

*Regulations of Connecticut State Agencies*

TITLE 11. Libraries

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*Agency*

**State Library Committee**

*Subject*

**Minimum Standards for Principal Public Libraries and Procedures for Naming  
Such Libraries**

*Inclusive Sections*

**§§ 11-1-1—11-1-32**

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Sec. 11-1-1—11-1-32.

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*State Library Committee*

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**Minimum Standards for Principal Public Libraries and Procedures for Naming  
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**Sec. 11-1-1—11-1-32.**

Disapproved, March 8, 1972.

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**State Library**

*Subject*

**Standard for Fire-Resistive Vaults and Safes**

*Inclusive Sections*

**§§ 11-8-1—11-8-26**

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**Standard for Fire-Resistive Vaults and Safes**

**Sec. 11-8-1. Definitions**

The following terms, when used in sections 11-8-1 to 11-8-12, inclusive, have the following meanings:

(a) “Approved” as applied to a material or piece of equipment, means one which has been tested and is listed by Underwriters’ Laboratories, Inc., or any other nationally recognized testing laboratory.

(b) “Fire-resistive building” means a building whose structural members are of noncombustible material throughout and which can withstand a fire completely consuming combustible contents, trim and floor surfacing on any floor without collapse.

(c) “Nonfire-resistive building” means a building whose structural members, including floors and roof, cannot withstand a fire completely consuming combustible contents, trim and floor surfacing without collapse.

(d) “Vault” means a completely fire-resistive enclosure so equipped, maintained and supervised as to minimize the possibility of origin of fire within and to prevent entrance of fire from without.

(e) “Ground-supported vault” means one which is supported by the ground up and which is structurally independent of the building in which it is located.

(f) “Structure-supported vault” means one which is supported by the framework of a fire-resistive building and which may be situated independently on any floor of such building.

(g) The term “vault door,” as used in sections 11-8-1 to 11-8-12, inclusive, designates and is limited to vault door units approved and labeled as such by Underwriters’ Laboratories, Inc., or any other nationally recognized testing laboratories.

(h) “Roof of vault” means the ceiling or roof of a single vault, or the ceiling or roof of the topmost vault of a tier; not the slab between vaults in a tier, which is classed as a floor.

**Sec. 11-8-2. Design of vault**

(a) In a fire-resistive building, the vault may be of either the ground-supported or structure-supported type. In a nonfire-resistive building the vault shall be of the ground-supported type. Walls of the building shall not be used as walls of the vault.

(b) The vault shall be located in a normally dry place, preferably accessible to the section of the building where the records are used.

(c) Standard record vaults shall not exceed fifteen thousand cubic feet in volume, and the interior height shall not exceed ten feet.

(d) A vault shall be of such design and construction as to insure that the structure will withstand satisfactorily all of the conditions which a severe fire may impose on it. Plans and specifications shall be prepared and construction supervised by a registered engineer or architect.

**Sec. 11-8-3. Foundation**

(a) **Structure-supported vaults.** The supporting structure shall be of adequate strength to carry the entire load of the vault and its contents. There shall be no combustible material in any portion of the supporting members of the structure. Structural members of the building which support the vault shall have all steelwork protected by at least four inches of fireproofing concrete.

(b) **Ground-supported vaults.** Foundations for ground-supported vaults shall be reinforced concrete adequate for the entire load of the vault structure and contents. Supporting structural members shall have all steelwork protected by at least four inches of fireproofing concrete.

**Sec. 11-8-4. Floor**

(a) **Structure-supported vaults.** The floor of the fire-resistive building may serve for the floor of the vault, if it is of noncombustible construction throughout and complies with the following requirements: (1) The floor of the vault shall be reinforced concrete not less than six inches thick; if exposed to undue fire hazard from outside the vault, it shall have a thickness equivalent to that required for the walls. (2) The floor of the vault shall not be pierced for any purpose. (3) No wood or other combustible material shall be used for flooring surfacing.

(b) **Ground-supported vaults.** Where the floor of the vault rests on grade, or on compacted gravel fill, the minimum thickness shall be that required to support the load. In all other cases minimum thickness shall be six inches. The requirements in subdivisions (1), (2) and (3) of subsection (a) for structure-supported vaults shall apply, and in nonfire-resistive buildings the floor of the vault shall be independent of the floor construction of the rest of the building.

**Sec. 11-8-5. Walls**

(a) **Construction.** (1) Walls shall be reinforced concrete, or brickwork with vertical as well as horizontal joints filled with mortar; or, in a fire-resistive building, a framework of heat-protected steel or reinforced concrete with panels of reinforced concrete or brickwork. Reinforcement for concrete shall consist of steel rods at least one-half inch in diameter spaced six inches on center and running at right angles in both directions. Rods shall be securely wired at intersections not over twelve inches apart in both directions and be installed centrally in the wall or panel. (2) Where a structural steel frame is used the steel shall be protected with at least four inches of concrete, brickwork or its equivalent, tied with steel ties or wire mesh equivalent to No. 8 A.S.W. gage wire on eight-inch pitch. Brick protection if used shall be filled solidly to the steel with concrete. (3) The walls of a structure-supported vault shall follow the panels of the building wherever possible and shall extend from floor to ceiling of the building in each story where a vault is located. If vaults are located on more than one floor of a building, they should preferably be placed one above the other in the several stories. (4) No combustible material shall be used for trim or partitions.

(b) **Thickness.** Walls for four-hour vaults shall not be less than eight inches thick if of reinforced concrete or twelve inches if of brick; walls for six-hour vaults, not less than ten inches thick if of reinforced concrete or twelve inches if of brick. Heavier walls may be required to take care of unusual structural conditions, loads or local hazards.

(c) **Openings in walls.** (1) Interior walls of vaults, that is, those walls which are entirely within the building, shall be unpierced except for protected openings which are required for essential facilities specifically mentioned in this standard. Door openings shall be protected with vault doors. (2) Exterior walls of vaults, that is, those which are exterior walls of the building, shall be unpierced except by exhaust vents essential for proper ventilation. Such openings shall be protected with approved dampers or with approved fire doors suitable for openings in exterior walls. (d) There shall be no openings from vaults into elevator, stairway, conveyor or other shafts.

**Sec. 11-8-6. Bonding of wall, floor and roof**

The requirements of sections 2237, 2238, 2239 and 2242 (e) of NFPA Standard No. 232, Protection of Records, shall be strictly observed.

**Sec. 11-8-7. Roof**

(a) **Structure-supported vaults.** In structure-supported vaults, the roof or floor of the fire-resistive buildings may serve for the roof of the vault, if it is of noncombustible construction throughout and complies with the following requirements: (1) The roof of the vault shall be of reinforced concrete on reinforced concrete or protected steel supports. (2) The roof of the vault shall be at least six inches thick; if it is subject to unusual impact or exposed to undue fire hazard from outside the vault, it shall have a thickness equivalent to that required for the walls. (3) All interior structural steel shall be protected with at least two inches of fireproofing. (4) Roofs of vaults shall not be pierced for any purpose.

(b) **Ground-supported vaults.** In ground-supported vaults, the requirements in subdivisions (1) to (4), inclusive, of subsection (a) shall apply. In addition, in a nonfire-resistive building, the roofs of vaults shall be entirely independent of the wall, floor, ceiling, columns, piers or roof construction of the building.

**Sec. 11-8-8. Vault doors**

(a) **Classification.** Each door opening in the vault shall be provided with a vault door unit bearing a rating, in hours of fire-resistance, comparable to the classification of the walls of the vault. Ordinary fire doors such as hollow metal, tinclad, sheet metal or metalclad types, steel plate types and file room doors are not acceptable as vault doors.

(b) **Installation.** Installation of the vault door unit shall be made in conformity with instructions supplied by the manufacturer and shall be entrusted only to those experienced in such installation work.

