

Resource List

Note: please contact a solicitor/your library's attorney for any legal questions

Also find info/training in WebJunction and PA Library Staff Academy

Top sites for Information:

State Library Website <http://www.statelibrary.pa.gov/> (use search bar)

Compendium <https://compendium.ocl-pa.org/> (use search bar)

POWER Library <https://www.powerlibrary.org/>

ACCESS PA Newsletter

<https://www.powerlibrary.org/librarians/library-news/access-pa-news/#.Wp32R23wY2w>

Americans with Disabilities Act (ADA)

ADA National Network (resources): <https://adata.org/publication/ADA-faq-booklet>

Accessibility

see also ADA above

Library of Accessible Media for Pennsylvanians: <https://mylamp.org/>

Temple University's Assistive Technology Lending Library:

<https://disabilities.temple.edu/prgrams/assistive/atlend/>

Board of Trustees

Blue Avocado: <http://www.blueavocado.org/>

BoardSource: <https://boardsource.org> (each district center has copies of their titles)

BoardSource's Free Resources: <https://boardsource.org/board-support/training-education/download-resources-tools/>

Charity Navigator: [Charity Navigator](#) evaluates and rates nonprofit performance

Leadership by Design: <https://compendium.ocl-pa.org/wp-content/uploads/2019/07/Leadership-by-Design3-1.pdf> (4-page handout on Board governance duties and more!)

National Council of Nonprofits <https://www.councilofnonprofits.org/>

Pennsylvania Association of Nonprofit Organizations (PANO) <http://pano.org>

[Ten Basic Responsibilities of Nonprofit Boards](#) (National Center for Nonprofit Boards)

United for Libraries <http://www.ala.org/united/>

Career Information

O'Net Online: Librarians [https://www.onetonline.org/link/summary/25-](https://www.onetonline.org/link/summary/25-4021.00?fbclid=IwAR1c_MWKd27Y96c2rDud703TrlBfuIDkVBV7snylBx7blkyJoO-LkVgcbjU)

[4021.00?fbclid=IwAR1c_MWKd27Y96c2rDud703TrlBfuIDkVBV7snylBx7blkyJoO-LkVgcbjU](https://www.onetonline.org/link/summary/25-4021.00?fbclid=IwAR1c_MWKd27Y96c2rDud703TrlBfuIDkVBV7snylBx7blkyJoO-LkVgcbjU)

Child Abuse Clearance Information

KeepKidsSafe: <http://keepkidssafe.pa.gov/>

Online Training: <https://www.pa-fsa.org/Mandated-Reporters/Mandated-Reporters-Training/On-Demand-Online-Training> (fee)

If Individual is Paying for Clearance: <https://uenroll.identogo.com/>

If organization is paying:

https://www.identogo.com/uploads/general/PA_NCAC_Package_Fillable_Fields.pdf

Service Code for Library Employee: 1KG756 (employee 14 years of age and older who has contact with children).

Service Code for Volunteers: 1KG6ZJ (an individual applying for or holding an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having director volunteer contact with children).

Child Internet Protection Act (CIPA)

FCC: <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

WebJunction Summary:

https://www.webjunction.org/documents/webjunction/Children_039_s_Internet_Protection_Act_045_Summary.html

Children and Youth

ALSC competencies (you can only access PDF if you are a member, but if you scroll down they are listed on the site below) <http://www.ala.org/alsc/edcareers/alscorecomps>

Cruise Into Kindergarten: [please contact Corri Hines for updated sites](#) (for librarians and parents and early childhood instructors)

Madison Library Bubbler <http://madisonbubbler.org/>

OneBook <https://www.paonebook.org/>

SummerQuest [new site coming soon; please contact Corri Hines.](#)

YALSA Teen Services Competencies for Library Staff:

<http://www.ala.org/yalsa/guidelines/yacompetencies>

Children's Books

Copyright-free titles in the POWER Library (over 300; use for online Story hour!)

