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INTERIM STANDARDS FOR
LIBRARIES IN RESIDENTIAL
INSTITUTIONS FOR THE
MENTALLY RETARDED IN
MISSOURI AND IOWA

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INTERIM STANDARDS FOR LIBRARIES IN
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1. INTRODUCTION

- 1.1 Purpose: To provide interim standards for library services to persons working in residential institutions for the mentally retarded in Iowa and Missouri.
- 1.2 Objective: To provide an interim guide for the planning, implementation and evaluation of library programs and services in residential institutions for the mentally retarded in Iowa and Missouri.
- 1.3 Need: Specific library standards for this type of institution presently do not exist. Standards for Residential Facilities for the Mentally Retarded published by the Joint Commission Accreditation of Hospitals in 1971, and Standards for Library Services in Health Care Institutions. (ALA-AHIL) in 1970 can be used to provide general guidelines but are specific enough to provide useful means of developing library programs.
- 1.4 Scope: These interim standards are primarily designed to be used as a guide in residential facilities for the mentally retarded. However, they may also be used for providing library service to mentally retarded individuals who are clientele of other institutions (e.g., regional centers for the developmentally disabled, County homes).
- 1.5 Audience: These interim standards are addressed to all persons involved in library service for mentally retarded citizens in Iowa and Missouri.
- 1.6 Assumptions: The basic assumptions made are:
 1. Library Service is the right of all citizens, including those defined as mentally retarded.
 2. That mentally retarded individuals are able to profit from library service.
- 1.7 Definitions: For the purposes of these standards, we have defined the following:

- 1.7.1 Mental Retardation: From the HEW/USOE Manual on Terminology and Classification comes this definition "significant sub-average intellectual functions existing concurrently with deficiency in adaptive behavior and manifested during the developmental period." Under new DHEW proposed rules a "handicapped individual" is defined as "any person who (A) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (B) has a record of such an impairment, or (C) is regarded as having such an impairment."¹
- 1.7.2 Carrel: An individual study area usually consisting of a chair, table, book shelf, suitable electrical outlets for audio-visual equipment, and sometimes a small partition for privacy.
- 1.7.3 Collection: The total accumulation of all library materials provided by the library for its patrons. Also called library resources, library holdings.
- 1.7.4 High Interest Low Vocabulary Reading Materials: Those materials described as not demanding high reading skills, yet dealing with subjects which appeal to the clientele.
- 1.7.5 Materials: The total bibliographic holdings or resources of the library, consisting of books, periodicals, pamphlets, records, tapes, filmstrips, slides, pictures, games, etc.
- 1.7.6 Library Services: The total program of the library to its users, including, but not limited to, the provision of information, reference, bibliographic aid, lending materials, reading guidance, etc.
- 1.7.7 Media: Print and nonprint materials, and any equipment necessary for use.

¹Federal Register (Vol. 41, No. 96-Monday, May 17, 1976)

- 1.7.8 Reader's Advisor Service: A function concerned with the reading problems of residents, in which the librarian recommends books, compiles lists of selected titles, instructs readers in the use of the library, and maintains relations with education agencies.
- 1.7.9 Realia: Objects such as coins, tools, etc. used to illustrate everyday living.
- 1.7.10 Residential Institution for the Mentally Retarded: A facility providing appropriate care, treatment and habilitation for the mentally retarded person who lives within the confines of the institution.²

2. LIBRARY SERVICES

2.1 The library in a residential institution for the mentally retarded should support, broaden and strengthen the institution's total program allowing each individual greater self-development opportunities. The library shall serve all residents of the institution without regard to age, level of retardation, behavior, disabilities or handicaps. Residents who are unable to come to the library, will be provided service in their living area at least once a week. Exclusion from the library as punishment will not be allowed. Residents who are disruptive to library programs or who are knowingly destructive to library materials will be required to leave temporarily.

2.1.1 The librarian should at least meet once every two months with key program people to plan for library involvement in institution programs.

2.1.2 The librarian should not only support the institutional program through the library, its collection, service, and philosophy; but should also, as a change agent, enhance the total program through a conscious and continuous effort to provide additional relevant materials and services as they become available.

²Many such institutions now offer multi-faceted programming and treatment which often offers services to mentally retarded citizens not living in the facility. Such institutions rather than simply serving as warehouses for the mentally retarded, are now focusing their attention on the normalization, humanization and deinstitutionalization for the individuals within their care.