(c) **Escape device.** The door-locking mechanism shall be of a type enabling a person accidentally locked inside the vault to open the door from the inside.

**Sec. 11-8-9. Dampproofing**

When the walls, floor or roof of a vault are dampproofed, methods and materials used shall be such that the desired fire-resistance of the vault will not be impaired.

**Sec. 11-8-10. Services to vault**

(a) **Lighting.** (1) Lighting shall be electric, with all interior wiring in conduit and installed in accordance with the National Electric Code, NFPA No. 70. Conduit if exposed shall preferably be located on the ceiling; where it is carried through the wall of the vault the hole shall be made as small as possible and the space around the conduit shall be completely filled with cement grouting. Floors and roofs shall not be pierced for conduit. (2) The wiring shall provide as many fixed lamps as needed for adequate illumination, and may provide a reasonable number of convenience outlets. There shall be no pendant or extension cord within the vault. (3) Wiring shall be so arranged that both wires of the circuit are disconnected when the lights are out. Main switches shall be outside the vault and provided with a pilot light.

(b) **Heating.** Heating shall be by hot water, steam, approved radiant electrical units or forced warm air heating. See subsection (c) for the standard to be followed in installing forced air duct work. Coils or radiators shall be so located as to avoid the possibility of any records coming in contact with them. Piping should preferably be placed overhead. Where the pipe is carried through the wall, the hole shall be made as small as possible, the pipe provided with a close-fitting noncombustible sleeve, and the space around the outside of the sleeve shall be completely filled with cement grouting. Floors and roofs shall not be pierced for piping. Open flame heaters or portable electric heaters shall not be used.

(c) **Ventilation.** Ventilation of the interior should preferably be through door openings. Where it is imperative that a ventilating system be provided, it should be recognized that the presence of this system adds to the possibility of entrance of fire or damaging heat from outside. To minimize this possibility, the system shall be installed in accordance with the Standard for Air Conditioning Systems, NFPA No. 90A, and the following safeguards shall be taken: (1) All air conditioning apparatus, fans, filters, etc., shall be located outside the vault. (2) Each duct shall be provided with an adjustable fire damper equipped with approved automatic means for closing it and shutting down fans in the event of fire outside or inside the vault. (3) Ducts shall be located so as to avoid the possibility of records coming in contact with them. (4) Where a duct is carried through the wall, its installation shall be such that it will not impair the ability of the vault to protect its contents. The floors and roofs of vaults shall not be pierced for ducts.

**Sec. 11-8-11. Vault operating practices**

(a) **Equipment.** (1) Filing equipment shall be noncombustible throughout. (2) Loose papers shall not be filed on open shelving. (3) Arrangement of filing devices shall be such that they will be in short sections and with ample aisles between for convenient access and to retard the spread of fire. (4) Open-front containers should be located at least thirty-six inches away from door openings; fully enclosed containers at least four inches away from

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door openings. (5) The bottoms of the lowest record storage spaces should be not less than four inches above the floor of the vault.

(b) **Supervision.** The vault shall be under responsible supervision from opening until closing time and inspections shall be made daily, particularly before closing time, to insure that all containers are closed, no records are left on top of containers or elsewhere exposed, all waste papers are removed, and vault doors are closed and locked.

(c) **Housekeeping.** (1) General cleanliness shall be of the highest type. (2) No materials other than records and record storage equipment shall be permitted in vaults at any time. (3) Safety photographic film may be treated as records, but flammable nitrate film shall not, under any circumstances, be kept in record vaults. (4) Smoking inside vaults shall be forbidden, and "No Smoking" signs shall be prominently displayed.

**Sec. 11-8-12. Fire-resistive safes**

No safe, file cabinet or record container in which records designated by the public records administrator as essential operating records of the state or of any of its political subdivisions are housed shall bear lower than a Class C rating, as established by Underwriters' Laboratories, Inc., or any other nationally recognized testing authority, unless such safe, file cabinet or record container is protected within a suitable fire-resistive vault. The public records administrator may, if the importance of the records to be housed or the severity of the environmental fire hazard warrants, require the use of Class B or Class A equipment, as so established.

**Examination of the Indexes and Inspection of Records of the Towns**

**Sec. 11-8-13. Examination of the indexes and inspection of the records of the towns**

Sections 11-8-13 to 11-8-17 inclusive apply to the performance of the examination of the indexes of the land records of the towns and an inspection of the records for the preceding year as required pursuant to Connecticut General Statutes, Section 7-14.

(Effective December 23, 1988)

**Sec. 11-8-14. Definitions**

(a) "Land records" means a designated series of books in the custody of the Town Clerk in which all instruments affecting real property which are required by law to be recorded, are so recorded pursuant to Section 7-24 of the General Statutes.

(b) "Indexes of the land records" means the grantor and grantee indexes to the land records prepared in accordance with the provisions of Connecticut General Statutes, Section 7-25.

(c) "Examination of the indexes" means an examination to determine the accuracy of the indexes of the land records prepared pursuant to Section 7-25 of the General Statutes.

(d) "Inspection of the records" means a physical inspection of all records of a town in order to ascertain their condition pursuant to Section 7-14 of the General Statutes.

(e) "Verification process" means a method of examination of indexes of land records in



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which the accuracy of entries made onto the indexes is determined through the use of the microfilm prepared for archival storage of the original land records.

(f) “Certificate” means a written statement which affirms that the examination of the indexes and inspection of records pursuant to Connecticut General Statutes Section 7-14 have been completed.

(g) “Summary statement” means a concise narrative prepared by the selectmen or administrative head of the town setting forth the results of the examination of the indexes and the inspection of the records pursuant to Section 7-14 of the General Statutes.

(Effective December 23, 1988)

**Sec. 11-8-15. Conduct of the examination of the indexes of the land records**

(a) An examination of the indexes of the land records of each town in the state must be done annually for the preceding calendar year as required pursuant to Section 7-14 of the General Statutes.

(b) The selectmen or administrative head of the town shall annually appoint a suitable person or persons to examine the indexes of the land records of their respective towns pursuant to Section 7-14 of the General Statutes.

(c) Examinations of the indexes of the land records may take place on-site in the office of the town clerk or at off-site locations using the verification process.

(d) The person appointed to conduct the examination shall provide the selectmen or administrative head of the town, and the town clerk with a report in writing stating all errors and omissions in the land records indexes.

(e) The town clerk of each town shall correct all errors and omissions in the land records indexes pursuant to Section 7-26 of the General Statutes.

(Effective December 23, 1988)

**Sec. 11-8-16. Inspection of records**

(a) The selectmen or administrative head of the town shall for the preceding calendar year, undertake an inspection of the town records as defined by Section 11-8-14 (d) of these regulations as required pursuant to Section 7-14 of the General Statutes.

(b) The selectmen or administrative head of the town shall cause any records found, as the result of such inspection, to be in need of repair or rebinding to be so repaired or rebound.

(Effective December 23, 1988)

**Sec. 11-8-17. Certification**

The selectmen or administrative head shall, on or before December thirtieth of each year, file a summary statement as defined by section 11-8-14 (g) of these regulations and a certificate with the public records administrator that the examination of the indexes and inspection of the records have been completed pursuant to Section 7-14 of the General Statutes.

Such certificate shall be in the following form:

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CERTIFICATE

THE SELECTMEN/ADMINISTRATIVE HEAD OF THE CITY/TOWN HEREBY CERTIFY TO THE PUBLIC RECORDS ADMINISTRATOR THAT THE EXAMINATIONS OF INDEXES AND INSPECTIONS OF RECORDS AS REQUIRED BY SECTION 7-14 OF THE GENERAL STATUTES OF CONNECTICUT HAVE BEEN COMPLETED FOR THE PERIOD JANUARY 1, 19      TO DECEMBER 30, 19      .

