraries.</td>
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<tr>
<td>NAHSL</td>
<td>North Atlantic Health Science Libraries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEDCC</td>
<td>New England Document Conservation Center</td>
<td>Provides consultation on preservation, restoration and conservation of library materials; also offers training and workshops.</td>
<td></td>
</tr>
<tr>
<td>NEEMA</td>
<td>New England Educational Media Association</td>
<td>An association of school library media specialists; sponsors workshops and an annual conference.</td>
<td></td>
</tr>
<tr>
<td>NLM</td>
<td>National Library of Medicine</td>
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<tr>
<td>NNLM</td>
<td>National Network of Libraries of Medicine</td>
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<tr>
<td>OCLC</td>
<td>Online Computer Library Center</td>
<td>A bibliographic utility based in Ohio which provides online cataloging, interlibrary loan, serials control, and other services to libraries worldwide.</td>
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</tr>
<tr>
<td>OIF</td>
<td>Office for Intellectual Freedom</td>
<td>An administrative department of ALA that educates librarians and the general public about the nature and importance of intellectual freedom in libraries.</td>
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</tr>
<tr>
<td>OITP</td>
<td>Office for Information Technology Policy</td>
<td>An administrative department of ALA that helps to secure information technology policies that support and encourage libraries' efforts to ensure access to electronic information resources.</td>
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</tr>
<tr>
<td>* PEG</td>
<td>Professional Enhancement Grants</td>
<td>A CLA service that provides grants for members to attend continuing education events.</td>
<td></td>
</tr>
<tr>
<td>* CT-Specific</td>
<td>Acronym</td>
<td>Term</td>
<td>Explanation</td>
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<td></td>
<td>PLA</td>
<td>Public Library Association - <em>a division of ALA</em></td>
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<td></td>
<td>RASD</td>
<td>Reference &amp; Adult Services Division - <em>a division of ALA</em></td>
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</tr>
<tr>
<td></td>
<td>RDA</td>
<td>Resource Description and Access</td>
<td>New cataloging standard, replacing AACR2. RDA is based on the FRBR (functional requirements for bibliographic records) and FRAD (functional requirements for authority data) concept models.</td>
</tr>
<tr>
<td></td>
<td>REFORMA</td>
<td>National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking - <em>an ALA affiliate</em></td>
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<tr>
<td></td>
<td>RESC</td>
<td>Regional Educational Service Center</td>
<td>Department of Education resource center to serve the needs of Connecticut's school districts</td>
</tr>
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<td></td>
<td>RFID</td>
<td>Radio Frequency Identification</td>
<td>A technology that uses radio waves to automatically identify people or objects, e.g., by embedding a barcode or unique ID in a tag that transmits the information to a reader which in turn is connected to a network.</td>
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<td></td>
<td>RUSA</td>
<td>Reference and User Services Association - <em>a division of ALA</em></td>
<td></td>
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<tr>
<td></td>
<td>SCSU</td>
<td>Southern Connecticut State University</td>
<td>Offers the only ALA-accredited MLS program in the state.</td>
</tr>
<tr>
<td></td>
<td>SDE</td>
<td>State Department of Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SECONN</td>
<td>Southeast CT Libraries Network</td>
<td>A network of libraries in south eastern Connecticut using a shared integrated library system.</td>
</tr>
<tr>
<td></td>
<td>SLA</td>
<td>Special Libraries Association</td>
<td>A national association of librarians who work in special libraries. There are two chapters in Connecticut: Fairfield County and Connecticut Valley. Sponsors meetings, workshops, and an annual conference.</td>
</tr>
<tr>
<td></td>
<td>SLB</td>
<td><em>(Connecticut) State Library Board</em></td>
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</tr>
</tbody>
</table>
A Checklist of Public Library Statistics

What to Compile and Why

Included here is a list of possible statistics that can be tracked by libraries, with reasons why librarians might want to track them. Not all these statistics are useful for every library. In general, libraries should use statistics to:

- Understand the community the library serves
- Evaluate the library’s efficiency and effectiveness
- Identify trends in library service
- Compare with other similar libraries
- Compare with state-wide or national averages
- Help in advocating for the library

Be aware, however, that the value of libraries CANNOT always be measured with numbers. If you are going to use statistics to advocate for your library, recognize that there are many other important contributions your library makes to its community that are better told in stories, anecdotes, and testimonials.

This is a work-in-progress, last updated August 2016. If you have suggestions or corrections, contact Tom Newman, CT State Library Data Coordinator, tom.newman@ct.gov.
Community Statistics (use Census and other statistical resources):

1. Size and makeup of the community served
2. Relative wealth and income distribution of community served
3. Age and Educational makeup of community served
4. Identify Immigrant communities and Non-English speakers

Library Use & Service Measures:

5. Circulation
   a. Total & Total per capita
      i. Study trends over time
      ii. Is there a correlation with changes in materials expenditure, hours open?
   b. Adult & Adult's % of total circulation
      i. Study trends over time
      ii. Is this becoming a bigger or smaller % of total circulation?
   c. Juvenile & Juvenile's % of total circulation
      i. Study trends over time
      ii. Is this becoming a bigger or smaller % of total circulation?
   d. YA & YA's % of total circulation
      i. Study trends over time
      ii. Is this becoming a bigger or smaller % of total circulation?
   e. Print, Audio, Video, etc . & their % of total circulation
      i. Study trends over time
      ii. Are each of these becoming a bigger or smaller % of total circulation?
      iii. Are there correlations with their expenditures?
   f. Electronic Items (Ebook, downloadable audio and video) & their % of total circulation
      i. Trending upwards along with more acquisition?
      ii. If your library provides this service via a shared resource, is your circulation high compared to other libraries – if not, why not? – if so, should you purchase your own?
   g. Average Circulation per Hour -Total Circulation divided by number of hours open
      i. A measure of how busy your library is - is the trend upwards?
      ii. High figures (compared to other libraries) might indicate your library needs to be open more hours.
      iii. Circulation per hour for specific time periods (times of day, days of week, months of year) could help determine if hours need to be changed.
   h. In-house circulation (if applicable)
      i. Non-resident circulation (CCard loans)
         i. Is it a significant part of your circulation?
         ii. Is there an increasing or decreasing trend over time?
   j. Resident circulation in other towns (CCard Borrows – from data obtained from State Library)
      i. Is this increasing over time? Are you losing customers or bringing them back?
ii. What libraries are your residents using? Are they just bigger libraries or are they just convenient for your residents to reach?

6. **Library Visits** *(using a reliable people counter, year-round)*
   a. **Total & Total per capita**
      i. For identifying year to year, month to month trends – upwards?
      ii. For identifying daily and weekly use patterns to help determine staffing needs. Do your staffing levels match your busy visit periods?
   
   b. **Average Visits per Hour** - Total Visits divided by number of hours open
      i. A measure of how busy your library is - is the trend upwards?
      ii. High figures (compared to other libraries) might indicate your library needs to be open more hours.
      iii. Visits per hour for specific time periods (times of day, days of week, and months of year) could help determine if hours need to be changed.

7. **Program Attendance**
   a. **Total & Per Capita**
      i. Trends over time upwards?
      ii. Compare to trends in program expenditures – both going up?
   
   b. **Program Efficiency** *(program expenditure per attendee)*
      i. High per-attendee costs compared to other libraries (be careful since many libraries do not report expenditures by Friends groups and others, but do count the attendance for those events)
   
   c. **By Age Group**
      i. For examining programming strengths and weaknesses

8. **Use of Internet Computers and Access to the Web**
   a. **Number of internet workstations per 1000 of population**
      i. Is the trend increasing or decreasing?
      ii. Is your number typical for other libraries like yours?
   
   b. **Public Internet Sessions per day**
      i. Is the trend upward? Are you meeting demand?
      ii. Do not compare to other libraries since how libraries count sessions varies too much
   
   c. **Public Internet Users per day**
      i. More meaningful measure (if you can do it) than sessions per day since it measures how many people you are helping
      ii. Is the trend upward? Are you meeting demand?
   
   d. **Use of WIFI (if you can measure it)**
      i. Trending upward? Will you be able to meet increasing demand?

9. **Use of Databases**
   a. **Database searches, logins, and article views/downloads by town residents - for researchIT and other shared databases**
      i. Trending upwards?
      ii. How many on-site and how many remotely
      iii. Your numbers compared to other libraries (if available)
b. Database searches, logins, and article views/downloads by town residents in locally-provided databases
   i. Trending upwards?
   ii. Does cost justify use?
   iii. How many on-site and how many remotely

10. Reference Transactions
    a. Total and Total Per Capita
       i. Not for comparisons to other libraries, but for identifying trends in your library
    b. By Department
       i. Trends changing? More in Children, less in Adult?

11. Registered Users
    a. Resident users (library-card holders)
       i. Is the % of town population with library cards increasing?
       ii. Don't compare to other libraries unless you share their expiration date and purge date
    b. Non-resident users (borrowIT CT and out-of-state users)
       i. On the increase?
    c. Registered users by age group categories
       i. Any trends? Is the % of the total changing in these different age groups, more children, more older adults?
    d. Registered users by neighborhoods or other geographic features (zip code?)
       i. Are you reaching your entire community?

12. ILL Transactions
    a. "Filled" requests per 1000 population
       i. Is the trend upwards (especially with patron-generated holds)? Can your staff handle increasing work-load?
       ii. Do low numbers mean you aren't publicizing the service or you aren't allowing patron-generated holds or you have a low fill rate?
    b. Lending to other libraries
       i. Is the trend upwards (especially with patron-generated holds)? Can your staff handle increasing work-load?
    c. Unfilled requests (as a % of all requests)
       i. Trending upwards? Do you know why and can you do something about it?
    d. Out-of State requests
       i. Few or none? Is this an option for decreasing unfilled requests?

13. Web-Site Usage – "Analytics"
    a. Page Views
       i. Trending upwards?
       ii. Identify more popular pages
    b. Visits, and Unique Monthly Visitors
       i. Trending upwards?
    c. "Single Access" or "Bounce Rate" for entry web pages (the % of initial visitors who "bounce" away to a different site)
i. Should be under 50% - you want people to stay on your website, not bounce away

d. Most Common Searches
   i. Can help identify problems and successes with your web-site

e. Catalog searches
   i. Trending upwards?
   ii. Use search reports to identify catalog problems

14. Building Use
   a. Hours Open (weekly, annual)
      i. Hours per week has changed over time?
      ii. How do hours compare to other towns of similar population and wealth?
      iii. How do hours compare to other libraries with similar budgets?
   b. Meeting room use
      i. Trending upwards?
      ii. Are you meeting community demand?
      iii. Any change in % used by library vs. community in general?
   c. Study room use
      i. Is this space being used efficiently?
   d. Square footage per capita
      i. Is your library below average compared to other towns your size?
      ii. Can you use this statistic to help lobby for expanded space?

Collection Measures (to assist with collection evaluation):

15. Acquisition Reports
   a. How many items purchased and in what collection areas
   b. Do acquisitions reflect Collection Development policies and priorities?

16. Dusty Book Reports
   a. To identify non-circulating material
   b. Primary tool for weeding collections

17. Age of Collection Reports (examine each part of the collection)
   a. To identify areas needing weeding and/or additional purchasing

18. Turnover Rates for various parts of the collection (i.e. Circulation divided by Collection size)
   a. Do you have parts of your collection that are heavily used and therefore have a high turnover rate?
   b. To identify where additional purchasing may be necessary

19. Percentage of items circulating at a particular time
   a. Use with Turnover Rate
   b. Does a particular part of the collection have a large % of its items in circulation?
   c. High turnover and high % means this collection needs more resources
   d. High turnover and low % may mean this collection needs more weeding

20. Percentage of collection that is Juvenile, YA, Adult
   a. Is the makeup of your collection changing over time?
b. Is this change part of a plan? Should you re-think your funding allocations if some parts of the collection are inadvertently growing larger at the expense of other collections?
c. Are you adjusting your materials purchasing in response to increased turnover, or are you just accepting the status quo each year in your purchasing?

21. Percentage of collection that is Print, Audio, Video, Other
   a. Is the makeup of your collection changing over time?
   b. Is this change part of a plan? Should you re-think your funding allocations if some parts of the collection are inadvertently growing larger at the expense of other collections?
   c. Are you adjusting your materials purchasing in response to increased turnover, or are you just accepting the status quo each year in your purchasing?

22. Percentage of collection that is electronic (e-book and digital audio)
   a. How is this trending over time?
   b. Is the turnover sufficient to suggest purchasing more electronic material, and if not, is it because you aren't getting the word out?