<https://powerlibrary.org/librarians/statewide-catalog/documentation/childrens-books-read-aloud-activities/>

Collection Development

Weeding [CREW: A Weeding Manual for Modern Libraries](#)

Compendium: News for Pennsylvania Libraries

<https://compendium.ocl-pa.org/>

Computers and Software

see Purchasing for:

PEPPM

TechSoup for Libraries, and others

Copyright

U.S. Copyright Office: <http://copyright.gov>

Continuing Education

Continuing Education (CE) Guidelines for Public Library Staff:

<https://www.statelibrary.pa.gov/Documents/For%20Libraries/Library%20Laws%20and%20Regulations/Governors%20Advisory%20Council/CE%20Guidelines%20for%20Public%20Library%20Staff.pdf>

(GAC is revising)

See also Professional Development

Data see also Statistics and Demographics

Census: <https://www.census.gov/>

Rural Pennsylvania (Center for Rural Pennsylvania) <http://www.rural.palegislature.us/>

Pew Internet & American Life Project www.pewinternet.org

Pew Research Center www.pewresearch.org

Demographics

Pennsylvania Demographic Profiles: <https://www.powerlibrary.org/librarians/special-projects-office-of-commonwealth-libraries/pennsylvania-demographic-profiles/#.XT4tMDaoscg>

Census: <https://www.census.gov/>

Disaster Preparedness

ALA Disaster Response: A Selected Annotated Bibliography (lists resources and training)

<http://www.ala.org/Template.cfm?Section=libraryfactsheet&Template=/ContentManagement/ContentDisplay.cfm&ContentID=25420>

Disabilities

See Accessibility

Diversity

Diversity Equity and Inclusion (ALA) <http://www.ala.org/aboutala/offices/diversity/edi>

Toolkit: [Pa Dept of Education Toolkit](#)

Surveying: [Who's Coming: Respectful Audience Surveying Toolkit](#)

ALA <https://www.ala.org/advocacy/diversity/continuing-education/webinars>

ICMA Resources: <https://icma.org/race-equity-and-social-justice>

E-Rate

Universal Service Administrative Company

<https://www.usac.org/e-rate/>

Events/News

Notify us of upcoming events <https://www.surveymonkey.com/r/PALibraryEvent>

Submit something for the Compendium dmegdad@pa.gov

Facilities

see also [Grants](#)

ALA LibGuides on Equipment and Facilities: <https://libguides.ala.org/equip-facilities-mgt/home>

Core Library Facilities & Interiors Interest Group:

<https://connect.ala.org/core/communities/community-home?CommunityKey=db2d336d-8441-479d-8600-58aadd67349d>

PLA (Public Library Association) <https://www.ala.org/pla/resources/tools/directors-managers-administrators/facilities>

Keystone Grants for Public Libraries

<http://www.statelibrary.pa.gov/libraries/subsidies-and-grants/pages/keystone-recreation-park-and-conservation-funds.aspx>

Whole Building Design Guide <https://www.wbdg.org/building-types/libraries/public-library>

Financial

Candid (formerly GuideStar): <https://candid.org/> provides information about nonprofits, including copies of their 990's, online foundation directory and data

PA Public Library Accounting Manual. Revised August 2018

<https://www.statelibrary.pa.gov/Documents/For%20Libraries/Other%20Resources/Accounting%20Manual/Accounting%20Manual.pdf> (see related webinar Financial Best Practices in the PA Library Staff Academy)

Wallace Foundation's Resources for Financial Management:

<http://www.wallacefoundation.org/knowledge-center/Resources-for-Financial-Management/pages/default.aspx>

Firearms

from Pennsylvania State Police website:

<https://www.psp.pa.gov/firearms-information/Pages/Carrying-Firearms-in-Pennsylvania.aspx>

Friends Group:

Pennsylvania Citizens for Better Libraries (PCBL) www.pcbllpa.org

United for Libraries: <http://www.ala.org/united/>

Furniture and Equipment, etc.

See Purchasing for

[COSTARS](#)

[KPN](#)

[PEPPM](#)

[Surplus Federal Real Property for Educational Purposes](#)

Future

Center for the Future of Libraries: <http://www.ala.org/tools/future>

Grants

see also [Keystone](#) and [LSTA](#)

National Endowment for the Humanities

[NEH Infrastructure and Capacity Building Challenge Grants](#)

PA Department of Community and Economic Development lists [grants and programs](#)

Some that libraries may be eligible for

[Educational Improvement Tax Credit Program](#) (EITC)

[Community Development Block Grant](#) (through your municipality if eligible)

USDA Rural Development <https://www.rd.usda.gov/>

Human Resources and Personnel

Ask Rita in HR (Blue Avocado): <http://blueavocado.org/category/topic/ask-rita-hr>

Job Interview Questions You Can't Ask (SBA) https://www.sba.gov/blog/best-hiring-practices-what-you-can-cant-ask-job-applicant?utm_medium=email&utm_source=govdelivery

