

# 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

<https://www.pa.gov/agencies/statelibrary> (use search bar)

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

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

## 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>

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: <https://www.pa.gov/agencies/dhs/resources/keep-kids-safe>

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](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](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:** <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>

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## **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/laws-regulations/government-advisory/guidelines-for-continuing-education-for-public-library-staff>

**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](http://www.pewinternet.org)

**Pew Research Center** [www.pewresearch.org](http://www.pewresearch.org)

## **Disaster Preparedness**

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

<https://www.ala.org/advocacy/federal-resources/gov-info/disaster-preparedness>

## **Disabilities**

**See Accessibility**

## **Diversity**

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

**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>

## **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.pcbllpa.org](http://www.pcbllpa.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>

**Team Building Wiki (Teampedia):** [http://teampedia.net/wiki/index.php?title=Main Page](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>

**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**

**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](#)

### **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 <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.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](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

Email: [RA-LSTA@pa.gov](mailto: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 [egrants.pa.gov/Home](http://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>

### **POWER LIBRARY:**

Website: <https://powerlibrary.org/>

Support: [support@hslc.org](mailto: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](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/>

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

See also TechSoup for Libraries

## **RA Accounts**

General RA Account [RA-Libdev@pa.gov](mailto:RA-Libdev@pa.gov)

LSTA: [RA-LSTA@pa.gov](mailto:RA-LSTA@pa.gov)

Listsers: [RA-lists@pa.gov](mailto:RA-lists@pa.gov)

State Aid [RA-StateAid@pa.gov](mailto:RA-StateAid@pa.gov)

Training: [RA-EDTraining@pa.gov](mailto:RA-EDTraining@pa.gov)

## **Rural Resources**

The Center for Rural Pennsylvania: <https://www.rural.pa.gov/>

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

## **SPARK/PaILS**

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

## **State Aid**

Email: [RA-StateAid@pa.gov](mailto:RA-StateAid@pa.gov)

Website

<https://pa-gov.libguides.com/c.php?g=1321406&p=9721516>

## **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**

POWER Library Workforce Resources: -

<https://powerlibrary.org/job-resources/>

## **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](#)!