Selectmen or Administrative Head

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ (day) \_\_\_\_\_ Month of 19 \_\_\_\_ .

Notary Public

Commissioner of the Superior Court

(Effective December 23, 1988)

**Sec. 11-8-18. Enforcement**

The public records administrator may withdraw or withhold his acceptance of a certificate if he believes an examination and inspection were not done in accordance with Sections 11-8-15 to 11-8-17 of these regulations, and shall seek enforcement of the regulation by the state librarian pursuant to Section 11-8 of the General Statutes.

(Effective December 23, 1988)

**Filing Requirements for Maps**

**Sec. 11-8-19. Filing requirements for maps**

Section 11-8-19 to 11-8-25 inclusive apply to the filing requirements for maps or plans that are received and placed on file in the office of the town clerks of the towns pursuant to Connecticut General Statutes, Section 7-31 and Section 7-32.

(Effective November 25, 1991; Amended January 28, 2010)

**Sec. 11-8-20. Definitions**

For the purposes of sections 11-8-19 to 11-8-25, inclusive of these regulations:

(a) “Design Professional” means an architect, as defined in section 20-288(2) of the Connecticut General Statutes, a professional engineer, as defined in section 20-299(1) of the Connecticut General Statutes, a land surveyor, as defined in section 20-299(2) of the Connecticut General Statutes, or a landscape architect, as defined in section 20-367(3) of the Connecticut General Statutes.

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- (b) “Live Seal” means raised seal.
- (c) “Live Stamp” means an original stamp.
- (d) “Map” means a survey map or land survey on a plane surface, at an established scale, of the physical features (natural, artificial, or both) of a part or the whole of the earth’s surface, that bears the seal of and is certified by a land surveyor, as defined in section 20-299(2) of The Connecticut General Statutes.
- (e) “Plan” means a drawing, print or graphical representation depicting a building or other improvement, existing or proposed, such as an engineering design plan, a condominium, a common interest community or other architectural building plan or a landscape architectural plan, that is signed and sealed by a design professional authorized to prepare such plan.
- (f) The “producer” of an original map or plan for filing is the person who draws the map or plan: the “producer” of a copy of a map or plan for filing is the person or company that creates the reproduction.

(Effective November 25, 1991; Amended January 28, 2010)

**Sec. 11-8-21. Map standards**

- (a) Maps or plans bearing a date of October 1, 1974 or later, submitted to the town clerk, shall be of a process approved by the public records administrator and the process shall be identified by the producer on the map submitted.
- (b) Maps or plans presented to town clerks for filing on or after January 1, 1992 shall be produced by one of the following processes: 1) wash-off photographic polyester film, 2) fixed line photographic polyester film, 3) original ink drawing on polyester film or linen. The Office of the Public Records Administrator shall have the authority to revise these accepted processes periodically, and shall maintain a current list of approved reprographic processes for filing requirements for maps.
- (c) Maps or plans presented to town clerks for filing on or after January 1, 1992 shall be identified as to the reproduction process used by the producer, e.g., “wash-off” or “fixed line photographic.” This process will be certified by a live stamp applied by the producer. This stamp will be affixed with indelible red ink. The stamp shall include the name of the producer and the process used. It shall measure 1" x 2". Original ink drawings will be so identified using the same process described above.
- (d) The thickness of the material on which maps or plans are drawn or reproduced shall be no less than .003. The polyester shall be either matte on one side or matte on both sides.
- (e) The public records administrator shall notify the State Board of Examiners for Professional Engineers and Land Surveyors and other concerned agencies as to which materials and photographic processes are acceptable for maps that are submitted for filing and preservation.
- (f) Maps or plans presented for record and preservation shall not be accepted if any part is attached/glued to its surface. The legibility of all data reflected on any map or plans filed for record and preservation shall be beyond question. Maps or plans presented for filing

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with illegible or questionable images shall be rejected.

(g) The size of maps or plans filed for record in the office of the town clerk shall conform with the requirements set forth in Section 7-31 of the General Statutes.

(h) Each map, plan, drawing, or specification shall contain a live seal or live stamp of the design professional within whose area of expertise or professional discipline the document falls.

(i) Security film of maps or plans placed on file in the office of the town clerk shall be required and stored in a manner similar to security film of deeds. Photographic reproduction must be provided pursuant to Section 7-31 of the General Statutes.

(Effective November 25, 1991; Amended January 28, 2010)

**Sec. 11-8-22. Map standards—exceptions**

(a) Public service companies are exempt from the requirement that land maps filed by them must be sealed and/or signed by a land surveyor, as set forth in section 20-309. However, maps must conform to size and material requirements. Maps or plans filed for record that are not to scale shall reflect that fact.

(b) Maps or plans placed with the town clerk by municipal, state or federal agencies for temporary exhibit and public reference need not conform to Sections 11-8-19 to 11-8-25, inclusive, of these regulations, which only apply to maps or plans filed for record.

(Effective November 25, 1991; Amended January 28, 2010)

**Sec. 11-8-23. Receipt of maps**

(a) All maps or plans delivered to the town clerk for filing must be properly drawn, signed, and sealed. He/she shall immediately endorse upon the face of each map or plan the day, month, year, and time it was received pursuant to Section 7-24 of the General Statutes.

(b) Each map or plan shall be assigned and marked with an identification number, and must be reflected in the map indexes.

(Effective November 25, 1991; Amended January 28, 2010)

**Sec. 11-8-24. Index of maps**

(a) Town clerks shall maintain two separate map indexes pursuant to section 7-32 of the General Statutes.

(b) For locating and reference purposes, each indexing shall also show the map identification number assigned by the town clerk.

(c) Condominium or common interest community building plans filed pursuant to Section 47-71(e) of the General Statutes for recording purposes shall be received and indexed as maps.

(Effective November 25, 1991; Amended January 28, 2010)

**Sec. 11-8-25. Photographic reproduction of maps**

The photographic reproduction of maps or plans is approved. Reproduction methods shall require that the original maps be available for reference pursuant to Section 7-31 of the General Statutes.

(Effective November 25, 1991; Amended January 28, 2010)

**Sec. 11-8-26. Storage of maps**

(a) Maps or plans require the security set forth in Section 7-27 of the General Statutes for public records. Selectmen, chief administrative officers or elected bodies shall be required to provide map cases or bindings in which original maps or plans are to be preserved. Maps or plans shall not be mounted on boards or any other material and shall not be folded.

(b) Valuable old paper maps or plans with cloth backing shall be filed flat (not rolled). All repairs to valuable maps or plans shall be performed by a professional conservator approved by the Office of the Public Records Administrator.

(Effective November 25, 1991; Amended January 28, 2010)

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**Transferring Archival Records from the State Library**

*Inclusive Sections*

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**Transferring Archival Records from the State Library**

**Sec. 11-8a-1—11-8a-4. Reserved**

**Sec. 11-8a-5. Definitions**

(a) “Reappraisal” means the process of reviewing the value of an archival record already in the custody of the State Archives, based on current collecting guidelines and documentation strategies and professional archival appraisal criteria for purposes of retention or transfer.

(b) “Repository” means any archive, museum, library, historical society, or local government which possesses an adequate facility and shows commitment to the care of archival records. Criteria for showing commitment may include the following: adequate funding, staffing, training and any other factor deemed appropriate.

(c) “Transfer” means the conveyance of physical custody and legal title of archival records from one party to another.

(Effective September 29, 1989)

**Sec. 11-8a-6. Applicability**

These regulations shall apply only to non-governmental and local government archival records in the custody of the Connecticut State Library. They shall not apply to state government (executive, legislative, judicial) archival records in the Library’s custody.

(Effective September 29, 1989)

**Sec. 11-8a-7. Steps in the transfer process**

**(a) Reappraisal Report**

(1) A reappraisal report must be prepared by State Archives staff for review by the State Archivist if a repository submits a written request for transfer of archival records. It may be prepared for review by the State Archivist in the normal course of reappraising the holdings of the State Archives.