Team Building Wiki (Teampedia): http://teampedia.net/wiki/index.php?title=Main_Page

See also Dr. Kramer's Nonprofit Issues: <https://www.nonprofitissues.com/>

Intellectual Freedom

Office of Intellectual Freedom: <https://www.ala.org/aboutala/offices/oif>

Resources: <https://www.ala.org/advocacy/intfreedom>

Legal

Dr. Kramer's Nonprofit Issues: <https://www.nonprofitissues.com/>

Library of Congress

Ask A Librarian: <https://www.loc.gov/rr/askalib/ask-contactus.html>

Chronicling America (historic newspapers): <http://chroniclingAmerica.loc.gov>

Congress.gov Training: <http://www.loc.gov/law/opportunities/seminar-orient.php>

Digital Collections: <https://www.loc.gov/collections>

Discover LOC Online Resources: <https://www.loc.gov/discover/>

Online Catalog <https://catalog.loc.gov>

Z39.50 Gateway: <http://www.loc.gov/z3950/gateway.html#lc>

Laws (not exhaustive list)

Federal

Child Internet Protection Act (CIPA) <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

IRS Code as it relates to 501c3 organizations:

[IRS Publication 4221-PC—Compliance Guide for 501c3 Public Charities](#))

Other related IRS publications: <https://www.irs.gov/charities-non-profits/publications-for-exempt-organizations>

Pennsylvania

Exclusion from Registering with Bureau of Corporations and Charitable Organizations:
<https://www.dos.pa.gov/BusinessCharities/Charities/RegistrationForms/Pages/Exclusions-and-Exemptions-Chart.aspx>

Library Theft: [18 Pa. C.S.A. §3929.1-3929.2](#)

Obscene and other sexual materials and performances: [18 Pa. C.S.A. §5903](#)

Public Library Code: [24 C.S. §§9301 to 9376](#)

9311. State Library and State Librarian.

9312. Advisory council.

9313. Statewide library resource centers.

9314. District library centers.

9315. Development of local libraries.

9316. Acquisition of real property for library purposes.

9317. County libraries and library taxes.

9318. Local library governance.

9319. Certification of library personnel.

9320. Collaborative ventures.

9331. Qualification in general.

9332. Waiver of standards.

9333. State system of aid to libraries.

9334. Quality libraries aid.

9335. Incentive for excellence aid.

9336. Equal distribution grants.

9337. County coordination aid.

9338. District library center aid.

9339. Statewide library resource center aid.

9340. Equalization aid.

9341. Transfer of funds among allocations.

9342. Special rules for specific fiscal years.

9343. Basic aid to local libraries.

9344. Incentive aid to local libraries.

9351. Financial support for libraries authorized.

9352. Popular subscription.

9353. Gifts and donations.

9371. Free use of libraries.

9372. Tax exempt status.

9373. Commonwealth publications.

9374. Selection of materials.

9375. Privacy of circulation records.

9376. Damage to library materials.

Retention of library property after notice to return: [18 Pa. C.S.A. §6708](#)

Library Statistics

ALA Office for Research Statistics <http://www.ala.org/tools/research>

Library Research Service <https://www.lrs.org/>

Institute of Museum and Library Statistics (Public Library Survey)

<https://www.ims.gov/research-evaluation/data-collection/public-libraries-survey>

LSTA

Electronic Code of Federal Regulations (e-CFR) https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Email: RA-LSTA@pa.gov

IMLS Subscriptions <https://www.ims.gov/news-events/e-mail-subscriptions> (a way to be notified of federal grants offered by IMLS)

Pennsylvania eGrants www.egrants.pa.gov

Pennsylvania's LSTA webpage www.statelibrary.pa.gov/LSTA

Uniform Guidance <https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>

Municipalities

International City/County Management Association (ICMA) <https://icma.org/>

Nonprofit Issues

<https://www.nonprofitissues.com/>

Office of Commonwealth Libraries

Website: <http://www.statelibrary.pa.gov/>

Older Pennsylvanians

Area Agency on Aging: <http://www.aging.pa.gov/local-resources/Pages/AAA.aspx>

Benefits and Rights for Older Pennsylvanians (booklet):