23. Percentage of collection that is shared (e.g. digital books shared with network) vs. not-shared
   a. How is this trending over time?
   b. Is this the most cost-efficient alternative which still satisfies your user demand?
   c. In shared collections, what is your circulation vs. other libraries in the group – are you helping pay for a service that other libraries are using more?

24. Databases available
   a. What is the number of different databases you provide users via researchIT CT, locally, or by other means?
   b. Are other similar libraries offering more?

Income and Expenditures:

25. Operating Income - % coming from the town, % coming from other sources (gifts, donations, endowments, fees, etc.)
   a. Where does your income come from?
   b. How does this make your library different than other towns? Be aware of differences when comparing town support.
   c. Is your town/city providing services that aren't reflected in your budget and/or reported as expenditures? If yes, then be careful when comparing your library budget to other towns that do not enjoy this unreported income/expenditure. If not, be careful comparing with towns that do enjoy this.

26. Operating Income Per Capita (adjusted for inflation)
   a. How does it differ from other towns with similar wealth and population?
   b. How does it differ from state average?
   c. How is this trending over the years? Be sure to adjust for inflation to get an accurate picture of trends over time.

27. Percentage of Municipal Revenue that goes towards the Operating Expenditures of the Library
a. This helps measure the town/city commitment to the library. A library may suffer from a low tax base and have limited funds for town services, but to also commit a smaller % of those town funds to the library than other towns is an indication of low town commitment.

b. This statistic is meaningful only for libraries that get nearly all their funding from their municipality.

c. How is this trending? If downward, this is bad.

d. Is the percentage lower than libraries in similar towns that also get nearly all their funding from the town/city?

28. Community Commitment Index – a measure of a community's financial commitment to the Library, regardless of income source

a. Take your Total Operating Expenditures and determine what percentage of the Total Town Tax Revenue that represents? (i.e. Library operating expenditures divided by the Total Municipal Revenue).

b. This is the best measure of a town or city's commitment to the library because (as above) it accounts for a low tax base and it measures how much of a town's resources (no matter what their source) are being committed to the library. Many poor towns commit a larger % of their resources to the library than do wealthier towns. Where does your town fare?

c. How is this trending? If downward, this is bad.

d. Is the percentage lower than libraries in towns of similar size?

29. Operating Expenditures Per Capita (same as Operating Income Per Capita, above)

30. Program Expenditures (adjusted for inflation)

a. Do increases lead to greater program attendance?

b. Is your library's program expenditure and program attendance lower than in similar towns?

c. Be careful when making comparisons to other libraries when those libraries outside organizations (e.g. Friends groups) paying directly for programming.

31. Materials Expenditures (adjusted for inflation)

a. Is the % of total operating expenditures spent on materials high compared to similar libraries? Normally, the higher the better.

b. Is the trend upwards or downwards?

c. Do overall materials expenditure increases lead to higher circulation? Do decreases lead to lower circulation?

d. Do increased materials expenditures in certain collection areas lead to more circulation in those areas?

e. Do you know what % of your materials expenditures are going to Juvenile, YA, Adult? Is this part of a plan?

f. Do you know what % of your materials expenditures are going to Print, Video, Audio, Electronic? Is this part of a plan?

32. Salaries Expenditures (adjusted for inflation)

a. What percentage of total operating expenditures goes to salaries? Is this trending higher or lower? If the trend is downwards, is it because of salary reductions, reduction in staff, or just greater productivity?
b. How is this trending as compared to trends in the number of hours open, to circulation, to visits, etc.? Are you doing more for less over time? Or are library services suffering as staffing expenditures decline?

**Personnel**

33. **Full-time Equivalent Employees – Both for Professional, and All FTEs**
   a. Has the Total FTE been changing over time? Does the change correlate to changes in open library hours or other changes in services? Are you doing more with less, more with more, less with less, or less with more?
   b. Has the mix of Professional vs. Other staff changed over time?
   c. Does your library have less professional staff than other similar libraries?

34. **Number of Part-Time vs. Full-Time Employees**
   a. Is this changing over time? Is this for fiscal reasons or in response to service needs?

35. **FTEs per 1000 of population served**
   a. What is this figure's trend?
   b. Is this figure falling just because your town's population is increasing or also because of staff reductions?
   c. How does this figure compare with other similar libraries?

36. **Volunteer hours**
   a. How is this trending over time?
   b. How does it compare to trends in FTE?
   c. How does it compare with other similar libraries? More volunteers are often found in libraries with active recruitment and training programs for volunteers.
Connecticut Public Libraries:
A Quick Guide to Governance, Laws, and Eligibility

<table>
<thead>
<tr>
<th>Definition of a Public Library (requirement to receive state funds)</th>
<th>Municipal, Principal Public Library</th>
<th>Municipal, Non-Principal Public Library</th>
<th>Association, Principal Public Library</th>
<th>Association, Non-Principal Public Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Public library&quot; means a library that serves its residents through its outlet or outlets without charging a borrower's card fee and which receives its financial support in whole or in part from local tax funds.</td>
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<td>Sec. 11-24a (a)(2)</td>
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<tr>
<td>Definition of a Public Library (using federal “Public Libraries Survey” definition)</td>
<td>A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: 1. An organized collection of printed or other library materials, or a combination thereof; 2. Paid staff; 3. An established schedule in which services of the staff are available to the public; 4. The facilities necessary to support such a collection, staff, and schedule; and 5. Is supported in whole or in part with public funds.</td>
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<td>Organized as...</td>
<td>A department of a municipal government</td>
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<td>A 501-C3, non-profit organization</td>
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<td>Designated as...</td>
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<td>Governance</td>
<td>Governed by a Board of Trustees or by official(s) in the municipal government.</td>
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<td>Board of Trustees</td>
<td>When there is one, it can be elected, appointed or have both, and it can govern the library or just be an advisory Board.</td>
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<td>By-Laws</td>
<td>Required where Boards exist</td>
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<td>Required</td>
</tr>
<tr>
<td>Ownership of Library Building</td>
<td>Municipal, Principal Public Library</td>
<td>Municipal, Non-Principal Public Library</td>
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</tr>
<tr>
<td>Freedom of Information Laws</td>
<td>Must abide by FOI Laws (see Sec. 1-200)</td>
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</tr>
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<td>Confidentiality Laws</td>
<td>Must abide by these laws (see Sec. 11-25)</td>
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</tr>
<tr>
<td>Records Retention for Libraries</td>
<td>Must follow Schedule M-11 as well as other municipal retention requirements</td>
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<td>Not specifically mentioned, but may be required to follow municipal retention requirements</td>
</tr>
<tr>
<td>Voter Registration</td>
<td>Required (see Sec. 9-23n)</td>
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<td>Required (see Sec. 9-23n)</td>
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</tr>
<tr>
<td>Americans with Disabilities Act (ADA)</td>
<td>Title II of the law applies</td>
<td>Title II of the law applies</td>
<td>Title III of the law applies</td>
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</tr>
<tr>
<td>Annual Report to the State Library</td>
<td>Required (see Sec. 11-25 (a) ) to receive any state funds</td>
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</tr>
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<td>State Aid Grants</td>
<td>Eligible if library services are free (see Sec. 11-24b (a)(6) for detail) and participate in Connecticard</td>
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<td>Construction Grants</td>
<td>Eligible (see Sec. 11-24c), see Guidelines for rules</td>
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Freedom of Information

Sec. 1-200. (Formerly Sec. 1-18a). Definitions. As used in this chapter, the following words and phrases shall have the following meanings, except where such terms are used in a context which clearly indicates the contrary:

(1) “Public agency’ or “agency” means:
(A) Any executive, administrative or legislative office of the state or any political subdivision of the state and any state or town agency, any department, institution, bureau, board, commission, authority or official of the state or of any city, town, borough, municipal corporation, school district, regional district or other district or other political subdivision of the state, including any committee of, or created by, any such office, subdivision, agency, department, institution, bureau, board, commission, authority or official, and also includes any judicial office, official, or body or committee thereof but only with respect to its or their administrative functions, and for purposes of this subparagraph, “judicial office” includes, but is not limited to, the Division of Public Defender Services;

(B) Any person to the extent such person is deemed to be the functional equivalent of a public agency pursuant to law; or

(C) Any “implementing agency”, as defined in section 32-222.

(2) “Meeting” means any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum of a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power. “Meeting” does not include: Any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. A quorum of the members of a public agency who are present at any event which has been noticed and conducted as a meeting of another public agency under the provisions of the Freedom of Information Act shall not be deemed to be holding a meeting of the public agency of which they are members as a result of their presence at such event.

(3) “Caucus” means (A) a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision, or (B) the members of a multimember public agency, which members constitute a majority of the membership of the agency, or the other members of the agency who constitute a minority of the membership of the agency, who register their intention to be considered a majority caucus or minority caucus, as the case may be, for the purposes of the Freedom of Information Act, provided (i) the registration is made with the office of the Secretary of the State for any such public agency of the state, in the office of the clerk of a political subdivision of the state for any public agency of a political subdivision of the state, or in the office of the clerk of each municipal member of any multitown district or agency, (ii) no member is registered in more than one caucus at any one time, (iii) no such member’s registration is rescinded during the member’s remaining term of office, and (iv) a member may remain a registered member of the majority caucus or minority caucus regardless of whether the member changes his or her party affiliation under chapter 143.
(4) “Person” means natural person, partnership, corporation, limited liability company, association or society.

(5) “Public records or files” means any recorded data or information relating to the conduct of the public’s business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any other method.

(6) “Executive sessions” means a meeting of a public agency at which the public is excluded for one or more of the following purposes: (A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting; (B) strategy and negotiations with respect to pending claims or pending litigation to which the public agency or a member thereof, because of the member’s conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled; (C) matters concerning security strategy or the deployment of security personnel, or devices affecting public security; (D) discussion of the selection of a site or the lease, sale or purchase of real estate by the state or a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price of such site, lease, sale, purchase or construction until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and (E) discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-210.

(7) “Personnel search committee” means a body appointed by a public agency, whose sole purpose is to recommend to the appointing agency a candidate or candidates for an executive-level employment position. Members of a “personnel search committee” shall not be considered in determining whether there is a quorum of the appointing or any other public agency.

(8) “Pending claim” means a written notice to an agency which sets forth a demand for legal relief or which asserts a legal right stating the intention to institute an action in an appropriate forum if such relief or right is not granted.

(9) “Pending litigation” means (A) a written notice to an agency which sets forth a demand for legal relief or which asserts a legal right stating the intention to institute an action before a court if such relief or right is not granted by the agency; (B) the service of a complaint against an agency returnable to a court which seeks to enforce or implement legal relief or a legal right; or (C) the agency’s consideration of action to enforce or implement legal relief or a legal right.

(10) “Freedom of Information Act” means this chapter.
(11) “Governmental function” means the administration or management of a program of a public agency, which program has been authorized by law to be administered or managed by a person, where (A) the person receives funding from the public agency for administering or managing the program, (B) the public agency is involved in or regulates to a significant extent such person’s administration or management of the program, whether or not such involvement or regulation is direct, pervasive, continuous or day-to-day, and (C) the person participates in the formulation of governmental policies or decisions in connection with the administration or management of the program and such policies or decisions bind the public agency. “Governmental function” shall not include the mere provision of goods or services to a public agency without the delegated responsibility to administer or manage a program of a public agency.

Sec. 1-210. (Formerly Sec. 1-19). Access to public records. Exempt records. (a) Except as otherwise provided by any federal law or state statute, all records maintained or kept on file by any public agency, whether or not such records are required by any law or by any rule or regulation, shall be public records and every person shall have the right to (1) inspect such records promptly during regular office or business hours, (2) copy such records in accordance with subsection (g) of section 1-212, or (3) receive a copy of such records in accordance with section 1-212. Any agency rule or regulation, or part thereof, that conflicts with the provisions of this subsection or diminishes in any way the rights granted by this subsection shall be void. Each such agency shall keep and maintain all public records in its custody at its regular office or place of business in an accessible place and, if there is no such office or place of business, the public records pertaining to such agency shall be kept in the office of the clerk of the political subdivision in which such public agency is located or of the Secretary of the State, as the case may be. Any certified record hereunder attested as a true copy by the clerk, chief or deputy of such agency or by such other person designated or empowered by law to so act, shall be competent evidence in any court of this state of the facts contained therein.