(2) The report will contain the following information on each record: title; inclusive dates; informational content; provenance or origins, if known; format; size; quantity; recommendation for retaining copies of the records in the state archives; current restrictions on use and copying; problems in storing, transporting, and preserving the records.

(3) The report will conclude with a recommendation for transfer, based on one or more of the following criteria:

(A) The records do not fit into the collection management statement of the State Archives.

(B) The records do not have any enduring intrinsic or informational value to warrant continued retention by the State Archives.

(C) The records do have enduring intrinsic value for the requesting repository.

(D) The State Library does not have the resources, staff, or ability to properly preserve and/or store the records.

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(E) The records raise potential problems regarding public access.

**(b) Action by State Archivist on the Reappraisal Report.**

(1) All reappraisal reports will be reviewed by the State Archivist for approval or rejection.

(2) All repositories shall receive a written report from the State Archivist, stating the reasons for disapproval of a request to transfer.

(3) If the State Archivist approves the Reappraisal Report, he shall prepare a Recommendation of Transfer.

**(c) Recommendation of Transfer**

The Recommendation for Transfer shall include the following information:

(1) Copy of the Reappraisal Report prepared by the State Archivist.

(2) If applicable, description of arrangements under which copies of archival records evaluated will be retained in the State Archives.

(3) Name of recommended repository to receive the transfer, and a description of the way in which the records fit the repository's existing collecting guidelines or mission statement.

(4) For repositories located within the State, an inspection report certifying their facility signed by the Public Records Administrator; for out-of-state repositories, a written report of the facility in which the records will be housed, detailing fire protection, anti-theft devices, and disaster prevention and recovery procedures in operation, signed and dated by authorized administrative personnel of the recommended repository and by the Public Records Administrator. No repository will be recommended unless its facility has been approved by the Public Records Administrator.

(5) Letter signed by the administrative head or chief officer of the governing board of the repository, expressing a willingness to receive, care for, and provide widest possible public access to the records.

(6) Written approval signed by the original donor, heirs, or authorized representatives, if they are known and available.

(7) Description of arrangements under which records will be conveyed. The State Archivist may require evidence that the records are covered by adequate transport insurance, the cost of which should be borne by the receiving repository. The insurance should cover a fair market value of the records as provided by a qualified manuscript appraiser.

**(d) Review of and Action on Recommendation for Transfer.**

(1) The State Archivist shall forward the Recommendation for Transfer to the Associate State Librarian for Programs for review.

(2) Upon written approval, the Associate State Librarian for Programs shall forward the recommendation to the State Librarian for review.

(3) If the State Librarian approves the recommendation in writing, he shall put the transfer on the agenda of the next meeting of the State Library Board.

(4) If a majority of the State Library Board approves the recommendations for transfer, the State Librarian shall return the recommendation with a signed memo directing final



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action to the State Archivist.

(e) **Completion of Transfer.**

(1) Upon receiving the approved Recommendation for Transfer, the State Archivist shall contact the receiving repository to arrange for the conveyance of the records.

(2) The State Archivist, or his representative, shall physically convey the records only to identified authorized representatives of the receiving repository. If applicable, the receiving repository must accept physical custody and legal title at the Connecticut State Library or at a designated off-site repository. Upon receiving the records, the representative or the receiving repository shall sign a receipt of custody. The State Archivist, or his representative, shall attach the receipt to the Recommendation for Transfer and shall inform the State Librarian of the completion of the transfer. The State Librarian shall inform the State Library Board of all completed transfers.

(3) The State Archivist shall maintain all files documenting the transfer of archival records from the State Library.

(Effective September 29, 1989)

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*Agency*

**State Library**

*Subject*

**Minimum Standards for the Tier System of State Law Libraries**

*Inclusive Sections*

**§§ 11-10b-1—11-10b-5**

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**Minimum Standards for the Tier System of State Law Libraries**

**Sec. 11-10b-1. Definitions**

(a) **Tier I Libraries:** Are those libraries located in the judicial district courthouses in Bridgeport, Stamford, and New Haven, as provided by section 11-19a of the general statutes.

(b) **Tier II Libraries:** Are those law libraries located in the judicial district courthouses in Waterbury, New London, Danbury, and Norwich, as provided by section 11-19a of the general statutes.

(c) **Tier III Libraries:** Are those law libraries located in the judicial district courthouses in Litchfield, Rockville, Putnam, and Middletown, as provided by section 11-19a of the general statutes.

(Effective July 27, 1987)

**Sec. 11-10b-2. Collection standards**

(a) Tier III libraries shall house a collection consisting of not less than the following current, legal publications:

(1) Connecticut materials

(A) All published judicial decisions, official editions

(B) Official and commercially published digests

(C) Shepard's Connecticut Citations

(D) Official and commercially published session laws

(E) Official and commercially published statutory compilations

(F) Administrative code and published agency decisions

(G) Official and commercially published practice books

(H) Bar association code of ethics and opinions

(I) Local charters and ordinances for towns in the judicial district

(J) A comprehensive collection of Connecticut textbooks, treatises, formbooks, and practice aids

(K) All Connecticut legal newspapers and journals

(L) Records and briefs of cases heard in the appellate courts of the state

(M) Legislative bulletins, list of bills, calendars, public acts effective upon passage, and journals for the current session

(N) Transcripts of the House and Senate proceedings and the public hearings

(2) Federal materials

(A) United States Reports or Supreme Court Reporter or United States Supreme Court Reports, Lawyers' Edition

(B) Federal Reporter, Federal Supplement, Federal Rules Decisions, Bankruptcy Reporter, and United States Claims Court Reporter

(C) A digest of all United States Supreme Court reports, and a digest of all federal reports

(D) Shepard's United States Citations, Shepard's Federal Citations, and Shepard's Bankruptcy Citations

(E) United States Code Congressional And Administrative News

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- (F) United States Code Annotated or United States Code Service
- (G) Federal Register and Code of Federal Regulations
- (3) General American publications
- (A) Regional reporters of the National Reporter System: Atlantic, Northeastern, Northwestern, Pacific, Southeastern, Southern, Southwestern, plus the California Reporter and New York Supplement
- (B) American Digest System
- (C) Shepard's citations for the regional reporters, California, and New York
- (D) American Law Reports
- (E) A collection of textbooks, treatises, and practice aids of contemporary value on legal subjects of interest to the clientele of the library
- (F) A collection of legal periodicals which are indexed in the Index To Legal Periodicals or other similar indices, including all law reviews published in Connecticut
- (G) A legal encyclopedia, two law dictionaries, a general dictionary, a medical dictionary, and a general reference collection
- (H) Two basic form sets, a general pleading, a general evidence, and a general trial practice set
- (I) An index to legal periodicals
- (J) Words and Phrases
- (K) Restatements Of The Law
- (L) Uniform Laws Annotated
- (M) Martindale-Hubbell Law Dictionary
- (N) U.S. Law Week or Supreme Court Bulletin
- (b) Tier II libraries shall house a collection consisting of not less than the following current, legal publications:
  - (1) Connecticut materials
    - (A) All of those set forth in subsection (a) (1)
    - (B) A looseleaf service covering state taxation
  - (2) Federal materials
    - (A) All of those set forth in subsection (a) (2)
    - (B) Bankruptcy Digest and United States Claims Court Digest
    - (C) Shepard's Code of Federal Regulations Citations
  - (3) General American publications
    - (A) All of those set forth in subsection (a) (3)
    - (B) Statutory compilations and session laws for New York and Massachusetts
    - (C) Atlantic Digest and New York Digest
    - (D) A second legal encyclopedia
    - (E) A broad collection of textbooks, treatises, formbooks, and practice aids of contemporary value on legal subjects of interest to the clientele of the library
    - (F) A collection of looseleaf services of contemporary value on legal subjects of interest to the clientele of the library