<http://www.aging.pa.gov/publications/benefits-and-rights/Pages/default.aspx>

Outreach

Disabilities

Library of Accessible Media for Pennsylvanians (LAMP): <https://mylamp.org/>

Temple University's Assistive Technology TechOwl

<https://disabilities.temple.edu/programs-services/assistive-technology>

Homelessness: Librarian's Guide to Homelessness (weekly tips):

<http://www.homelesslibrary.com/ala-book.html>

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Area Agency on Aging: <http://www.aging.pa.gov/local-resources/Pages/AAA.aspx>

Benefits and Rights for Older Pennsylvanians booklet

<http://www.aging.pa.gov/publications/benefits-and-rights/Pages/default.aspx>

Veterans Affairs <http://www.dmva.pa.gov/veteransaffairs/Pages/default.aspx>

Workforce Development

<http://www.statelibrary.pa.gov/Libraries/Library-Programs-and-Services/Pages/Workforce-Development.aspx>

POWER LIBRARY

Newsletter: <https://www.powerlibrary.org/about/power-library-news/read/#.Wp320G3wY2w>

Support: support@hslc.org

Privacy and Confidentiality

ALA <http://www.ala.org/advocacy/privacy/toolkit>

Professional Development

PA Library Staff Academy: <https://powerlibrary.org/librarians/#.YSqgM45KiUk> (click icon on right)

WebJunction Competency Index for the Library Field:

http://www.webjunction.org/documents/webjunction/Competency_Index_for_the_Library_Field.html

WebJunction Training <https://www.webjunction.org/find-training.html>

Professional Ethics

(American Library Association, May 19, 2017): <http://www.ala.org/tools/ethics>

Purchasing

Pre-bid sources libraries may use:

COSTARS Commonwealth of Pennsylvania's cooperative purchasing program

<https://www.dgs.pa.gov/Local%20Government%20and%20Schools/COSTARS/Pages/default.aspx>

PEPPM Technology items <https://www.peppm.org/pa/>

KPN Keystone Purchasing Network <http://thekpn.org/>

See also TechSoup for Libraries

RA Accounts

General RA Account RA-Libdev@pa.gov

LSTA: RA-LSTA@pa.gov

Listservs: RA-lists@pa.gov

State Aid RA-StateAid@pa.gov

Training: RA-EDTraining@pa.gov

Rural Resources

The Center for Rural Pennsylvania: <http://www.rural.palegislature.us/>

USDA Rural Development <https://www.rd.usda.gov/>

Sales Tax

OCL cannot provide legal advice. Guidance on Sales Tax, as of 2019, may be found at [61 PA Code subpart B Article II \(Sales And Use Tax\)](#), Chapters 32.1 etc.; however, it is best to speak with the library's solicitor for your particular situation. An online brochure entitled [Retailer's Information State: and Local Sales, Use and Hotel Occupancy Tax](#). Also check the PA Library Staff Academy and don't forget to reach out to your District Consultant.

SPARK/PaILS

<http://sparkpa.org/about/>

State Aid

Email: RA-StateAid@pa.gov

Website <http://www.statelibrary.pa.gov/Libraries/Subsidies-and-Grants/Pages/State-Aid-to-Public-Libraries.aspx>

Summer Food Program

<http://www.education.pa.gov/Teachers%20-%20Administrators/Food-Nutrition/Pages/Summer-Food-Service-Program.aspx>

Surveys

Survey Creation: [Who's Coming: Respectful Audience Surveying Toolkit](#)

Survey Monkey: <https://www.surveymonkey.com/>

Tax Credit

[Tax Credit for Eligible Businesses Contributing to an Educational Improvement Organization](#)

TechSoup for Libraries

Donation Program and Other Resources <http://www.techsoupforlibraries.org/>

Veterans

State Web Site: <https://www.dmva.pa.gov/veteransaffairs/Pages/default.aspx>

WebJunction

<https://www.webjunction.org/>

Workforce Development

State Library Web Site: <https://www.statelibrary.pa.gov/Libraries/Library-Programs-and-Services/Pages/Workforce-Development.aspx>

POWER Library Workforce Resources: <https://www.powerlibrary.org> then Click on ["Find PA Job Resources"](#) Block

Work Habits/Planning/Decision Making

Eisenhower Matrix: <https://www.eisenhower.me/eisenhower-matrix/>

Stress and Time Management: <https://managementhelp.org/personalproductivity/time-stress-management.htm>

Remember that you may find topical information and instruction on [WebJunction \(topical area and courses and webinars\)](#) as well as on the [PA Library Staff Academy!](#)

Add to this list