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/

TechOWL: https://techowlpa.org/

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/25-4022.00

Child Abuse Clearance Information

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

Online Training: https://pafsa.org/on-demand-online-training/

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/edcareeers/alsccorecomps
Cruise Into Kindergarten: https://cruiselibraries.powerlibrary.org/ (for librarians and parents and early childhood instructors)
Madison Library Bubbler http://madisonbubbler.org/
OneBook https://www.paonebook.org/
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.pa.gov/agencies/statelibrary/programs-and-services/libraries/laws-regulations/government-advisory/guidelines-for-continuing-education-for-public-library-staff.html

See also Professional Development

Data see also Statistics and Demographics
Census: https://www.census.gov/
Rural Pennsylvania (Center for Rural Pennsylvania) https://www.rural.pa.gov/
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: https://www.pa.gov/agencies/education/programs-and-services/schools/safe-schools/equity-inclusion-belonging.htm
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/

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.asp**x**

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://northcentrallibraries.org/financial-management/
  (see related webinar Financial Best Practices in the PA Library Staff Academy)

Friends Group:

Pennsylvania Citizens for Better Libraries (PCBL) www.pcblpa.org
United for Libraries: http://www.ala.org/united/

Furniture and Equipment, etc.

See Purchasing for
COSTARS
KPN
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

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): https://www.loc.gov/collections/chronicling-america/about-this-collection/

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

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

Online Catalog https://catalog.loc.gov

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)

Pennsylvania

> **Library Theft**: 18 Pa. C.S.A. §3929.1-3929.2
>
> **Obscene and other sexual materials and performances**:
> https://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=18&div=0&chpt=59

Public Library Code: 24 C.S. §§9301 to 9376

9311. State Library and State Librarian.	**9319. Certification of library personnel.**
9312. Advisory council.	**9320. Collaborative ventures.**
9313. Statewide library resource centers.	**9331. Qualification in general.**
9314. District library centers.	**9332. Waiver of standards.**
9315. Development of local libraries.	**9333. State system of aid to libraries.**
9316. Acquisition of real property for library purposes.	**9334. Quality libraries aid.**
9317. County libraries and library taxes.	**9335. Incentive for excellence aid.**
9318. Local library governance.	**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 https://www.ala.org/Template.cfm?Section=ors

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

Institute of Museum and Library Statistics (Public Library Survey)
https://www.imls.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.imls.gov/news-events/e-mail-subscriptions (a way to be notified of federal grants offered by IMLS)

Pennsylvania eGrants egrants.pa.gov/Home

Pennsylvania's LSTA webpage https://pa-gov.libguides.com/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: https://www.pa.gov/agencies/statelibrary/about.html

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://techowlpa.org/

Older Pennsylvanians

    Area Agency on Aging: http://www.aging.pa.gov/local-resources/Pages/AAA.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://librarians.powerlibrary.org/home (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/

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

https://www.fns.usda.gov/summer/sunmeals

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

<u>Resources</u>" Block

Work Habits/Planning/Decision Making

Eisenhower Matrix: <u>https://www.eisenhower.me/eisenhower-matrix/</u>
Stress and Time Management: <u>https://managementhelp.org/personalproductivity/time-stress-management.htm</u>

Remember that you may find topical information and instruction on **<u>WebJunction</u>** (**<u>topical area</u>** and **<u>courses</u>** and **<u>webinars</u>**) as well as on the **<u>PA Library Staff Academy</u>**!

Add to this list