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(G) A broad collection of legal periodicals which are indexed in the Index To Legal Periodicals or other similar indices

(H) American Bar Association standards and professional ethics opinions

(c) Tier I libraries shall house a collection consisting of not less than the following current, legal publications:

(1) Connecticut materials

(A) All of those set forth in subsection (b) (1)

(B) A substantial duplication of materials set forth in subsection (b) (1)

(C) Selected local charters and ordinances

(2) Federal materials

(A) All of those set forth in subsection (b) (2)

(B) United States Reports, Supreme Court Reporter, and United States Supreme Court Reports, Lawyers' Edition

(C) Federal Cases

(D) A second edition of the United States code

(E) United States Statutes At Large

(F) United States Treaties And Other International Agreements

(G) Selected administrative reports

(H) Citators for selected administrative reports

(3) General American publications

(A) All of those set forth in subsection (b) (3)

(B) The published reports of decisions of the courts of last resort prior to the National Reporter System

(C) Statutory compilations for the New England states and for selected, leading states

(D) Citators to cover selected, specialized subjects

(E) A comprehensive collection of significant textbooks, treatises, formbooks, and practice aids of contemporary value on legal subjects of interest to the clientele of the library

(F) A broad collection of looseleaf services of contemporary value on legal subjects of interest to the clientele of the library

(G) An extensive collection of legal periodicals which are indexed in the Index To Legal Periodicals or other similar indices

(Effective July 27, 1987)

**Sec. 11-10b-3. Staffing levels**

(a) Tier III libraries shall be staffed by at least one part-time librarian.

(b) Tier II libraries shall be staffed by at least one full-time librarian.

(c) Tier I libraries shall be staffed by at least two full-time librarians and one part-time clerical assistant.

(Effective July 27, 1987)

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**Sec. 11-10b-4. Hours of operation**

Tier I, II, and III libraries shall be open to the public 9:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of state holidays.

(Effective July 27, 1987)

**Sec. 11-10b-5. Library services**

In accord with generally accepted library science principles and practices, tier I, II, and III libraries shall provide reference, circulation, photocopier, and microform reader-printer services to the courts and citizens of the state at all times the libraries are open and staffed.

(Effective July 27, 1987)

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TITLE 11. Libraries

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*Agency*

**State Board of Education**

*Subject*

**Grants To Public Libraries**

*Inclusive Sections*

**§§ 11-24-1—11-24-3**

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Sec. 11-24-3.	Certification to comptroller

**Grants To Public Libraries**

**Sec. 11-24-1. Applications for grants**

Application for a grant to a free public library, as provided by section 11-24 of the general statutes, shall be made to the state board of education by \*\*\* such library on or before *June fifteenth* of each year on a form provided by the state board of education. Such application shall state the amount appropriated by the town or taxing district \*\*\* *to* such library for its general purpose *for the library's last fiscal year* and the amount appropriated for such use for the library's fiscal year last preceding July 14, 1955.\*\*\*

(Effective October 2, 1962)

**Sec. 11-24-2. Public library statistical report required**

The annual public library statistical report, on a form \*\*\* provided by the state board of education for the library's last completed fiscal year, shall be filed with the state board of education before the application is approved for payment. *Such report shall show both the receipts and the expenditures for the library's general purposes of a sum equal to the amount paid to such library by the state comptroller plus an equal amount appropriated by the town or taxing district. Expenditures for general purposes shall not include capital expenses, such as buildings, sites and additions.*

(Effective October 2, 1962)

**Sec. 11-24-3. Certification to comptroller**

Upon approval of the report *as required in section 11-25 of the general statutes*, and the application \*\*\* *to* the state board of education, the \*\*\* *amount of the approved payment* shall be certified by the state board of education to the state comptroller for payment and the library shall be notified of the action.

(Effective October 2, 1962)



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*Agency*

**State Library**

*Subject*

**State Grant Payment**

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**State Grant Payment**

**Sec. 11-24b-1. Definitions**

The definitions in Connecticut General Statutes, Section 11-24a, as amended shall apply to Sec. 11-24b-2 through 11-24b-3. The following definitions also apply:

(a) “Contract library” means the principal public library in another town which has been designated by contract with a town without public library service to provide service for that town’s residents and has been designated as that town’s principal public library.

(b) “Total Population” of a town means that enumerated in the 1980 Federal Decennial Census of Population.

(Effective May 8, 1985)

**Sec. 11-24b-2. Requirements for the receipt of payment under the program of state grants to public libraries**

The State Library will provide public libraries with an Annual Statistical Report Form and Application for Payment of State Grant by July 15 each year.

Any library participating in the program of state grants to public libraries may claim and be eligible to receive a state grant if they meet the following requirements:

(a) Files a Public Library Annual Statistical Report and Application for Payment of a State Grant with the State Library Board no later than November 15 of each year. Such report shall contain a certification page to be signed by the library director. The library director will certify that the library meets the following conditions:

(1) Participates in the Connecticard program, as specified in Connecticut General Statutes 11-31a and 11-31b;

(2) Provides access to library materials without charging individuals residing in the town for borrowers cards;

(3) Provides equal access to library service for all individuals and does not discriminate upon the basis of age, sex, race, religion, national origin, handicap or place of residence in the town in which the library is located or the contract library is located;

(4) Certifies that the state grant will be used for general library purposes as defined in Connecticut General Statutes 11-24a, as amended.

(5) Certifies that the public library’s annual tax levy or appropriation has not been reduced to an amount that is less than the average amount levied or appropriated for the library for the three fiscal years immediately preceding the fiscal year in which the state grant payment is to be made. If a public library has extenuating reasons for an unusually high or low expenditure as compared with the other three years, the library may request, in writing, to the State Library Board, an exception.

(b) The Public Library Annual Statistical Report form shall request information concerning local library governance, hours of service, type of facilities, library policies, resources, programs and services available, measurement of levels of service provided, personnel and fiscal information concerning library receipts and expenditures. Such report must be fully completed by a duly authorized library agent.

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(c) Public libraries wishing to receive a state grant must file with the Board, certification and documentation that the library has been legally established in accordance with Connecticut General Statutes Section 11-20.

(d) State grant funds should be expended within two (2) years of receipt of such funds. If the funds are not expended in that period, the library shall submit in writing to the Board a plan detailing how unexpended funds will be used. Such plan should specify the amount of unexpended funds to be carried over, the purposes for which they will be used and a proposed timetable for their expenditure.

(Effective May 8, 1985)

**Sec. 11-24b-3. Method of payment for public libraries participating in the program of state grants**

(a) Payments will be approved for each participating public library by April 15 of each state fiscal year provided they have met requirements set forth in Section 11-24b-2 (a) through (d).

(b) Payment of state grants to public libraries shall be as follows:

(1) principal public libraries, as defined in CGS 11-24a, as amended, including contract libraries, shall receive a base grant of \$1,200 for each fiscal year;

(2) non-principal public libraries as defined in CGS 11-24a, as amended, shall receive a base grant of \$1,000 for the year ending June 30, 1985; \$750 for the year ending June 30, 1986; \$500 for the year ending June 30, 1987;

(3) the amount of funds to be distributed for base grants is to be subtracted from the total appropriation. The remaining appropriation shall be divided as follows: sixty (60%) percent to support equalization grants and forty (40%) percent to support incentive grants;

(4) payment for equalization grants shall be as follows: the adjusted equalized net grand list per capita shall be divided into the following four classes: CLASS A, towns ranked from 1-42; CLASS B, towns ranked from 43-84; CLASS C, towns ranked from 85-126 and CLASS D, towns ranked from 127-169. Equalization funds are to be distributed among the four classes so that Class B, C, and D towns shall receive 2 times, 3 times and 4 times as much per capita as towns in Class A. Funds available for equalization shall be multiplied by the percent 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 each town shall be the town's total population multiplied by the amount per capita.