(b) Nothing in the Freedom of Information Act shall be construed to require disclosure of:

(1) Preliminary drafts or notes provided the public agency has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure;

(2) Personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy;

(3) Records of law enforcement agencies not otherwise available to the public which records were compiled in connection with the detection or investigation of crime, if the disclosure of said records would not be in the public interest because it would result in the disclosure of (A) the identity of informants not otherwise known or the identity of witnesses not otherwise known whose safety would be endangered or who would be subject to threat or intimidation if their identity was made known, (B) the identity of minor witnesses, (C) signed statements of witnesses, (D) information to be used in a prospective law enforcement action if prejudicial to such action, (E) investigatory techniques not otherwise known to the general public, (F) arrest records of a juvenile, which shall also include any investigatory files, concerning the arrest of such juvenile, compiled for law enforcement purposes, (G) the name and address of the victim
of a sexual assault under section 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a, voyeurism under section 53a-189a, or injury or risk of injury, or impairing of morals under section 53-21, or of an attempt thereof, or (H) uncorroborated allegations subject to destruction pursuant to section 1-216;

(4) Records pertaining to strategy and negotiations with respect to pending claims or pending litigation to which the public agency is a party until such litigation or claim has been finally adjudicated or otherwise settled;

(5) (A) Trade secrets, which for purposes of the Freedom of Information Act, are defined as information, including formulas, patterns, compilations, programs, devices, methods, techniques, processes, drawings, cost data, customer lists, film or television scripts or detailed production budgets that (i) derive independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from their disclosure or use, and (ii) are the subject of efforts that are reasonable under the circumstances to maintain secrecy; and

(B) Commercial or financial information given in confidence, not required by statute;

(6) Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations;

(7) The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated or abandoned, provided the law of eminent domain shall not be affected by this provision;

(8) Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with such licensing agency to establish the applicant's personal qualification for the license, certificate or permit applied for;

(9) Records, reports and statements of strategy or negotiations with respect to collective bargaining;

(10) Records, tax returns, reports and statements exempted by federal law or the general statutes or communications privileged by the attorney-client relationship, marital relationship, clergy-penitent relationship, doctor-patient relationship, therapist-patient relationship or any other privilege established by the common law or the general statutes, including any such records, tax returns, reports or communications that were created or made prior to the establishment of the applicable privilege under the common law or the general statutes;

(11) Names or addresses of students enrolled in any public school or college without the consent of each student whose name or address is to be disclosed who is eighteen years of age or older and a parent or guardian of each such student who is younger than eighteen years of age, provided this subdivision shall not be construed as prohibiting the disclosure of
the names or addresses of students enrolled in any public school in a regional school district to the board of selectmen or town board of finance, as the case may be, of the town wherein the student resides for the purpose of verifying tuition payments made to such school;

(12) Any information obtained by the use of illegal means;

(13) Records of an investigation or the name of an employee providing information under the provisions of section 4-61dd or sections 4-276 to 4-280, inclusive;

(14) Adoption records and information provided for in sections 45a-746, 45a-750 and 45a-751;

(15) Any page of a primary petition, nominating petition, referendum petition or petition for a town meeting submitted under any provision of the general statutes or of any special act, municipal charter or ordinance, until the required processing and certification of such page has been completed by the official or officials charged with such duty after which time disclosure of such page shall be required;

(16) Records of complaints, including information compiled in the investigation thereof, brought to a municipal health authority pursuant to chapter 368e or a district department of health pursuant to chapter 368f, until such time as the investigation is concluded or thirty days from the date of receipt of the complaint, whichever occurs first;

(17) Educational records which are not subject to disclosure under the Family Educational Rights and Privacy Act, 20 USC 1232g;

(18) Records, the disclosure of which the Commissioner of Correction, or as it applies to Whiting Forensic Division facilities of the Connecticut Valley Hospital, the Commissioner of Mental Health and Addiction Services, has reasonable grounds to believe may result in a safety risk, including the risk of harm to any person or the risk of an escape from, or a disorder in, a correctional institution or facility under the supervision of the Department of Correction or Whiting Forensic Division facilities. Such records shall include, but are not limited to:

(A) Security manuals, including emergency plans contained or referred to in such security manuals;

(B) Engineering and architectural drawings of correctional institutions or facilities or Whiting Forensic Division facilities;

(C) Operational specifications of security systems utilized by the Department of Correction at any correctional institution or facility or Whiting Forensic Division facilities, except that a general description of any such security system and the cost and quality of such system may be disclosed;

(D) Training manuals prepared for correctional institutions and facilities or Whiting Forensic Division facilities that describe, in any manner, security procedures, emergency plans or security equipment;
(E) Internal security audits of correctional institutions and facilities or Whiting Forensic Division facilities;

(F) Minutes or recordings of staff meetings of the Department of Correction or Whiting Forensic Division facilities, or portions of such minutes or recordings, that contain or reveal information relating to security or other records otherwise exempt from disclosure under this subdivision;

(G) Logs or other documents that contain information on the movement or assignment of inmates or staff at correctional institutions or facilities; and

(H) Records that contain information on contacts between inmates, as defined in section 18-84, and law enforcement officers;

(19) Records when there are reasonable grounds to believe disclosure may result in a safety risk, including the risk of harm to any person, any government-owned or leased institution or facility or any fixture or appurtenance and equipment attached to, or contained in, such institution or facility, except that such records shall be disclosed to a law enforcement agency upon the request of the law enforcement agency. Such reasonable grounds shall be determined (A) (i) by the Commissioner of Administrative Services, after consultation with the chief executive officer of an executive branch state agency, with respect to records concerning such agency; and (ii) by the Commissioner of Emergency Services and Public Protection, after consultation with the chief executive officer of a municipal, district or regional agency, with respect to records concerning such agency; (B) by the Chief Court Administrator with respect to records concerning the Judicial Department; and (C) by the executive director of the Joint Committee on Legislative Management, with respect to records concerning the Legislative Department. As used in this section, "government-owned or leased institution or facility" includes, but is not limited to, a institution or facility owned or leased by a public service company, as defined in section 16-1, other than a water company, as defined in section 25-32a, a certified telecommunications provider, as defined in section 16-1, or a municipal utility that furnishes electric or gas service, but does not include an institution or facility owned or leased by the federal government, and "chief executive officer" includes, but is not limited to, an agency head, department head, executive director or chief executive officer. Such records include, but are not limited to:

(i) Security manuals or reports;

(ii) Engineering and architectural drawings of government-owned or leased institutions or facilities;

(iii) Operational specifications of security systems utilized at any government-owned or leased institution or facility, except that a general description of any such security system and the cost and quality of such system may be disclosed;

(iv) Training manuals prepared for government-owned or leased institutions or facilities that describe, in any manner, security procedures, emergency plans or security equipment;
(v) Internal security audits of government-owned or leased institutions or facilities;

(vi) Minutes or records of meetings, or portions of such minutes or records, that contain or reveal information relating to security or other records otherwise exempt from disclosure under this subdivision;

(vii) Logs or other documents that contain information on the movement or assignment of security personnel; and

(viii) Emergency plans and emergency preparedness, response, recovery and mitigation plans, including plans provided by a person to a state agency or a local emergency management agency or official.

(20) Records of standards, procedures, processes, software and codes, not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system;

(21) The residential, work or school address of any participant in the address confidentiality program established pursuant to sections 54-240 to 54-240o, inclusive;

(22) The electronic mail address of any person that is obtained by the Department of Transportation in connection with the implementation or administration of any plan to inform individuals about significant highway or railway incidents;

(23) The name or address of any minor enrolled in any parks and recreation program administered or sponsored by any public agency;

(24) Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file;

(25) The name, address, telephone number or electronic mail address of any person enrolled in any senior center program or any member of a senior center administered or sponsored by any public agency;

(26) All records obtained during the course of inspection, investigation, examination and audit activities of an institution, as defined in section 19a-490, that are confidential pursuant to a contract between the Department of Public Health and the United States Department of Health and Human Services relating to the Medicare and Medicaid programs;

(27) Any record created by a law enforcement agency or other federal, state, or municipal governmental agency consisting of a photograph, film, video or digital or other visual image
de picturing the victim of a homicide, to the extent that such record could reasonably be expected

to constitute an unwarranted invasion of the personal privacy of the victim or the victim's

surviving family members;

(28) Any documentation provided to or obtained by an executive branch agency, including
documentation provided or obtained prior to May 25, 2016, relating to claims of faulty or failing
concrete foundations in residential buildings by the owners of such residential buildings, and
documents prepared by an executive branch agency relating to such documentation, for seven
years after the date of receipt of the documentation or seven years after May 25, 2016,
whichever is later.

(c) Whenever a public agency receives a request from any person confined in a correctional
institution or facility or a Whiting Forensic Division facility, for disclosure of any public record
under the Freedom of Information Act, the public agency shall promptly notify the
Commissioner of Correction or the Commissioner of Mental Health and Addiction Services in
the case of a person confined in a Whiting Forensic Division facility of such request, in the
manner prescribed by the commissioner, before complying with the request as required by the
Freedom of Information Act. If the commissioner believes the requested record is exempt from
disclosure pursuant to subdivision (18) of subsection (b) of this section, the commissioner may
withhold such record from such person when the record is delivered to the person’s
correctional institution or facility or Whiting Forensic Division facility.

(d) Whenever a public agency, except the Judicial Department or Legislative Department,
receives a request from any person for disclosure of any records described in subdivision (19)
of subsection (b) of this section under the Freedom of Information Act, the public agency shall
promptly notify the Commissioner of Administrative Services or the Commissioner of
Emergency Services and Public Protection, as applicable, of such request, in the manner
prescribed by such commissioner, before complying with the request as required by the
Freedom of Information Act. If the commissioner, after consultation with the chief executive
officer of the applicable agency, believes the requested record is exempt from disclosure
pursuant to subdivision (19) of subsection (b) of this section, the commissioner may direct the
agency to withhold such record from such person. In any appeal brought under the provisions
of section 1-206 of the Freedom of Information Act for denial of access to records for any of
the reasons described in subdivision (19) of subsection (b) of this section, such appeal shall be
against the chief executive officer of the executive branch state agency or the municipal,
district or regional agency that issued the directive to withhold such record pursuant to
subdivision (19) of subsection (b) of this section, exclusively, or, in the case of records
concerning Judicial Department facilities, the Chief Court Administrator or, in the case of
records concerning the Legislative Department, the executive director of the Joint Committee
on Legislative Management.

(e) Notwithstanding the provisions of subdivisions (1) and (16) of subsection (b) of this section,
disclosure shall be required of:

(1) Interagency or intra-agency memoranda or letters, advisory opinions, recommendations or
any report comprising part of the process by which governmental decisions and policies are
formulated, except disclosure shall not be required of a preliminary draft of a memorandum, prepared by a member of the staff of a public agency, which is subject to revision prior to submission to or discussion among the members of such agency;

(2) All records of investigation conducted with respect to any tenement house, lodging house or boarding house as defined in section 19a-355, or any nursing home, residential care home or rest home, as defined in section 19a-490, by any municipal building department or housing code inspection department, any local or district health department, or any other department charged with the enforcement of ordinances or laws regulating the erection, construction, alteration, maintenance, sanitation, ventilation or occupancy of such buildings; and

(3) The names of firms obtaining bid documents from any state agency.

Sec. 1-211. (Formerly Sec. 1-19a). Disclosure of computer-stored public records. Contracts. Acquisition of system, equipment, software to store or retrieve nonexempt public records. (a) Any public agency which maintains public records in a computer storage system shall provide, to any person making a request pursuant to the Freedom of Information Act, a copy of any nonexempt data contained in such records, properly identified, on paper, disk, tape or any other electronic storage device or medium requested by the person, including an electronic copy sent to the electronic mail address of the person making such request, if the agency can reasonably make any such copy or have any such copy made. Except as otherwise provided by state statute, the cost for providing a copy of such data shall be in accordance with the provisions of section 1-212.

(b) Except as otherwise provided by state statute, no public agency shall enter into a contract with, or otherwise obligate itself to, any person if such contract or obligation impairs the right of the public under the Freedom of Information Act to inspect or copy the agency's nonexempt public records existing on-line in, or stored on a device or medium used in connection with, a computer system owned, leased or otherwise used by the agency in the course of its governmental functions.

(c) On and after July 1, 1992, before any public agency acquires any computer system, equipment or software to store or retrieve nonexempt public records, it shall consider whether such proposed system, equipment or software adequately provides for the rights of the public under the Freedom of Information Act at the least cost possible to the agency and to persons entitled to access to nonexempt public records under the Freedom of Information Act. In meeting its obligations under this subsection, each state public agency shall consult with the Department of Administrative Services as part of the agency's design analysis prior to acquiring any such computer system, equipment or software. The Department of Administrative Services shall adopt written guidelines to assist municipal agencies in carrying out the purposes of this subsection. Nothing in this subsection shall require an agency to consult with said department prior to acquiring a system, equipment or software or modifying software, if such acquisition or modification is consistent with a design analysis for which such agency has previously consulted with said department. The Department of Administrative Services shall consult with the Freedom of Information Commission on matters relating to access to and disclosure of public records for the purposes of this subsection. The provisions
of this subsection shall not apply to software modifications which would not affect the rights of the public under the Freedom of Information Act.

