

Subject: Standard Classification of Libraries

Effective: April 14, 2010

Revised:

1.0 PURPOSE

This policy explains the type/classification of libraries within the New Brunswick public library system.

2.0 APPLICATION

This policy applies to New Brunswick Public Library Service and is used to:

- define the organizational structure of libraries within NBPLS;
- carry out strategic and operational planning at various levels;
- help develop service standards for NBPLS.

3.0 DEFINITIONS

Library service refers to a broad range of functions that are provided through NBPLS to meet New Brunswickers' educational, information, recreational and cultural needs: circulation services, reference and information services, collections, programs, public access to computers.

Population served refers to the number of people living in a community where a public or public-school library is located based on census data. The population served may include more than one community if a group of municipalities have a joint agreement to act together as a municipal partner.

ORIGINAL SIGNED BY

PROVINCIAL LIBRARIAN

4.0 LEGAL AUTHORITY

The New Brunswick public library system exists through partnership agreements between the provincial government, participating municipalities, school districts or associations of persons acting as a municipality. The provision of public library services is regulated by the [New Brunswick Public Libraries Act](#). For an overview of the New Brunswick public library system, see the NBPLS website (www.gnb.ca/publiclibraries).

5.0 GOALS / PRINCIPLES

New Brunswick Public Library Service is composed of various types of libraries. NB public libraries range in physical size, the amount of circulation and population served. Some libraries are located in a municipally owned or provided facilities, public schools and/or French community centres. Most libraries have a public library board, while a few share the same public library board since they are a branch of a public library.

The classification of libraries that follows in section 6.0 is a means of addressing these variations, but in a manner that is easy to communicate, measure and compare. The service goal of all library classes is the same: to provide quality library service to New Brunswickers, equitably across the province.

Defining libraries according to type and class is a means to provide more equitable library service across the province by using the definitions to assist in the development of public library standards.

6.0 REQUIREMENTS / STANDARDS

6.1 PUBLIC LIBRARIES

Small, medium and large sized public libraries serve the general public and offer local, regional and provincial library services to the communities they serve. Each library is managed as part of a designated library region, and its organizational structure is based on the following classification system:

Small Sized Public Libraries:

- Class A small public libraries serve a population of less than 4,000 with an average three year circulation of less than 10,000 items per year.
- Class B small libraries serve a population of less than 4,000 with an average three year circulation of 10,000 items or more per year.

Medium Sized Public Libraries:

- Serve a population between 4,000 and 9,999 people.

Large Sized Public Libraries:

- Class A large public libraries are branches of resource centres that serve a population of 10,000 or more people.
- Class B large public libraries serve a population of 10,000 or more people.

6.2 PUBLIC-SCHOOL LIBRARIES

Public-school libraries serve the general public as well as the student population of the school where they are located. Public-school libraries offer local, regional and provincial library services to the communities they serve. Each public-school library is managed as part of a designated library region, and its organizational structure is based on the following classification system:

Small Sized Public-School Libraries:

- Small class A public-school libraries serve a population less than 4,000 people with a three-year average circulation of less than 10,000 items per year;
- Small class B public-school libraries serve a population of less than 4,000 people with a three-year average circulation of 10,000 items or more per year.

Medium Sized Public-School Libraries:

- Serve a population between 4,000 and 9,999 people.

Large Sized Public-School Libraries:

- Large class A public-school libraries are branches of resource centres that serve a population of 10,000 or more people;
- Large class B public-school libraries serve a population of 10,000 or more people.

6.3 LIBRARY RESOURCE CENTRES

One library resource centre is designated in each library region and is ideally located near the regional office to facilitate strategic and operational planning in the provision of regional and provincial library services.

- Class A library resource centres serve a population of less than 25,000 people;
- Class B library resource centres serve a population of 25,000 people or more.

The library resource centre:

- offers support services to libraries throughout the public library system in the areas of circulation services, reference services, children's, young adult and adult services;
- as a public library, they offer local, regional and provincial library services to the communities they serve.

7.0 GUIDELINES / RECOMMENDATIONS

None.

8.0 REGIONAL GUIDELINES AND PROCEDURES

None.

9.0 REFERENCES

New Brunswick Public Libraries Act. (<http://www.gnb.ca/0062/acts/acts-e.asp>).

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354

ORIGINAL SIGNED BY

PROVINCIAL LIBRARIAN