(5) Payments for incentive grants shall be as follows: The State Library Board shall determine for each fiscal year, a statewide average for per capita library expenditures and an individual library's expenditure based on information obtained from the Public Library Annual Statistical Report. Such average will be determined by adding the total general operating expenditures as reported on the Public Library Annual Statistical Form and dividing by the total population of towns served by reporting libraries.

The per capita library expenditure of each town shall be ranked from highest to lowest

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and the ranked expenditures shall be divided into the following classes: Class A, towns which meet or exceed the statewide average for per capita library expenditures; Class B, towns which meet seventy-five to ninety-nine per cent, inclusive of the statewide average; Class C, towns which meet fifty to seventy-four percent, inclusive, of the statewide average; and, Class D, towns which fall below fifty percent of the statewide 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 Class A and B towns, respectively, shall receive three times and two times as much on a per capita basis as Class C towns. Class D towns will receive no incentive grants.

Grants to each town shall be determined as follows: said funds available for purposes of this subsection shall be multiplied by the percent 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 each town shall be the town's total population multiplied by the amount per capita.

(Effective May 8, 1985)

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*Agency*

**State Library Board**

*Subject*

**Administration of Library Automation Grants**

*Inclusive Sections*

**§§ 11-24d-1—11-24d-7**

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**Administration of Library Automation Grants**

**Sec. 11-24d-1. Definitions**

- (a) “Board” means the State Library Board.
- (b) “Library Automation Grant” means support for a project or program which provides financial assistance to support the application of automation to the state’s publicly supported libraries.
- (c) “Publicly supported libraries” means those libraries which are supported in whole, or in part, from local or state tax revenues. Such libraries include public, school, or public academic libraries, the State Library, state agency libraries, and Cooperating Library Service Units and automated networks of which the majority of members are publicly supported libraries.
- (d) “Allowable expenses” means consultant fees, travel, supplies, equipment purchase or rental and contractual agreements.
- (e) “Connlinet” means the Connecticut Library Information Network.
- (f) “Connlinet Council” means advisory council which has been established to advise the State Library Board on the distribution of library automation grants.
- (g) “Project grants” means competitive grants that are made available to publicly supported libraries to support the purposes of the library automation program.
- (h) “Special program grants” means funds which are granted by the State Library Board for automation to support a specific program need.
- (i) “Connecticut Library Information Network” means a cooperative multitype and multipurpose network which is designed to provide a broad range of library and information resources and services to all citizens of Connecticut.
- (j) “Network Components” means the users of any participating library who wish to obtain information and/or services found not only in that participating library, but in other participating libraries or information services. Members of Connlinet are those libraries and organizations that voluntarily agree to become participants in the Connecticut Library Information Network and either offer their users Connlinet programs and services or furnish network services that facilitate the interchange of bibliographic information, library materials, and information services.

(Effective March 6, 1987)

**Sec. 11-24d-2. Purpose**

Grants under this program are to support the application of automation to the state’s publicly supported libraries. Grant funds shall provide, to publicly funded libraries, state financial assistance where such aid would not otherwise be available from other sources. Funds may be used to support expenses associated with the purchase of necessary capital equipment and entrance fees to join 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 databases to accommodate increased library participation and technological innovations; providing connections to centralized automated

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library databases; procurement of terminals and software for libraries to access shared bibliographic and source databases; expansion of electronic mail service among the state's libraries and establishment of communication systems to support cooperative information services for the public.

(Effective March 6, 1987)

**Sec. 11-24d-3. Eligibility requirements**

Publicly supported libraries submitting applications for library automation funds must meet the following eligibility requirements:

(a) Subscribe to, and demonstrate a commitment to, the sharing of bibliographic records, access to information, and equity of access.

(b) Demonstrate an appropriate commitment of resources and staff to the project for which such grants are requested and/or made available by presenting a written plan which outlines their expectations of any project to be funded under this program and which provides information about the actual and potential sources of financial support.

(c) Demonstrate a conscientious effort to meet existing service and support standards for their library organization. Those who do not already meet existing standards must demonstrate how grant funds will help them to achieve such standards.

(d) Demonstrate, if the project involves the creation and/or use of bibliographic records in machine-readable form, a conscientious effort to create, or upgrade, bibliographic records to national bibliographic standards, or such other bibliographic standards as may be adopted by the State Library Board; those who do not already meet such bibliographic standards must demonstrate how grant funds will help to achieve those standards.

(e) Provide mutually agreeable, reasonable and appropriate access to the bibliographic database in which their records are contained to all other components of the Connecticut library network without any direct charge for that access as such beyond any direct costs that may be incurred on behalf of those components; provide reasonable and appropriate access to the information and materials represented by the bibliographic database in which their records are contained to all other components of the Connecticut library network, and to individual libraries, without any direct charge for that access as such beyond whatever system of reimbursement for services may be provided by the State Library Board, or beyond the actual direct costs for services that may be incurred on behalf of a borrower.

(f) Be requesting, or receiving, such grants for projects which demonstrate a direct relationship to existing automation and network activities in Connecticut, or to future directions in automation and network activities in Connecticut that have been endorsed by the State Library Board.

(Effective March 6, 1987)

**Sec. 11-24d-4. Application process**

The Connlinet Council shall advise the State Library Board annually on the funding emphasis and priorities for library automation grants.

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(a) **Project grants**—Beginning November 1, 1986 the State Library Board annually will circulate a Library Automation Grant announcement to all publicly supported libraries. Such announcement shall describe the purposes of Library Automation Project grants, establish a timetable and procedure for submission of applications and designate the total amount available for project grants. Applicants shall submit, to the State Library Board, on a form prescribed by the State Library, information deemed necessary to evaluate the merits of each application. At a minimum such application shall include:

(1) A detailed project budget form for the project which outlines expenditures for allowable expenses and details available funds.

(2) A project narrative which outlines project goals and objectives, specifies planned activities, describes project staff, details the project's impact upon the community to be served, describes the project's contributions to statewide, regional and local resource sharing efforts, details plans for project evaluation and continuation.

(3) In cases where a library is joining or accessing an automated system, the applicant shall attach a letter from the system stating that such library will be accepted as a member or will be allowed access to the database.

(b) **Special Program grants**—The State Library Board and Connlinet Council may circulate a Request for Proposal (RFP) to all publicly supported libraries and appropriate parties to make an application for library automation grant funds to support a specific program need identified by the Board and the Connlinet Council.

(Effective March 6, 1987)

**Sec. 11-24d-5. Review/award process**

(a) The State Library staff shall review all applications and communicate any deficiencies to the applicant. Applicants will have 15 days to resubmit the application following receipt of notification.

(b) The Connlinet Council shall review all eligible applications. The Council shall prepare funding recommendations in priority for funding to the State Library Board.

(c) The criteria to be employed in the evaluation of applications include, but are not limited to, the following:

(1) There is a clearly started narrative which details the intended project.

(2) The methodology is appropriate for successful project completion.

(3) The applicant has developed an appropriate method to evaluate the proposal.

(4) The budget is appropriate and the applicant has the ability to meet ongoing costs associated with the project.

(5) The critical impact of the project is stated.

(6) The degree to which the project fosters local, regional and statewide resource sharing.

(7) The degree the project will be visible to and have an impact on the community.

(8) The applicant has outlined a reasonable timetable for the specific accomplishment of tasks associated with the project.

(d) Additional criteria for bibliographic records.



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In addition, when recommending the allocation of funds for providing improved access to bibliographic records, the Connlinet Council and State Library Board will consider:

(1) The past and present initiative demonstrated by a library or network in creating machine-readable records.

(2) The extent to which records represent materials that are not already recorded in the Connecticut database.

(3) The extent to which the activity will provide improved access to materials which are not widely held in Connecticut libraries.