### Legislative Acts and Documents to Public Libraries

Sec. 3-86. Legislative acts and documents to each free public library. The Secretary may send a copy of the laws passed by the General Assembly at each session, together with the legislative documents and journals, to each free public library which desires them.

### Educational Technology

Sec. 4d-80. Commission for Educational Technology.

(a) There is established a Commission for Educational Technology within the Department of Administrative Services. The commission shall consist of the following members or their designees: (1) The Secretary of the Office of Policy and Management, the Commissioner of Administrative Services, the Commissioner of Education, the Commissioner of Economic and Community Development, the president of The University of Connecticut and the president of the Connecticut State Colleges and Universities, the State Librarian and the Consumer Counsel, (2) one member each representing the Connecticut Conference of Independent Colleges, the Connecticut Association of Boards of Education, the Connecticut Conference of Municipalities, the Connecticut Council of Small Towns and the Connecticut Library Association, (3) four members who represent business or have expertise in information technology, two of whom shall be appointed by the Governor, one of whom shall be appointed by the speaker of the House of Representatives and one of whom shall be appointed by the president pro tempore of the Senate, (4) one member who is a chief elected official of a municipality, who shall be appointed by the minority leader of the Senate, and (5) one member who is a representative of small business who shall be appointed by the minority leader of the House of Representatives. The commission shall convene a meeting at least once during each calendar quarter.

(b) The Governor shall appoint a chairperson from among the members of the commission or their designees. Subject to the provisions of chapter 67, and within available appropriations, the commission may appoint an executive director and such other employees as may be necessary for the discharge of the duties of the commission. Notwithstanding any provision of the general statutes, the executive director shall have the option to elect participation in the state employees retirement system, or the alternate retirement program established for eligible employees in higher education or the teachers' retirement system.

(c) The commission shall:

(1) Be the principal educational technology policy advisor for state government;

(2) Develop, oversee and direct the attainment of state-wide technology goals including:
(A) Connecting all institutions of higher education, libraries, public elementary and secondary schools, regional educational service centers and other parties through a state-wide high speed, flexible network that will allow for video, voice and data transmission;

(B) Wiring all school classrooms and connecting them to the Internet and to the state-wide high speed network through wired, wireless, or any other digital transmission technology providing high speed connectivity;

(C) Providing access for all public schools, public libraries and libraries at institutions of higher education to a core set of on-line full text resources and to the ability to purchase collaboratively for other collections in order to maximize buying power;

(D) Ensuring, in cooperation with the State Board of Education, competency in computing skills by the sixth grade for all students;

(E) Ensuring competency in specific computing skills and the integration of technology into the curriculum for all public school teachers;

(F) Ensuring that institutions of higher education offer a wide range of course and degree programs via the Internet and through other synchronous and asynchronous methods;

(3) Coordinate the activities of all state agencies, educational institutions and other parties involved in the creation and management of a reliable and secure network that will offer connectivity and allow for the transmission of video, voice and data transmission to every library, school, regional educational service center and institution of higher education;

(4) Be the liaison between the Governor and the General Assembly and local, state and federal organizations and entities with respect to educational technology matters;

(5) Develop and maintain a long-range plan and make related recommendations for the coordination of educational technology. The plan shall (A) establish clear goals and a strategy for using telecommunications and information technology to improve education, (B) include a professional development strategy to ensure that teachers and faculty know how to use the new technologies to improve education, (C) include an assessment of the telecommunications, hardware, software and other services that will be needed to improve education, and (D) include an evaluation process that monitors progress towards the specified goals;

(6) Measure the availability and usage of Internet access sites available to the public, including, but not limited to, those maintained by state and local government agencies, libraries, schools, institutions of higher education, nonprofit organizations, businesses and other organizations and recommend strategies for reducing the disparities in Internet accessibility and usage across the state and among all potential users;

(7) Establish methods and procedures to ensure the maximum involvement of members of the public, educators, librarians, representatives of higher education, the legislature and local
officials in educational technology matters and organize, as necessary, advisory boards consisting of individuals with expertise in a particular discipline significant to the work of the commission;

(8) On or before January 1, 2001, and annually thereafter, the commission shall report, in accordance with section 11-4a, on its activities, progress made in the attainment of the state-wide technology goals as outlined in the long-range plan and any recommendations to the joint standing committee of the General Assembly having cognizance of matters relating to education and appropriations and the budgets of state agencies, the State Board of Education, and the Board of Regents for Higher Education. The report shall include recommendations for adjustments to the funding formula for grants pursuant to section 10-262n if there are school districts that are at a disadvantage in terms of wiring their schools and the use of technology in their schools;

(9) Enter into such contractual agreements, in accordance with established procedures, as may be necessary to carry out the provisions of this section;

(10) Take any other action necessary to carry out the provisions of this section.

(d) The Commission for Educational Technology may request any office, department, board, commission or other agency of the state to supply such reports, information and assistance as may be necessary or appropriate in order to carry out its duties and requirements.

(e) For purposes of this section, educational technology shall include, but not be limited to: (1) Computer-assisted instruction; (2) information retrieval and data transfer; (3) telecommunications related to voice, data and video transmission of instruction related materials and courses; (4) the development and acquisition of educational software; and (5) the instructional uses of the Internet and other technologies.

Sec. 4d-81. Educational technology account. There is established an educational technology account. The Commission for Educational Technology shall deposit in said account any private donation, bequest or devise made to it to assist in the attainment of the state-wide technology goals established pursuant to subdivision (2) of subsection (c) of section 4d-80. Said account is intended to be in addition to those resources that are appropriated by the state for technology purposes. The commission shall use the resources of the account for activities related to the attainment of such goals.

Sec. 4d-81a. Grants to further the use of technology. The Department of Administrative Services may make grants to further the use of technology, including education in technology.

Sec. 4d-82. Connecticut Education Network. State-wide Universal Service Fund application. (a) The Commission for Educational Technology shall develop, with the advice and assistance of the State Board of Education, the Board of Regents for Higher Education and the Department of Administrative Services, a five-year plan for the implementation of the Connecticut Education Network to provide state-of-the-art, high-speed, reliable Internet access and video, voice and data transmissions that electronically link all educational institutions in the
state, including public and independent institutions of higher education, the state's libraries and all elementary, middle and secondary schools and other institutions including businesses, job centers and community organizations. The plan shall include the establishment of a Connecticut Digital Library as a component of the Connecticut Education Network to ensure on-line access by all students and citizens to essential library and information resources. The State Library, in conjunction with the Board of Regents for Higher Education, shall administer the Connecticut Digital Library. The Connecticut Digital Library shall provide access to available on-line electronic full-text databases, a state-wide electronic catalog and interlibrary loan system and the electronic and physical delivery of library resources. The Connecticut Digital Library shall include elements specifically designed to meet the educational and research needs of the general public, higher education students and faculty and elementary and secondary school students and teachers.

(b) The commission shall oversee the preparation and submission of a state-wide application to the federal Universal Service Fund to enhance connectivity to the Connecticut Education Network, maximize participation and grant attainment rates, and reduce overly burdensome administrative requirements which discourage local involvement. No later than the annual federal funding deadline, and for every subsequent universal service funding cycle, the commission, or its designee, shall submit a state-wide application for universal service funds. Each local and regional board of education and public library that is designated by the commission for connection to the Connecticut Education Network shall be deemed to have authorized the commission or its designee to submit an application for such funds on its behalf.

Sec. 4d-82a. Ed-Net account. (a) There is established a separate nonlapsing account within the General Fund to be known as the Ed-Net account. Any reimbursements received by the Department of Administrative Services for costs associated with the Connecticut Education Network shall be deposited in the General Fund and credited to the Ed-Net account to be used by said department to support the costs of said network.

(b) The funds made available to the Department of Administrative Services in subsection (a) of this section, for Ed-Net, may be transferred by said department to state agencies requiring funds for such purpose.

Sec. 4d-83. Technical assistance. Purchasing under state-wide contracts. The Department of Administrative Services, in consultation with the Department of Education, shall provide (1) technical assistance to local and regional boards of education and technical education and career schools to expand their educational technology capabilities, including, but not limited to, wiring, Internet connectivity and technical support, and (2) opportunities for such boards of education and schools to purchase under state-wide contracts.

Secs. 4d-84 and 4d-85. Technology standards. State-wide standard for teacher and administrator competency in the use of technology for instructional purposes. Sections 4d-84 and 4d-85 are repealed, effective July 1, 2013.

Secs. 4d-86 to 4d-89. Reserved for future use.
Municipalities
Sec. 7-148. Scope of municipal powers.

(a) Definitions. Whenever used in this section, “municipality” means any town, city or borough, consolidated town and city or consolidated town and borough.

(b) Ordinances. Powers granted to any municipality under the general statutes or by any charter or special act, unless the charter or special act provides to the contrary, shall be exercised by ordinance when the exercise of such powers has the effect of:

(c) (1)(E) Make appropriations to military organizations, hospitals, health care facilities, public health nursing organizations, nonprofit museums and libraries, organizations providing drug abuse and dependency programs and any other private organization performing a public function;

(c) (6) Public works, sewers, highways. (A) Public facilities. (i) Establish, lay out, construct, reconstruct, alter, maintain, repair, control and operate cemeteries, public burial grounds, hospitals, clinics, institutions for children and aged, infirm and chronically ill persons, bus terminals and airports and their accessories, docks, wharves, school houses, libraries, parks, playgrounds, playfields, fieldhouses, baths, bathhouses, swimming pools, gymnasiums, comfort stations, recreation places, public beaches, beach facilities, public gardens, markets, garbage and refuse disposal facilities, parking lots and other off-street parking facilities, and any and all buildings or facilities necessary or convenient for carrying on the government of the municipality;

Sec. 7-425. *(See end of section for amended versions of subdivisions (1) to (3), inclusive, and effective date.) Definitions. The following words and phrases as used in this part, except as otherwise provided, shall have the following meanings:

*(1) "Municipality" means any town, city, borough, school district, regional school district, taxing district, fire district, district department of health, probate district, housing authority, regional work force development board established under section 31-3k, regional emergency telecommunications center, tourism district established under section 10-397, flood commission or authority established by special act or regional planning agency;

*(2) “Participating municipality” means any municipality which has accepted this part, as provided in section 7-427;

*(3) “Legislative body” means, for towns having a town council, the council; for other towns, the selectmen; for cities, the common council or other similar body of officials; for boroughs, the warden and burgesses; for regional school districts, the regional board of education; for district departments of health, the board of the district; for probate districts, the judge of probate; for regional planning agencies, the regional planning board; for regional emergency telecommunications centers, a representative board; for tourism districts, the board of directors
of such tourism district; and in all other cases the body authorized by the general statutes or by special act to make ordinances for the municipality;

(4) “Retirement Commission” means the State Retirement Commission created by chapter 66;

(5) “Member” means any regular employee or elective officer receiving pay from a participating municipality, and any regular employee of a free public library that receives part or all of its income from municipal appropriation, who has been included by such municipality in the pension plan as provided in section 7-427, but shall not include any person who customarily works less than twenty hours a week if such person entered employment after September 30, 1969, any police officer or firefighter who will attain the compulsory retirement age after less than five years of continuous service in fund B, any teacher who is eligible for membership in the state teachers retirement system, any person eligible for membership in any pension system established by or under the authority of any special act or of a charter adopted under the provisions of chapter 99, or any person holding a position funded in whole or in part by the federal government as part of any public service employment program, on-the-job training program or work experience program, provided persons holding such federally funded positions on July 1, 1978, shall not be excluded from membership but may elect to receive a refund of their accumulated contributions without interest;

(6) “Pay” means the salary, wages or earnings of an employee, including any payments received pursuant to chapter 568 and the money value as determined by the Retirement Commission of any board, lodging, fuel or laundry provided for such employee by the municipality but not including any fees or allowances for expenses;

(7) “Fund” and “fund B” means the Connecticut Municipal Employees’ Retirement Fund B;

(8) “Continuous service” and “service” means active service as a member, or active service prior to becoming a member if such service (A) was in a department for which participation was subsequently accepted and not subsequently withdrawn, (B) was continuous to the date of becoming a member except service for which credit is granted pursuant to section 7-436a, and (C) would have been as a member if the department had then been participating, all subject to the provisions of section 7-434;

(9) “System” means the Old Age and Survivors Insurance System under Title II of the Social Security Act, as amended;

(10) “Social Security Act” means the Act of Congress, approved August 14, 1935, Chapter 531, 49 Stat. 620, officially cited as the Social Security Act, including regulations and requirements issued pursuant thereto, as such act has been and may from time to time be amended;

(11) “Regional emergency telecommunications center” means any entity authorized by the Department of Emergency Services and Public Protection as a public safety answering point responsible for the receipt and processing of 9-1-1 calls for at least three municipalities.