(4) The extent to which the records involved, and the materials they represent, have demonstrated value to other libraries in Connecticut and their users.

(5) The extent to which categories of records are incorporated into a plan, which includes the establishment of priorities, for the upgrading, converting, or creating of records established by Connecticut network, a cooperating library service unit, or another appropriate grouping of libraries in Connecticut.

(6) The extent to which the upgrading of records is a prerequisite to adding software modules to a network or system than will provide improved access.

(e) **The State Library Board**—After applications have been reviewed and evaluated by the Connlinet Council, State Library Staff will submit the information and recommendations to the State Library Board. The State Library Board has the final responsibility for decisions on applications.

(f) The applicant institution whose project(s) are approved for funding will be notified of a contingent award, pending allocation of necessary funds by the State Bond Commission. A request will be made to the State Bond Commission to allocate necessary funds when the State Library Board has approved funding recommendations.

(g) If a proposal is not funded, an applicant may write to the State Library Network Services Department and request a copy of the Connlinet Council meeting minutes which state the reason for denial. The applicant has two weeks from the receipt of official notification to file a written appeal with the Connlinet Council. The appeal must demonstrate that the application was not reviewed in accordance with the criteria and procedures established by the State Library Board. The Connlinet Council will consider all written appeals. The Connlinet Council may deny the appeal or present a new recommendation to the State Library Board.

Grant applicants may appeal directly to the State Library Board if not satisfied with the Connlinet Council response to their appeal.

(Effective March 6, 1987)

**Sec. 11-24d-6. Reports**

Publicly supported libraries receiving funds under this program shall submit to the State Library Board periodic reports on their funded projects. At the termination of the funding period, institutions receiving funds shall submit, to the State Library Board, a final report

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in a form and at a time prescribed by the State Library Board.

(Effective March 6, 1987)

**Sec. 11-24d-7. Funding**

(a) Library automation funds will be used to support up to 75% of the cost of project grants to support programs outlined in Public Act 85-537-2. Applicants may meet their share of project costs by a combination of cash and in-kind support. At least twenty-five percent (25%) of the local contribution must be actual cash.

(b) Grant applicants may request funding for a period not to exceed one year. An interim report outlining expenditures and progress to date shall be submitted 9 months after the applicant receives their first state library automation grant payment. If at the end of the 12 month period, unexpended funds remain in a project and if a grantee makes application at least 30 days before the termination of the funding period, permission may be granted by the State Library Board for a six month extension of the project without additional funding.

(c) Grant recipients will immediately notify the State Library in writing if they are unable to meet the requirements of a project grant. In the event a library receiving a grant is unable to meet the requirements of the grant, a grant award will be made to a library on the priority list with the highest priority ranking.

(d) Any equipment purchased under this program shall be the property of the applicant institution.

(e) Funds awarded must be spent in accordance with grant application as subsequently approved by the State Library Board; If the State Librarian finds that any grant is being used for purposes which are not in conformity with the purposes of the library automation grant program, the State Librarian may require repayment of the grant to the State.

(Effective March 6, 1987)

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*Agency*

**State Library Committee**

*Subject*

**Certificates for Head Librarians of Public Libraries**

*Inclusive Sections*

**§§ 11-26-1—11-26-6**

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**Certificates for Head Librarians of Public Libraries**

**Sec. 11-26-1. General**

(a) In accordance with the authority granted in section 11-26 of the 1969 supplement to the general statutes, the state library committee will issue certificates to librarians desiring to be certified for a position as head librarian of a public library. The exercising of this authority shall not be so construed as to affect any person holding the position of head librarian at the time of the effective date of these regulations. Head librarians in service on said date shall be entitled to receive a certificate without examination for the position then held.

(b) Applications for certificates as head librarians shall be executed on forms furnished by and filed with the state librarian, state library, Hartford.

(c) Certificates will be issued for the grades and in accordance with the procedures listed in the following sections.

(Effective December 28, 1971)

**Sec. 11-26-2. Grades of certification**

(a) Grade IA – Issued to applicants with two years of academic education in an accredited college or university, or one year employment in library work; and completion of at least eight semester hours in library education, or equivalent attendance at workshops designated by the State Library Committee.

(b) Grade IB – Issued to applicants with two years of academic education in an accredited college or university and three years of employment in library work and completion of at least fifteen semester hours in library education or equivalent attendance at workshops designed by the State Library Committee.

(c) Grade II – Issued to graduates of an accredited college or university with at least fifteen semester hours in library education, and at least one year of library experience or equivalent attendance at workshops designed by the State Library Committee.

(d) Grade IIIA – Issued to graduates of an accredited college or university, with one year of library education and holding a master's or fifth-year degree from a library school.

(e) Grade IIIB – Issued to graduates of an accredited college or university, with one year of library education, a master's or fifth-year degree from a library school, and one year's library experience.

(f) Grade IIIC – Issued to graduates of an accredited college or university, with one year of library education, a master's or fifth-year degree from a library school, and three years of library experience including at least one year of administrative experience.

(g) Grade IIID – Issued to graduates of an accredited college or university, with a master's or fifth-year degree from an A.L.A.-accredited library school and six years of library experience including at least three years of administrative experience.

(Effective December 28, 1971)

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**Sec. 11-26-3. Recognition of additional education or experience**

(a) Whenever a librarian holding a certificate less than the highest certificate in that grade (denoted by letter A, B, or C) shall have completed the experience requirements for any higher grade, the committee, upon request and satisfactory evidence of such completion, shall issue a new certificate.

(b) Whenever a librarian holding a Grade I or II certificate shall have completed the requirements for a Grade II or III certificate, respectively, the committee, upon request and satisfactory evidence of such completion, shall issue a new certificate.

(Effective December 28, 1971)

**Sec. 11-26-4. Certification by examination**

Whenever any applicant for a librarian's certificate in Grade I or II does not have the academic training prescribed in section 11-26-3 for such grade, the committee may issue to said applicant a certificate of appropriate grade when it satisfies itself by examination that the applicant has attainments substantially the equivalent of such prescribed education and training and that all other conditions are met.

(Effective December 28, 1971)

**Sec. 11-26-5. Temporary certificates**

The committee may issue to any person who has the required academic and library training qualifications, but lacks the required library experience, a temporary certificate to engage in certain library work for a period not to exceed one year. This certificate may not be renewed.

(Effective December 28, 1971)

**Sec. 11-26-6. Appeal**

If a request for a certificate is rejected, the applicant may submit a written request for a hearing before the committee within ten days after he receives notification of the rejection. The committee shall hold such hearing within sixty days after receiving the request.

(Effective December 28, 1971)

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*Agency*

**State Library**

*Subject*

**Procedures to Govern the Administration of the Connecticard Program**

*Inclusive Sections*

**§§ 11-31c-1—11-31c-5**

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**Procedures to Govern the Administration of the Connecticard Program**

**Sec. 11-31c-1. Definitions**

(a) **Connecticard:** 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) **Resident:** For purposes of the Connecticard program, a person is a resident of a town if that person is principally domiciled in that town. A borrower who holds dual residency or who owns property in more than one town is considered a resident only in the town in which he is principally domiciled. In all other towns, that borrower is considered a non-resident.

(c) **Home library:** The public library in the town where a borrower is a resident is that borrower's home library. If the town where a borrower resides does not have a public library, the library that has been designated as the principal public library for that town is the home library.

(d) **Participating library:** A library is considered to be a Connecticard participating library when it has signed a Letter of Agreement and placed it on file with the State Library.

(e) **Connecticard borrower card:** The borrower card issued by the home library is the Connecticard borrower card. It is the only card that may be used to borrow through the Connecticard program.

(f) **Connecticard transaction:** Each lending of a unit of library material by a participating library to a person who is a resident of any Connecticut town, except the town in which that library is located and except any town for which that library has been designated the principal public library and who has presented a valid Connecticard borrower card at the library making the loan, may be reported by the lending library as a Connecticard transaction.