*Note: On and after January 1, 2015, subdivisions (1) to (3), inclusive, of this section, as amended by section 270 of public act 13-247, are to read as follows:

“(1) “Municipality” means any town, city, borough, school district, regional school district, taxing district, fire district, district department of health, probate district, housing authority, regional work force development board established under section 31-3k, regional emergency telecommunications center, tourism district established under section 10-397, flood commission or authority established by special act or regional council of governments;

(2) "Participating municipality" means any municipality that has accepted this part, as provided in section 7-427;

(3) “Legislative body” means, for towns having a town council, the council; for other towns, the selectmen; for cities, the common council or other similar body of officials; for boroughs, the warden and burgesses; for regional school districts, the regional board of education; for district departments of health, the board of the district; for probate districts, the judge of probate; for regional councils of governments, the council; for regional emergency telecommunications centers, a representative board; for tourism districts, the board of directors of such tourism district; and in all other cases the body authorized by the general statutes or by special act to make ordinances for the municipality."

Sec. 7-427. *(See end of section for amended version of subsection (a) and effective date.) Participation by municipalities. *(a) Any municipality except a housing authority, which is governed by subsection (b) of this section or a regional work force development board established under section 31-3k, which is governed by section 7-427a, may, by resolution passed by its legislative body and subject to such referendum as may be hereinafter provided, accept this part as to any department or departments of such municipality as may be designated therein, including elective officers if so specified, free public libraries which receive part or all of their income from municipal appropriation, and the redevelopment agency of such municipality whether or not such municipality is a member of the system, as defined in section 7-452, but such acceptance shall not repeal, amend or replace, or affect the continuance of, any pension system established in such municipality by or under the authority of any special act and all such special acts shall remain in full force and effect until repealed or amended by the General Assembly or as provided by chapter 99. The acceptance of this part as to any department or departments of a municipality shall not affect the right of such municipality to accept it in the future as to any other department or departments. In any municipality other than a district department of health, housing authority, flood commission or authority, regional planning agency or supervision district board of education, such resolution shall not take effect until it has been approved by a majority of the electors of the municipality voting thereon at the
next regular election or meeting or at a special election or meeting called for the purpose. The effective date of participation shall be at least ninety days subsequent to the receipt by the Retirement Commission of the certified copy of such resolution. The Retirement Commission shall furnish to any municipality contemplating acceptance of this part, at the expense of such municipality, an estimate of the probable cost to such municipality of such acceptance as to any department or departments thereof.

(b) Unless the board of commissioners of a housing authority votes against such participation, employees of housing authorities who are eligible under section 7-425 and who are not members of the Municipal Employees’ Retirement Fund B shall become members thereof on July 1, 1972, and membership in any other retirement fund, except the federal old age and survivors insurance, shall terminate on said date. Housing authorities whose employees are enrolled on or before May 21, 1971, in any other retirement system shall arrange for termination of such system on July 1, 1972, which arrangements shall include provision that the rights of members who retired prior to July 1, 1972, under such system shall not be affected and provision that any refunds of employee contributions made to such other retirement system shall be transferred to the Municipal Employees’ Retirement Fund B and the appropriate amount credited to the account of each transferring employee’s benefit.


*Note: On and after January 1, 2015, subsection (a) of this section, as amended by section 271 of public act 13-247, is to read as follows:

“(a) Any municipality except a housing authority, which is governed by subsection (b) of this section or a regional work force development board established under section 31-3k, which is governed by section 7-427a, may, by resolution passed by its legislative body and subject to such referendum as may be hereinafter provided, accept this part as to any department or departments of such municipality as may be designated therein, including elective officers if so specified, free public libraries which receive part or all of their income from municipal appropriation, and the redevelopment agency of such municipality whether or not such municipality is a member of the system, as defined in section 7-452, but such acceptance shall not repeal, amend or replace, or affect the continuance of, any pension system established in such municipality by or under the authority of any special act and all such special acts shall remain in full force and effect until repealed or amended by the General Assembly or as provided by chapter 99. The acceptance of this part as to any department or departments of a municipality shall not affect the right of such municipality to accept it in the future as to any other department or departments. In any municipality other than a district department of health, housing authority, flood commission or authority, regional council of governments or supervision district board of education, such resolution shall not take effect until it has been approved by a majority of the electors of the municipality voting thereon at the next regular election or meeting or at a special election or meeting called for the purpose. The effective date of participation shall be at least ninety days subsequent to the receipt by the Retirement Commission of the certified copy of such resolution. The Retirement Commission shall furnish
to any municipality contemplating acceptance of this part, at the expense of such municipality, an estimate of the probable cost to such municipality of such acceptance as to any department or departments thereof."

Voter Registration

Sec. 9-19h. Availability of admissions information and materials at certain state agencies and libraries. Application for admission through Department of Motor Vehicles. (a) The Department of Social Services, the Labor Department and the Department of Motor Vehicles shall make voter registration information and materials available to the public. Such information and materials shall be placed in public areas of the offices of such departments. The State Library and the libraries of the state's public institutions of higher education shall also make such information and materials available to users of the libraries. The Secretary of the State shall provide such departments, such libraries and any libraries open to the public with suitable nonpartisan literature, materials and voter registration application forms authorized under sections 9-23g and 9-23h. The secretary shall also provide to the Department of Social Services, the Labor Department and the Department of Motor Vehicles any furniture needed to display such literature, materials and forms.

Sec. 9-23n. Voter registration agencies. Duties.

(a) As used in this section, "voter registration agency" means (1) public assistance offices, (2) all offices in the state that provide state-funded programs primarily engaged in providing services to persons with disabilities, (3) libraries that are open to the public, and (4) such other appropriate offices as the Secretary of the State shall designate in accordance with the National Voter Registration Act of 1993, P.L. 103-31, as amended from time to time.

(b) Voter registration agencies shall (1) distribute mail voter registration application forms, (2) assist applicants for such assistance or services in completing voter registration application forms, except for applicants who refuse such assistance, (3) accept completed voter registration application forms and provide each applicant with an application receipt, on which the agency shall record the date that the agency received the application, using an official date stamp bearing the name of the agency, and (4) immediately transmit all such applications to the registrars of voters of the town of voting residence of the applicants. The agency shall provide such receipt whether the application was submitted in person or by mail. If a registration application is accepted within five days before the last day for registration to vote in a regular election, the application shall be transmitted to the registrars of voters of the town of voting residence of the applicant not later than five days after the date of acceptance. The voter registration agency shall indicate on the completed mail voter registration application form, without indicating the identity of the voter registration agency, the date of its acceptance by such agency, to ensure that any eligible applicant is registered to vote in an election if it is received by the registration agency by the last day for registration to vote in an election. If a state-funded program primarily engaged in providing services to persons with disabilities provides services to a person with a disability at the person's home, the agency shall provide such voter registration services at the person's home. The procedures in subsections (c), (d),
(f) and (g) of section 9-23g that are not inconsistent with the National Voter Registration Act of 1993, P.L. 103-31, as amended from time to time, shall apply to applications made under this section. Officials and employees of such voter registration agencies are not admitting officials, as defined in section 9-17a, and may not restore, under the provisions of section 9-46a, electoral privileges of persons convicted of a felony.

Education, Schools, and Public Libraries

Sec. 10-16q. School readiness program requirements. Per child cost limitation. Sliding fee scale. Waiver from schedule requirements. (a) Each school readiness program shall include: (1) A plan for collaboration with other community programs and services, including public libraries, and for coordination of resources in order to facilitate full-day and year-round child care and education programs for children of working parents and parents in education or training programs; (2) parent involvement, parenting education and outreach; (3) (A) record-keeping policies that require documentation of the name and address of each child's doctor, primary care provider and health insurance company and information on whether the child is immunized and has had health screens pursuant to the federal Early and Periodic Screening, Diagnostic and Treatment Services Program under 42 USC 1396d, and (B) referrals for health services, including referrals for appropriate immunizations and screenings; (4) a plan for the incorporation of appropriate preliteracy practices and teacher training in such practices; (5) nutrition services; (6) referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services; (7) admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities; (8) a plan of transition for participating children from the school readiness program to kindergarten and provide for the transfer of records from the program to the kindergarten program; (9) a plan for professional development for staff, including, but not limited to, training (A) in preliteracy skills development, and (B) designed to assure respect for racial and ethnic diversity; (10) a sliding fee scale for families participating in the program pursuant to section 17b-749d; and (11) an annual evaluation of the effectiveness of the program. On and after July 1, 2000, school readiness programs shall use the assessment measures developed pursuant to section 10-16s in conducting their annual evaluations.

Sec. 10-221g. Instructional time and facility usage assessment. Each local and regional board of education shall conduct an instructional time and facility usage assessment in order to maximize student learning and community use of facilities. For purposes of such audit, the superintendent of schools of each school district shall meet regularly with representatives from the public library and the recreation department in the town or towns that comprise the school district to coordinate the availability of facilities.

State Library

Sec. 11-1. Appointment and duties of board.
(a) The State Library Board shall consist of the Chief Justice of the Supreme Court or his designee, the Chief Court Administrator or his designee, the Commissioner of Education or his designee and five electors to be appointed by the Governor for terms of five years from July first in the year of their appointment. The terms of all members appointed prior to July 1, 1987, shall terminate on June 30, 1987. Commencing on July 1, 1987, appointments to the board shall be made as follows: Five members shall be appointed by the Governor, one of whom shall be an experienced librarian, one of whom shall be an experienced archivist and one of whom shall be an experienced museum professional; and one member each shall be appointed by the president pro tempore of the Senate, the minority leader of the Senate, the speaker of the House of Representatives and the minority leader of the House. The term of each member of the board commencing on or after July 1, 1987, shall be coterminous with the term of the appointing authority. The appointing authority shall fill any vacancy in the office of an appointed member for the unexpired portion of the term. The Chief Justice may designate any judge of the Supreme Court to serve in his place.

(b) The board may elect annually a chairman from its members to serve a term of one year from his election or until his successor is elected. The chairman shall represent the board in certifying such actions as the board may approve. The board shall provide for the supervision of the State Library by a State Librarian who shall serve as the chief administrative officer of the board and shall have administrative authority over the State Library and responsibility for its supervision.

(c) The board shall meet at least once during each calendar quarter and at such other times as the chairman deems necessary or upon the request of a majority of members in office. A majority of the members in office, but not less than four, shall constitute a quorum. Any appointed member who fails to attend three consecutive meetings or who fails to attend fifty per cent of all meetings held during any calendar year shall be deemed to have resigned from office.

(d) The State Library Board shall appoint the State Librarian. Except when specifically prohibited by the conditions, if any, upon which a gift was created or by a conditional sales agreement, the board is authorized to sell, trade or otherwise dispose of any unwanted duplicate, out-of-date or irrelevant materials within the collections of the State Library, provided that the monetary proceeds of such a transaction, if any, shall be deemed to be funds from private sources. The State Library Board is authorized to establish a nonprofit foundation for the purpose of raising funds from private sources to enhance the collections and programs of the library and the Raymond E. Baldwin Museum of Connecticut History and Heritage. All funds from private sources shall be held in the manner prescribed by sections 4-37e to 4-37j, inclusive, for use in furthering any purpose the board considers to be in harmony with the original purpose of the gift or purchase of such materials. The board shall engage in planning for state-wide library service, other than for school libraries, and for the establishment of a research center to facilitate the most effective use of materials in public, university, professional and industrial libraries and may take such action as is necessary to secure maximum state participation in federal aid for public libraries, for scholarships for students of library science and for cooperative library projects. The board may, by regulation, establish standards for principal public libraries and procedures for naming such libraries and
periodically review the same. To carry out its duties under the general statutes, the board may make contracts, subject to the approval of the Attorney General and to any appropriations made for such purpose or the availability of other public or private funds.

(e) The State Library Board shall be within the Department of Education for administrative purposes only.

(f) (1) The State Library Board shall appoint an advisory council for library planning and development. The council shall assist the board with the development of state and federal library plans, advise the board on state policies and activities for library development, cooperation among different types of libraries and use of automated communication systems to support cooperative information services and assist the board in evaluating the usefulness of such activities to residents of the state.

(2) The council shall consist of the following persons: Three public library representatives, one of whom shall be from a tax-supported public library serving a population of less than ten thousand, one of whom shall be from such a library serving a population of ten thousand or more and less than one hundred thousand and one of whom shall be from such a library serving a population of one hundred thousand or more; one representative of a cooperating library service unit; one representative of libraries which participate in shared automated library systems; one representative of the Connecticut Library Association; one special library representative; one representative from the academic library community; one representative from the school library community; one representative of institution libraries; one representative of a library serving the handicapped; one representative from the Department of Education; one representative from the Board of Regents for Higher Education; and six users of libraries represented on the council. The State Librarian shall represent the board and shall be an ex-officio, nonvoting member. The council shall designate one of its members to serve as a liaison to the board.

(3) Except for members of the council who represent state agencies, nine of the members first appointed shall serve for a term of one year, eight of such members shall serve for a term of two years and thereafter members shall serve for a term of two years. The State Library Board shall determine which of the members first appointed shall serve for a term of one year and which of such members shall serve for a term of two years. Members may serve up to two consecutive terms. After serving such terms, a member may be reappointed after a minimum of one year without service on the council. The members of the council shall receive no compensation for their services but may be reimbursed for any necessary expenses incurred in the performance of their duties.

(4) To achieve its purposes, the council may form task forces to address specific library issues. The task forces shall include representatives from the library community and users of libraries who possess expertise in the subject areas addressed by the task forces.

Sec. 11-1a. Programs of state-wide library service.
(a) The State Library Board may institute and conduct programs of state-wide library service which may include, but need not be limited to, (1) a cataloging and processing service to be available to libraries, (2) the creation and maintenance of current and retrospective union catalogs of books, union lists of serials and similar cooperative listings of library materials, (3) a program of coordinated acquisitions, storage and deposit of library materials, (4) the support and encouragement of the transfer, as loans or copies, of library materials between libraries and to nonresident library patrons, (5) the provision of suitable high-speed communications facilities, (6) the creation and maintenance of bibliographic and regional reference centers, (7) the provision of traveling collections of library materials and of book examination centers, and (8) the provision of a publicity and public relations service for libraries.

(b) The State Library Board shall create and maintain one or more library research centers which shall utilize any appropriate sources of information, both within and outside of the state, to meet the needs of those making inquiries.

(c) The State Library Board shall maintain the state's principal law library which shall be located in the State Library and Supreme Court Building. The State Library Board shall distribute state documents, statutes and public acts to the law libraries established pursuant to section 11-10b.

(d) The State Library Board shall create and maintain a library service for the blind and other persons with disabilities, as provided for in 2 USC Sections 135a, 135a-1 and 135b.

Sec. 11-1b. Regulations re state-wide library service. The State Library Board shall promulgate regulations to implement the provisions of sections 11-1a, 11-24b and 11-31a.

Sec. 11-1c. Official state archives. Appointment of State Archivist. The State Library Board shall create and maintain the official state archives. The State Librarian shall, subject to the provisions of chapter 67, appoint an assistant, who shall be the State Archivist.

Sec. 11-1d. Transferred to Chapter 185b, Part III, Sec. 10a-111a.

Sec. 11-2. Powers and duties of State Librarian. The State Library shall maintain programs for library development and reader services. The State Librarian shall be the administrative officer of the State Library and shall administer, coordinate and supervise the library. In order to carry out the duties of the State Librarian required by law, the State Librarian may enter into contracts, subject to the approval of the Attorney General and within any available appropriations or other funds available from the public or private sector. The State Librarian shall have the authority to sign contracts approved by the State Library Board in accordance with the policies established by the State Library Board. The State Librarian may appoint members of the staff of the State Library. Members of the staff of the State Library employed in positions requiring graduation from a library school shall be members of the unclassified service. The State Librarian may purchase books and other library resources for the State Library. The State Librarian is authorized and directed to distribute electronic copies of the files of each act favorably reported by any committee of the General Assembly to each high school and university in the state, upon request.
Sec. 11-2a. Receipt of federal funds. The State Librarian is empowered, subject to the provisions of the general statutes, to receive any federal funds made available to the state for purposes of programs under his jurisdiction and to expend such funds for the purpose or purposes for which they are made available. The State Treasurer shall be the custodian of such funds.


(a) Under the direction of the State Library Board, the State Librarian shall be responsible for developing and directing a records management program for the books, records, papers and documents of all state agencies within the executive department, and the books, records, papers and documents of the several towns, cities, boroughs, districts and other political subdivisions of the state, pursuant to the provisions of section 11-8a. The State Librarian shall also supervise the operation of state records centers; provide photoduplication and microfilming service and document repair and restoration service for state and local records; approve security storage facilities, within or without the state, or establish and operate such facilities within the state, for the safe storage of original public records or security copies thereof; and carry out a program for the identification and preservation of essential records of the state and of its political subdivisions. The State Librarian shall, with the approval of the State Library Board, and in accordance with the provisions of chapter 54, adopt regulations for the creation and preservation of the records of the several towns, cities, boroughs and districts of the state. Such regulations shall establish the physical characteristics required for papers, inks, typewriter ribbons, carbon papers, loose-leaf binders, photographic films or other supplies and materials, including photographic or other processes for recording documents, used in the creation of public records; and the design, construction and degree of fire resistance required for safes, cabinets, vaults and file rooms in which public records are housed. The State Librarian shall ascertain from time to time whether the provisions of the general statutes and of such regulations relating to the recording, filing, indexing, maintenance and disposition of such records are being carried out. The State Librarian may order any person having the care and custody of such records to comply with such statutes or with such regulations. The State Librarian shall send a copy of such order to the chief administrative officer of the town, city, borough or district to which the records relate. The order shall specify the time within which the order shall be complied with. In setting such time for compliance, the State Librarian shall take into consideration the availability of facilities or equipment or the need for the construction or purchase thereof. The State Librarian may cause the enforcement of any such order by application to the Superior Court, or to any judge thereof if said court is not then sitting, to issue an appropriate decree or process, which application shall be brought and the proceedings thereon conducted by the Attorney General.

(b) The State Librarian shall, subject to the provisions of chapter 67, appoint an assistant who shall be the Public Records Administrator. All powers, functions and duties assigned to the Examiner of Public Records are hereby transferred to the Public Records Administrator.

Sec. 11-9e. "Cooperating library service unit" defined. Budget recommendations.
(a) For purposes of this section and section 11-1, a "cooperating library service unit" means an organization of different types of libraries situated in a stipulated area of the state whose purpose is to improve library service through coordinated planning, resource sharing, and the development of programs too costly or impractical for a single library to maintain.

(b) The State Library Board shall include in its budget recommendations to the Governor and General Assembly such amounts as are required in the estimation of the board of the operation of the cooperating library service units to provide services pursuant to subsection (a) of this section.

Public Libraries

Sec. 11-20. Establishment. Gifts. Pensions. Any town, city, borough, fire district or incorporated school district may, by ordinance, establish a public library and may expend such sums of money as may be necessary to purchase land for a suitable site and to provide and maintain such suitable rooms or buildings as may be necessary for such library or for any library which is the property of any corporation without capital stock or for any public library established in such municipality, provided the use of such library shall be free to its inhabitants under such regulations as its trustees prescribe. Any such municipality may receive, hold and manage any devise, bequest or gift for the establishment, increase or maintenance of any such library within its limits and may retire with a pension or other reward any employee of any such library.

Sec. 11-21. Board of trustees. In the absence of any other provision therefor, the management of the public library in any municipality, fire district or incorporated school district which has established such library under the provisions of section 11-20 shall be vested in a board of trustees, consisting of a number divisible by three to be elected in the manner provided in section 9-207. Such board may make bylaws for its government and shall have exclusive right to expend all money appropriated by such municipality for any such library.

Sec. 11-22. Expenses. The officer designated by the trustees of any such library shall draw his order on the treasurer of any such municipality for such sums as may be necessary to pay the expense of such library, but such sums shall not exceed in the aggregate the amount appropriated by any such municipality for such library.

Sec. 11-23. State Librarian to advise and assist libraries. The State Librarian, with the approval of the State Library Board, shall give to communities advice and assistance in the organization, establishment and administration of free public libraries, shall extend to the free public libraries, and to the library director of any public library, aid in cataloging books and in library management.

Sec. 11-23a. Library service center in Middlesex and Windham-Tolland areas. The State Library Board shall maintain a library service center in the Middlesex County area and in the Windham-Tolland County area, to serve the public libraries and public schools in each of said areas.
Sec. 11-23b. (Formerly Sec. 10-28). Library service centers for public libraries and public schools. The State Library Board may establish and maintain library service centers to provide supplementary books and related library materials and services to public libraries and to public schools.

Sec. 11-23c. Communications grant program for schools and public libraries. There is established a grant program jointly administered by the Department of Education and the State Library to provide grants on a competitive process to schools and principal public libraries with priority given to those schools and libraries located in communities the residents of which have an average per capita income below the state average per capita income. The grant application shall include, without limitation, how the grant would be used to provide (1) public universal access to the Internet, (2) links for the transmission of information to schools, libraries and municipal government, (3) training and education in telecommunications and information technologies, and (4) effective application of information to economic, social and cultural problems and issues.

Sec. 11-24. Payments to free public libraries. Section 11-24 is repealed.


(a) As used in sections 11-24b, 11-24c and 11-31a:

(1) “Board” means the State Library Board.

(2) “Public library” means a library that serves its residents through its outlet or outlets without charging a borrower’s card fee and which receives its financial support in whole or in part from local tax funds.

(3) “Principal public library” means the public library which has been so designated by the local municipal governing board.

(4) “Local funds” means moneys received by a public library from any source, public or private, excluding state or federal grants.

(5) “General library purposes” means all functions of a public library, including the purchase of land or the construction, alteration or remodeling of buildings.

(b) A municipality may have more than one public library, but may designate only one library as its principal public library. A principal public library may be designated for more than one town if it meets conditions established and approved by the State Library Board. In any town or municipality where there are multiple libraries, there shall be a separate board or governing body and a different library director and staff for each public library. Each public library shall be a separate library facility and there shall be a separate town appropriation to each public library.
(c) Any public library not designated as a principal public library shall be a “nonprincipal public library”. A nonprincipal public library in a municipality may be eligible to receive a state grant, construction cost grant, emergency repair grant or Connecticard grant provided it meets the following conditions: There is a separate board of trustees or governing body for each such nonprincipal public library; there is a different library director and staff for each such library; there is a separate library facility; and there is a separate town appropriation to each such library.

Sec. 11-24b. State grants to principal public libraries; incentive grants.

(a) Each principal public library, as defined in section 11-24a, shall be eligible to receive a state grant in accordance with the provisions of subsections (b), (c) and (d) of this section provided the following requirements are met:

(1) An annual statistical report which includes certification that the grant, when received, shall be used for library purposes is filed with the State Library Board in such manner as the board may require. The report shall include information concerning local library governance, hours of service, type of facilities, library policies, resources, programs and services available, measurement of levels of services provided, personnel and fiscal information concerning library receipts and expenditures;

(2) Documents certifying the legal establishment of the principal public library in accordance with the provisions of section 11-20 are filed with the board;

(3) The library is a participating library in the Connecticard program established pursuant to section 11-31b;

(4) Except for the fiscal years ending June 30, 2010, to June 30, 2015, inclusive, the principal public library shall not have had the amount of its annual tax levy or appropriation reduced to an amount which is less than the average amount levied or appropriated for the library for the three fiscal years immediately preceding the year of the grant, except that if the expenditures of the library in any one year in such three-year period are unusually high as compared with expenditures in the other two years, the library may request an exception to this requirement and the board, upon review of the expenditures for that year, may grant an exception;

(5) State grant funds shall be expended within two years of the date of receipt of such funds. If the funds are not expended in that period, the library shall submit a plan to the State Librarian for the expenditure of any unspent balance;

(6) Principal public libraries shall not charge individuals residing in the town in which the library is located or the town in which the contract library is located for borrowing and lending library materials, accessing information, advice and assistance and programs and services which promote literacy; and

(7) Principal public libraries shall provide equal access to library service for all individuals and shall not discriminate upon the basis of age, race, sex, gender identity or expression, religion,
national origin, handicap or place of residency in the town in which the library is located or the town in which the contract library is located.

(b) Within the limits of amounts appropriated, the amount each principal public library shall be eligible to receive annually as a state grant shall be determined by the State Library Board as follows:

(1) Principal public libraries, as defined in section 11-24a, shall receive a base grant of one thousand two hundred dollars for each fiscal year.

(2) Of the amount appropriated for purposes of this section less the amount distributed as base grants, sixty per cent shall be set aside and paid to principal public libraries pursuant to subsection (c) of this section.

(3) Of the amount appropriated for purposes of this section less the amount distributed as base grants, forty per cent shall be set aside and paid to principal public libraries pursuant to subsection (d) of this section.

(c) The principal public library for each town shall be eligible to receive an equalization grant in an amount determined as follows:

(1) The adjusted equalized net grand list per capita, as defined in subsection (a) of section 10-261, for all towns in the state shall be ranked from highest to lowest.