(g) **Unit of library material:** For Connecticard purposes, any item, whether print or non-print that a library normally stores, retrieves, and lends as a discrete entity, may be considered a unit of library material.

(h) **Net plus transaction:** Net plus transaction means the library services, based on the number of items loaned, rendered to non-residents of the town or towns normally served by such library in excess of the library service rendered to residents of such town by other libraries.

(i) **General library purposes:** Means all functions of a public library including the purchase of land or the construction, alteration or remodeling of buildings.

(Effective September 23, 1983)

**Sec. 11-31c-2. Requirements for the receipt of Connecticard payments**

Any library participating in the Connecticard program may claim and be entitled to receive state aid for services rendered to non-residents if they meet the following requirements:

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(a) Files a record of the number of items loaned to non-residents of the town or towns it normally serves not later than seven days after March 1 and September 1 of each year with the State Library Board. If more convenient, a participating library may file such records within seven working days of the last working day of each month.

(b) Such reports will be on a form designated by the State Library Board and will conform to the instructions on that form.

(c) When determining “units of library materials” for reporting Connecticard transactions, libraries shall use the following guidelines:

(1) For multi-volume book sets, count each volume loaned as one transaction.

(2) For unbound periodicals, count each single issue loaned as one transaction; but when two or more issues are bound into one volume, count the entire volume as one transaction.

(3) For non-print items boxed or packaged together, count the entire box or package as one transaction.

(d) Participating libraries shall be required to certify the accuracy of their reports.

(e) Participating libraries shall be required to submit by November 1 of each year an Annual Connecticard Expenditure Report which details how Connecticard funds received in the second previous July 1—June 30 state fiscal year were spent.

(Effective January 31, 1994)

**Sec. 11-31c-3. Reports to be prepared and distributed by the State Library**

(a) The State Library shall issue annually a report of Connecticard use at each public library in the state during the preceding 12 months.

(b) The State Library shall prepare and distribute annually a list of libraries participating in the Connecticard program.

(c) The State Library shall prepare and distribute annually a summary of the annual Connecticard expenditure reports received for the previous fiscal year.

(Effective January 31, 1994)

**Sec. 11-31c-4. Method of payment for libraries participating in the Connecticard program**

(a) Payment will be made to participating libraries once during each state fiscal year provided they have met the requirements set forth in Section 11-31c-2 (a) through (e).

(b) Payment for Connecticard transactions shall be made as follows: one-half of the total funds appropriated for the Connecticard program shall be used to reimburse participating libraries for all reported Connecticard transactions. The amount to be received by each participating library shall be determined by dividing one-half of the Connecticard appropriation by the total number of transactions reported by participating libraries during the preceding twelve (12) month period and then multiplying that figure by the number of transactions reported by the library during that period.

(c) Payment for Connecticard net plus transactions shall be made as follows: one-half of the total funds appropriated for the Connecticard program shall be used to provide



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additional reimbursement to participating libraries for net plus transactions as defined in Section 11-31c-1 (h). The net plus transactions for each library shall be determined by the State Library after comparing the number of items loaned by the library to Connecticut non-residents of the towns in excess of the library service rendered by public libraries in other Connecticut towns to residents of that town who have a borrower card issued by the library. The amount to be received by each participating library shall be determined by dividing one-half of the Connecticard appropriation by the total number of net plus transactions for the preceding twelve (12) month period then multiplying that figure by the number of net plus loans made by the library during that period.

(d) The grant may be used for general library purposes and no portion of the grant shall revert to the general fund of the town or towns normally served by such library.

(Effective January 31, 1994)

**Sec. 11-31c-5. Requirements for libraries participating in the Connecticard program**

**(a) Borrower cards**

(1) A valid adult or juvenile Connecticut public library borrower card must be presented by the borrower each time materials are borrowed. A library card may be used only by the person to whom the card was issued and may not be transferred to another person. In addition to a valid borrower card, participating libraries may require that a borrower show up to two other forms of identification. To be valid, a card must include the following information:

- (a) Name, and town, if not part of name, of the issuing library.
- (b) Name of the person to whom the card was issued.
- (c) A specific future expiration date.

(2) Libraries participating in Connecticard shall issue upon request a borrower card to any eligible resident of the town in which the library lies or to any resident of a town for which that library has been designated the principal public library. No library participating in Connecticard shall charge the borrower a fee for the card or for the issuance of the card but a library may charge a reasonable fee to replace a card reported lost by the card holder. If a library does not ordinarily issue borrower cards to its residents it must issue a card with the information described in 11-31c-5 (a) (1) in order for their residents to borrow materials from libraries participating in the Connecticard program. These libraries may obtain blank borrower cards from the Connecticut State Library for use in the Connecticard program.

(3) Libraries participating in Connecticard may as a matter of convenience elect to issue a library card to a resident of another Connecticut town for use in that library only. No resident of another Connecticut town shall be charged a fee for such a card or for the issuance of such a card. Such cards shall include the name of the card holder's town of residence and the words "for use in the (issuing library) only." In no case shall a library issue a card to a non-resident for use as a Connecticard borrower card.

**(b) Circulation rules**

(1) Participating libraries shall lend to non-residents all materials loaned to resident card

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holders.

(2) The rules governing circulation of the lending library shall apply also to Connecticard loans.

(3) A printed statement of the lending library's circulation policy and procedures shall be made available to non-resident borrowers upon request.

(4) The lending library's policy on loan renewals for resident borrowers shall also apply to non-resident loans.

(5) Reserves and interlibrary loan requests may be accepted from non-residents under the same rules and policies applied to residents.

**(c) Return of materials**

(1) Print materials may be returned to the library from which they were borrowed or to any public library participating in Connecticard. Lending libraries may require that non-print materials be returned by the borrower directly to the lending library.

(2) Participating libraries that receive items owned by another participating library shall forward them to the owning library via Connecticard.

(3) The borrower assumes responsibility for all material borrowed on his/her card until it is received at the library that loaned it.

(4) Materials borrowed on interlibrary loan must be returned to the library that initiated the interlibrary loan. The borrower will not return them directly to the owning library nor to any other library. The library that initiated the interlibrary loan shall clear its records, then return the materials to the lending library. Libraries that borrow an item on interlibrary loan may elect to insert a return instruction sheet in the item including the words, "This book was borrowed on interlibrary loan for your use. Please return it directly to the (borrowing) library."

**(d) Overdue notices**

(1) Overdue notices are prepared by the lending library and sent directly to the borrower.

(2) In matters of overdue and lost materials, and owed fines, the lending library may notify the home library as necessary. The home library shall provide appropriate assistance in clearing accounts including but not limited to identification of a borrower's home or mailing address.

**(e) Overdue fines**

(1) Fines for late return are payable when materials are returned to the lending library.

(2) When computing fines, a library shall consider only the time period between the due date and the date the material is returned by the borrower to any library participating in Connecticard.

(3) If the materials are returned to another library, fines are payable at that library and may be either at the rate normally charged by that library or at the rate of the lending library. If materials are returned to another library which does not levy fines for overdue materials the borrower is not required to pay a fine.

(4) All fine moneys are retained by the library collecting them and are not refundable.

(5) If fines are not paid when materials are returned, the lending library may send a notice

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of fines due to the home library, to be collected and retained by the home library at the time of re-registration.

(f) **Responsibility**

(1) Responsibility for outstanding loans, for overdue fines, and for lost materials is in all cases retained by the individual borrower and not by the home library or the State Library.

(g) **Materials lost and paid for**

(1) Payments for lost or damaged materials are payable to the lending library.

(2) The lending library's policy on refunds for "found" materials for resident borrowers shall also pertain to loans to non-residents.

(Effective January 31, 1994)