(2) The adjusted equalized net grand list per capita, as ranked for all towns in the state from highest to lowest shall be divided into the following four classes: Class A, towns ranked from one to forty-two, inclusive; class B, towns ranked from forty-three to eighty-four, inclusive; class C, towns ranked from eighty-five to one hundred twenty-six, inclusive; and, class D, towns ranked from one hundred twenty-seven to one hundred sixty-nine, inclusive. Funds available for purposes of this subsection pursuant to subdivision (2) of subsection (b) of this section shall be distributed among the four classes so that principal public libraries for class B, C, and D towns, respectively, shall receive two times, three times and four times as much on a per capita basis as principal public libraries for class A towns.

(3) Grants to the principal public library for each town shall be determined as follows: Said funds available for purposes of this subsection shall be multiplied by the per cent of funds for each class to determine an appropriation per class; the appropriation per class shall be divided by the total population per class to determine an amount per capita; the grant for the principal public library for each town shall be the town’s total population multiplied by the amount per capita. For purposes of this subdivision, “total population” of a town means that enumerated in the most recent federal decennial census of population.

(d) The principal public library for each town shall be eligible to receive an incentive grant in an amount to be determined as follows:
(1) The State Library Board shall, in such manner as prescribed by the board, determine for each fiscal year, a state-wide average for per capita library expenditures and each town’s individual per capita library expenditure based on the annual statistical report filed in accordance with subsection (a) of this section.

(2) The per capita library expenditure of each town shall be ranked from highest to lowest and the ranked expenditures shall be divided into the following classes: Class A, towns which meet or exceed the state-wide average for per capita library expenditures; class B, towns which meet seventy-five to ninety-nine per cent, inclusive, of the state-wide average; class C, towns which meet fifty to seventy-four per cent, inclusive, of the state-wide average; and, class D, towns which fall below fifty per cent of the state-wide average. Funds available for purposes of this subsection pursuant to subdivision (3) of subsection (b) of this section shall be distributed among the four classes so that principal public libraries for class A and B towns, respectively, shall receive three times and two times as much on a per capita basis as principal public libraries for class C towns.

(3) Grants to the principal public library for each town shall be determined as follows: Said funds available for purposes of this subsection shall be multiplied by the per cent of funds per class to determine an appropriation per class; the appropriation per class shall be divided by the total population per class to determine an amount per capita; the grant for the principal public library for each town shall be the town’s total population multiplied by the amount per capita. For purposes of this subdivision, “total population” of a town means that enumerated in the most recent federal decennial census of population.

(e) Application for grants under this section shall be made to the State Library Board in such form and at such time as the board designates. The grant may be used for general library purposes and no portion of the grant money shall revert to the general fund of the town or towns normally served by such library.

(f) The Secretary of the Office of Policy and Management shall make available, upon the request of the State Library Board, such information as is needed by the board to determine grant payments in accordance with the provisions of subsections (c) and (d) of this section.

(g) The State Library Board shall report triennially to the joint standing committee of the General Assembly having cognizance of matters relating to education on the impact of the state grants distributed pursuant to this section.

(h) The State Library Board shall, in accordance with the provisions of chapter 54, adopt regulations to implement the provisions of this section.

Sec. 11-24c. Construction cost grants. Emergency repair grants. (a) The State Library Board shall make construction grants to public libraries established pursuant to this chapter. The board shall: (1) Establish criteria for the purpose of developing a priority listing of all construction projects, and (2) prior to September 1, 2007, grant an amount equal to one-third of the total construction cost, not to exceed five hundred thousand dollars for each approved project within the limits of the available funding for such projects. In the event that the available
funding is insufficient to fund projects as provided above, projects remaining on the priority list shall be included in the priority listing for the next fiscal year. Each application for such grant shall be filed on or before September first, annually, on forms to be prescribed by said board.

(b) For applications submitted on or after September 1, 2007, and prior to July 1, 2013, the board shall grant an amount equal to one-third the total construction cost, not to exceed one million dollars, for each approved project within the limits of the available funding for such projects. For applications submitted on or after July 1, 2013, the board shall grant an amount up to one-half of the total construction cost, not to exceed one million dollars, for each approved project within the limits of the available funding for such projects.

(c) The State Library Board shall make emergency repair grants to public libraries established pursuant to this chapter for emergency repairs to buildings and equipment, as approved by the board. The board may grant an amount up to one-half of the emergency repair cost, not exceeding one hundred thousand dollars for each approved emergency repair project within the limits of the available funding for such project.

Sec. 11-24d. Grants for library automation. The state, through the State Library Board, may provide financial assistance in the form of grants to support the application of automation to the state's libraries. Grants shall be made to assist in the payment of expenses associated with: The purchase of necessary capital equipment and entrance fees to join the centralized automated library systems; changing library records from a manual system to an automated system accessible to users of other libraries in the state; enlarging existing library data bases to accommodate increased library participation and technological innovations; providing connections to centralized automated library data bases; procurement of terminals and software for libraries to access shared bibliographic and source data bases; expansion of electronic mail service among the state's libraries; and establishment of communication systems to support cooperative information services for the public. The grants shall be made in accordance with regulations adopted by the State Library Board in accordance with the provisions of chapter 54.

Sec. 11-25. Reports by libraries. Confidentiality of records.

(a) The libraries established under the provisions of this chapter, and any free public library receiving a state appropriation, shall annually make a report to the State Library Board.

(b) (1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library.

(2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.
(3) For purposes of this subsection, "library" includes any library regularly open to the public, whether public or private, maintained by any industrial, commercial or other group or association, or by any governmental agency, but does not include libraries maintained by schools and institutions of higher education.

(4) No provision of this subsection shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library materials, if such reports do not contain personally identifying information.

Sec. 11-26. Librarians' certificates. Section 11-26 is repealed, effective July 1, 2007.

Sec. 11-27. Library fund. All moneys collected or received in payment for library service contracted for and rendered shall be placed in the treasury of the town, city, borough, fire district or school district for which such service was rendered, to the credit of its library fund. The moneys in such fund shall be kept separate from other moneys and shall be withdrawn only by authorized officials, upon authenticated vouchers of the trustees of the public library which provides such service.

Sec. 11-28. Merger of library facilities. The trustees of two or more public libraries may, with the approval of the towns in which such libraries are situated, contract for the merger, in whole or in part, of the facilities of such libraries.

Sec. 11-29. Transfer of employees. Members of the regular staff of any free public library may be transferred to one of its contract libraries, either on a temporary or a permanent basis, without affecting their status on the library payroll or their right to promotion, because of any town ordinance or regulation as to residence. The trustees of any free public library may employ any person in a branch established in another town than that in which such library is located, without complying with any civil service or residence ordinance of either of such towns; but no such employee shall be transferred to a library within either of such towns which has civil service or residence ordinances.

Sec. 11-30. Contracts for library service. Any state agency, municipality, taxing district or public or private library may contract with any other state agency, municipality, taxing district or public or private library to provide or secure such library services as may be agreed upon, which services may include, but need not be limited to, (1) the lending of books and related library materials, (2) the establishment of branch libraries, depositories or bookmobile service and (3) cooperative purchasing and processing of books, recordings, films and related library materials.

Sec. 11-31. Regional library service. Any town, city, borough, fire district or school district may raise money by taxation and make appropriations for defraying the expense of contract or regional library service, and shall be subject to the duties and entitled to the benefits prescribed by this chapter relating to free public libraries in towns or other municipalities.

Sec. 11-31a. Definitions. As used in section 11-31b:
(a) "Connecticard" means a cooperative program among public libraries in Connecticut which allows a resident of any town in the state who holds a valid borrower card issued by his home library to use that card to borrow materials from any public library in the state that is participating in the program;

(b) "Connecticard transaction" means each lending of a recognized unit of library material by a participating library to a person who is a resident of any Connecticut town except the town in which the library is located or any towns for which the library has been designated the principal public library and who has presented a valid Connecticard borrower card at the library making the loan;

(c) "Net plus transaction" means the library services, based on the number of items loaned, rendered to nonresidents of towns normally served by libraries offering state-wide services in excess of the library service rendered to residents of such towns by other libraries;

(d) "Participating library" means a library which has signed a letter of agreement on file with the State Library;

(e) "Resident" means that a person is principally domiciled in a town. A borrower who holds dual residency or who owns property in more than one town is considered a resident only in the town where he is principally domiciled. In all other towns, that borrower shall be a nonresident.

Sec. 11-31b. Connecticard program; state aid for services rendered to nonresidents. Any public library which is a participating library in Connecticard and any library which was a participating library in Connecticard prior to July 1, 1983, may claim and be entitled to receive state aid for services rendered to nonresidents, provided such library files with the State Library Board a record of the number of items loaned to nonresidents of the town or towns which it normally serves not later than seven days after March first and September first of each year. Such reports shall be certified as accurate by the library filing with the State Library Board. On the order of the board, the Comptroller shall pay to each participating library an amount which shall be determined as follows: The State Library Board shall divide by two the total amount of funds appropriated for the Connecticard program. One-half of such amount shall be used for all Connecticard transactions and the remaining half shall be used for net plus transactions. The grant may be used for general library purposes and no portion of the grant money shall revert to the general fund of the town or towns normally served by such library.

Sec. 11-31c. State Library Board to adopt regulations. The State Library Board shall, in accordance with the provisions of chapter 54, adopt regulations to implement the provisions of section 11-31b.

Sec. 11-32. Legislative body of municipality may establish or operate a public library. The legislative body of any municipality may establish or operate a public library and reading room, together with such kindred apartments and facilities as the legislative body approves; and may levy a tax annually on all taxable property of the municipality for the establishment or operation
of a public library. Such tax shall be levied and collected as other taxes, and shall be known as the "library fund". Such library and reading room shall be free to the use of the inhabitants of the city, subject to such reasonable rules and regulations as the board of trustees may adopt in order to render the use of the library and reading room of the greatest benefit. Such board may exclude from the use of such library and reading room any person who willfully violates such rules, and may extend its privileges to persons residing in this state outside the city upon such terms and conditions as it may prescribe.

Sec. 11-33. Powers and duties of trustees in municipalities. Gifts. When the legislative body of any municipality has decided to establish a public library and reading room, the chief elected official of such municipality shall, with the approval of the legislative body, appoint a board of nine trustees. Not more than one member of the legislative body shall be a member of such board. The trustees shall, immediately after their appointment, meet and organize by the election of one of their number as president and by the election of such other officers as they deem necessary. They shall make and adopt (1) bylaws, rules and regulations for the government of the library and reading room, and (2) policies and rules regarding Internet usage and content accessible by patrons of the library and reading room on computers and other electronic devices provided by the library and reading room. They shall have exclusive control of the expenditure of all moneys collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased, given or set apart for that purpose; provided all moneys collected and received for such purpose shall be placed in the treasury of such municipality, to the credit of its library fund, and shall be kept separate from other moneys of the municipality and shall be drawn upon by the proper officers of the municipality, upon duly authenticated vouchers of the trustees. Such board may purchase, lease or accept grounds, and erect, lease or occupy an appropriate building or buildings, for the use of such library, appoint a library director and all necessary assistants and fix their compensation. Any person desiring to make a gift for the benefit of such library may vest the title to such donation in the board of trustees to be held and controlled according to the terms of the gift of such property; and such board shall be special trustee thereof.

Sec. 11-34. Report by trustees. The board of trustees shall make, on or before the second Monday of June, an annual report to the city council for the year ending the first of June, stating the various sums of money received from the library fund and other sources and how such moneys have been expended; the number of books and periodicals on hand; the number added, by purchase, gift or otherwise, during the year; the number lost or missing; the number of visitors attending; the number of books loaned and the general character of such books, and such other statistics, information and suggestions as it deems of general interest. All such portions of such report as relate to the receipt and expenditure of money, as well as the number of books on hand, books lost or missing and books purchased, shall be verified by affidavit.

Sec. 11-35. Penalties for injuries. The city council of such city may pass ordinances imposing suitable penalties for damaging the grounds or other property of such library and for damaging or failing to return any book belonging to such library. Each library director or board of trustees,
having charge or control of such library or property, shall post in one or more conspicuous places connected therewith a printed copy of this section.

Sec. 11-36. Municipality tax. When fifty electors of any municipality present a petition to the clerk of such municipality, asking that an annual tax be levied for the establishment or operation of a free public library and reading room in such municipality, and specify in their petition a rate of taxation, not to exceed three mills on the dollar, such clerk shall, in the next legal notice of the regular municipal election in such municipality, give notice that at such election the question of an annual tax for the establishment or operation of a library is to be voted upon in the manner prescribed in section 9-369. The designation of such question on the voting tabulator ballot shall be "Shall a .... mill tax be levied to establish a free public library and reading room?" or "Shall a .... mill tax be levied to operate a free public library and reading room?". Such notice and such designation of the question on the voting tabulator ballot shall specify the rate of taxation mentioned in such petition. If, upon the official determination of the result of such vote, it appears that a majority of all the votes upon such question are in approval of such question, the tax specified in such notice shall be levied and collected in the same manner as other general taxes of such municipality and shall be known as the "library fund". All moneys collected and received by the levy of such tax shall be placed in the treasury of such municipality, to the credit of its library fund, and shall be kept separate from other moneys of the municipality and shall be drawn upon by the proper officers of the municipality, upon duly authenticated vouchers of the library's trustees. Such tax may afterwards be lessened or increased within the three-mill limit, or made to cease, in case the electors of any such municipality so determine by a majority vote at any regular municipal election held therein, in the manner hereinbefore prescribed for voting upon such question. When a free public library and reading room is established pursuant to this section, the corporate authorities of such municipality may exercise the same powers relative to such free public library and reading room as are conferred upon the corporate authorities of municipalities pursuant to section 11-33.

Sec. 11-37. Trustees' compensation. No trustee of any free public library and reading room, established under the provisions of this chapter in any town, city, borough, school district or fire district, shall receive any compensation for any services rendered as such trustee.

Interstate Library Compact

See Sec. 11-38 thru 11-43 for information.

Tax Exemptions

Sec. 12-412. Exemptions. Taxes imposed by this chapter shall not apply to the gross receipts from the sale of and the storage, use or other consumption in this state with respect to the following items:
(24) Municipal publications, sales by public libraries or by municipal auction and book sales by library support groups. Sales of municipal publications such as information booklets and zoning regulations, tangible personal property sold by public libraries, the sale of any property at auction by a municipality, and book sales by library support groups.

Community Antenna Television Systems


... (6) Any community antenna television company which applies to the authority for the renewal of a franchise shall: (A) Make available for public inspection a copy of the company's proposal for renewal at the town hall, each public library and the primary senior center, as determined by the chief executive official of each municipality of its franchise area and at the company's primary customer service center and community access facility, and (B) notify each subscriber of any public hearing for a franchise renewal, which notices shall be mailed by first class mail to each subscriber not less than fourteen days in advance of any public hearing and shall state in plain language the time, place, date, address and subject matter of the hearing, and in boldface print shall state that public participation is encouraged. The notice shall also provide information concerning the locations where the company's proposal for renewal may be reviewed, and shall not contain any billing, promotional or extraneous information.

Sec. 16-333g. Free basic service for libraries and schools. Each community antenna television company, as defined in section 16-1, shall provide any library serving the public and any school system, college or university, located in a part of the company's franchise area where service is available, with basic community antenna television service at no charge if such library, school system, college or university participates in educational or public access programming offered throughout the company's franchise area. The Public Utilities Regulatory Authority may exempt any company from providing such service at no charge if it would have an adverse impact on the company.

Energy and Lighting

Sec. 16a-39. Lighting standards for public buildings. Regulations. Inspections. Lighting grants to municipalities. (a) As used in this section:

(1) "Public building" means any building or portion thereof, other than an "exempted building", which is open to the public during normal business hours, including (A) any building which provides facilities or shelter for public assembly, (B) any inn, hotel, motel, sports arena, supermarket, transportation terminal, retail store, restaurant, or other commercial establishment which provides services or retails merchandise, and (C) any building owned or leased by the state of Connecticut or any political subdivision thereof, or by another state or political subdivision thereof and located in Connecticut, including libraries, museums, schools, hospitals, auditoriums, sports arenas and university buildings;
(2) "Exempted building" means (A) any building whose peak design rate of energy usage for all purposes is less than one watt per square foot of floor area for all purposes, (B) any building with neither a heating nor cooling system, and (C) any building owned or leased in whole or in part by the United States;

(3) "Commissioner" means the Commissioner of Administrative Services or his designee; and

(4) "Eligible building" means a building owned by a municipality, located within the state and not used for public education purposes.

(b) The commissioner, after consultation with the Commissioner of Energy and Environmental Protection and with such advisory board as the Commissioner of Energy and Environmental Protection may appoint, shall adopt, in accordance with chapter 54, regulations establishing lighting standards for all public buildings. The members of any such advisory board shall receive neither compensation nor expenses for the performance of their duties.

(c) The lighting standards adopted pursuant to subsection (b) of this section shall provide for the maximum feasible energy efficiency of lighting equipment commensurate with other factors relevant to lighting levels and equipment, including, but not limited to, the purposes of the lighting, reasonable economic considerations in terms both of initial capital costs and of operating costs including nonenergy operating costs, reasonable budgetary considerations in terms of the feasibility of implementing changes which require a significant capital expenditure in a given time period, any constraints imposed on lighting equipment by the nature of the activities being carried out in the facility involved, considerations involving historic preservation or unusual architectural features, the amount of remaining useful lifetime which a particular structure would be expected to enjoy and the size of the building or portion of the building involved.

(d) The commissioner shall, upon the adoption of the regulations required by subsection (b) of this section, make random inspections of public buildings to monitor compliance with the standards established by such regulations. The commissioner may also inspect any public buildings against which complaints alleging violation of such standards have been received. The operator of a public building or portion thereof shall provide access to such inspectors at any reasonable time, including all times during which the facility is open to the public. If an inspector is denied access to a public building for the purposes of making an inspection in accordance with the provisions of this section, the commissioner may apply to the superior court for the judicial district wherein such building is located for injunctive or other equitable relief. If upon inspection it is determined that the lighting levels in a public building do not conform to such standards, the inspector shall make available to the owner or operator of such building, information regarding such standards and the economic and energy savings expected to result from compliance therewith. The owner or operator of a public building may, after having taken appropriate measures to render such building in compliance with such standards, request a reinspection of such building by the commissioner. The commissioner may, upon such request or at his own discretion, conduct such reinspection and determine whether or not such building has been brought into compliance with such standards.
(e) The commissioner shall maintain a listing of all public buildings found to be in compliance with the lighting standards adopted pursuant to subsection (c) of this section.

(f) The Commissioner of Energy and Environmental Protection may award lighting grants to municipalities for the purpose of improving the energy efficiency of lighting equipment in eligible buildings. All lighting grants shall be awarded based on an application, submitted by a municipality, which sets forth the lighting conservation measures to be implemented. Such measures shall meet the standards established pursuant to subsection (b) of this section and be consistent with the state energy policy, as set forth in section 16a-35k. When evaluating the applications submitted pursuant to this section and determining the amount of a lighting grant, the Commissioner of Energy and Environmental Protection shall consider the energy savings and the payback period for the measures to be implemented and any other information which the Commissioner of Energy and Environmental Protection deems relevant. The funds for lighting grants shall be provided from proceeds of bonds issued for such purpose. The amount of each grant shall be not less than five thousand dollars but not more than fifty thousand dollars, provided the Commissioner of Energy and Environmental Protection may award grants of less than five thousand dollars or more than fifty thousand dollars if the Commissioner of Energy and Environmental Protection finds good cause to do so. All public service company incentive payments contributed to any energy conservation project at an eligible building shall be applied to pay the principal cost of such project.

Religious [and Other] Corporations and Societies

Sec. 33-264g. Receipt of funds by ecclesiastical societies, cemetery associations and library associations. Any ecclesiastical society which is not a religious society as defined in section 33-264a or which is not an ecclesiastical society under part II of this chapter and any cemetery association or library association organized for mutual or public benefit and not for the purpose of deriving financial profit from the operations thereof, shall have the power to receive and hold funds in any amount derived by gift or devise, provided the uses of any such fund and of the income therefrom are, by the terms of such gift or devise, limited to the purposes for which such ecclesiastical society, cemetery association or library association was organized.

Sunday Employment

Sec. 53-302a. Employment of labor on Sunday prohibited; exceptions. Sunday sales. No person, firm or corporation shall engage in work, labor or business, or employ others in work, labor or business on Sunday, except the following:

(a) Any enterprise whose activities are conducted solely for charitable or religious purposes, or which are service organizations.

(b) Any federal, state, municipal or local governmental department or agency, or its employees, acting in an official capacity.
(e) The operation of any of the following businesses … (15) sports, athletic events and the operation of entertainment and recreational facilities and libraries;

Penal Code

Sec. 53a-90a. Enticing a minor. Penalties.

(a) A person is guilty of enticing a minor when such person uses an interactive computer service to knowingly persuade, induce, entice or coerce any person (1) under eighteen years of age, or (2) who the actor reasonably believes to be under eighteen years of age, to engage in prostitution or sexual activity for which the actor may be charged with a criminal offense. For purposes of this section, "interactive computer service" means any information service, system or access software provider that provides or enables computer access by multiple users to a computer server, including specifically a service or system that provides access to the Internet and such systems operated or services offered by libraries or educational institutions.

(b) (1) Except as provided in subdivision (2) of this subsection, enticing a minor is a class D felony for a first offense, a class C felony for a second offense and a class B felony for any subsequent offense.

(2) Enticing a minor is a class B felony if the victim of the offense is under thirteen years of age and any person found guilty of such class B felony shall, for a first offense, be sentenced to a term of imprisonment of which five years of the sentence imposed may not be suspended or reduced by the court and, for any subsequent offense, be sentenced to a term of imprisonment of which ten years of the sentence imposed may not be suspended or reduced by the court.

Sec. 53a-119. Larceny defined. A person commits larceny when, with intent to deprive another of property or to appropriate the same to himself or a third person, he wrongfully takes, obtains or withholds such property from an owner. Larceny includes, but is not limited to:

(12) Library theft. A person is guilty of library theft when (A) he conceals on his person or among his belongings a book or other archival library materials, belonging to, or deposited in, a library facility with the intention of removing the same from the library facility without authority or without authority removes a book or other archival library materials from such library facility or (B) he mutilates a book or other archival library materials belonging to, or deposited in, a library facility, so as to render it unusable or reduce its value. The term “book or other archival library materials” includes any book, plate, picture, photograph, engraving, painting, drawing, map, manuscript, document, letter, public record, microform, sound recording, audiovisual material in any format, magnetic or other tape, electronic data-processing record, artifact or other documentary, written or printed material regardless of physical form or characteristics, or any part thereof, belonging to, on loan to, or otherwise in the custody of a library facility. The term “library facility” includes any public library, any library of an educational institution, organization or society, any museum, any repository of public records and any archives.
Sec. 53a-119a. Shoplifting and library theft; detention, questioning, presumption of crime.

(a) Any owner, authorized agent or authorized employee of a retail mercantile establishment, who observes any person concealing or attempting to conceal goods displayed for sale therein, or the ownership of such goods, or transporting such goods from such premises without payment therefor, may question such person as to his name and address and, if such owner, agent or employee has reasonable grounds to believe that the person so questioned was then attempting to commit or was committing larceny of such goods on the premises of such establishment, may detain such person for a time sufficient to summon a police officer to the premises. Any person so questioned by such owner, authorized agent or authorized employee pursuant to the provisions of this section shall promptly identify himself by name and address. No other information shall be required of such person until a police officer has taken him into custody. For the purposes of this subsection, "reasonable grounds" shall include knowledge that a person has concealed unpurchased merchandise of such establishment while on the premises or has altered or removed identifying labels on such merchandise while on the premises or is leaving such premises with such unpurchased or concealed or altered merchandise in his possession.

(b) Whenever an employee or authorized agent of a library facility, as defined in subdivision (12) of section 53a-119, has reasonable grounds to believe that a person (1) is removing or is attempting to remove, without authority, a book or other archival library materials, as defined in said subdivision (12) of section 53a-119, from a library facility or (2) is intentionally mutilating, defacing or destroying a book or other archival library materials, such employee or authorized agent may question such person as to his name and address and may detain such person for a time sufficient to summon a police officer to the premises. Any person so questioned by such employee or agent shall promptly identify himself by name and address. For the purposes of this subsection, reasonable grounds shall include knowledge that a person (A) has concealed a book or other archival library materials while on the library facility premises or is removing such book or material from the library facility premises without authority or (B) has mutilated, defaced or destroyed a book or other archival library materials belonging to or deposited in a library facility.

(c) In any civil action by a person detained under the provisions of subsection (a) or (b) of this section against the person so detaining him or the principal or employer of such person arising out of such questioning or detention by any such owner, agent or employee, evidence that the defendant had reasonable grounds to believe that the plaintiff was, at the time in question, committing or attempting to commit larceny or mutilating, defacing or destroying a book or other archival library materials shall create a rebuttable presumption that the plaintiff was so committing or attempting to commit larceny or mutilating, defacing or destroying a book or other archival library materials.

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