- 2.1.3 There should be an advisory library committee composed of residents and of individuals directly involved in program activities with the resident (including but not limited to: director of education, curriculum representative, developmental center staff, director of nursing education, living unit staff, resident and/or medical librarian).
- 2.1.4 The library shall be the information and materials center for all residents including those outpatients not directly served by institutional programming and shall also be available as a staff resource.
- 2.2 The materials in the library shall be selected to meet the self-developmental, recreational, informational and educational needs of its patrons.
 - 2.2.1 To insure that the materials meet these needs, the library should have a printed statement of policy that defines the principles, purposes and criteria to be considered in the selection and maintenance of library materials. (This shall incorporate the American Library Association's Library Bill of Rights.) This statement should apply to gifts as well as to purchased items. The policy should be approved by the institution's administrator and should be included in the institution's policy handbook.
 - 2.2.2 The materials should be in formats which best meet needs of all residents, and should include appropriate audio tapes, records, transparencies, relia, ephemera, toys and games.
 - 2.2.3 The library shall have sufficient audio visual equipment to meet the needs of its users to utilize available materials.
- 2.3 The services offered by the library shall include
 - 2.3.1 The planned and continuous acquisition of materials to meet the needs of the users;
 - 2.3.2 The logical organization of materials for convenient use by the users;
 - 2.3.3 The circulation of materials to satisfy the needs of the users;

- 2.3.4 The provision of information services, and reader's advisory service to bring the user and that material best suited to his need together.
- 2.3.5 The provision of the library loan arrangements with the local public library, the local school libraries, the public library system and/or the state library agency.
- 2.3.6 The regular education of residents in the use of a library to develop basic library skills. This orientation may include visits to other local libraries.
- 2.3.7 The promotion of the use of the library through publicity is the librarian's responsibility.
- 2.3.8 A variety of activities should be included in the library's program. For example: booklists, music programs...creative dramatics.
- 2.3.9 It is imperative that a congenial, non-threatening, supportive atmosphere be planned, allowing residents to engage in activities in which they can succeed.
- 2.3.10 The repair and maintenance of the library collection.
- 2.4 The library facility should be functional in design and inviting in appearance.
 - 2.4.1 The library should be centrally located with easy access from living areas and educational facilities, and should provide accessibility for all residents including the physically handicapped.³
 - 2.4.2 The location should allow accessibility on evenings and weekends. The library shall be open a minimum of forty hours per week.
 - 2.4.3 Library space shall include provision for the following: reading activities, conferences, carrels, group viewing, and listening, storage of materials and equipment, and administrative office and workroom.
 - 2.4.4 The type of machinery and equipment will vary depending upon the service program of the institution and library. Basic to all libraries are access to typewriters, photo duplication equipment, and telephones.

³For requirements see American National Specifications for Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped.

2.5 The institution is responsible for library service. There shall be an adequate budget with the assurance of regular annually appropriated funds for the operation of the library.

2.5.1 The institution's budget shall include a line item for library service, staff, materials, and equipment.

2.5.2 A minimum of 1/2% of the total institutional budget shall be allocated for the resident library. (This shall constitute a budget of no less than \$30,000 per year.)

2.6 Library staff positions shall be commensurate with the professional, educational, and personal qualifications of other specialists, and shall be compensated accordingly.

2.6.1 Categories of staff and their qualifications should be:

1. Librarian--fifth year degree in library science, with knowledge of audio-visual materials and equipment; with some coursework in special education and/or mental retardation. (This will correspond with appropriate merit classifications in each state: Iowa-- Librarian I; Missouri--Supervisor of Library Services or School Librarian.)
2. Assistant librarian--Bachelor's degree in the social or behavioral sciences; 15-18 hours credit in library science; or bachelor's degree in special education. (Iowa--Library Associate; Missouri--Librarian)
3. Library Clerk--High School graduate with typing proficiency and clerical skills, and some knowledge of library techniques and procedures. (Iowa--Library Aide; Missouri--Hospital Library Assistant)

2.6.2 The librarian should be familiar with the activities and programs of national library and mental retardation groups. Library staff should attend library conferences and other continuing education programs which are related to their work. Attendance at such meetings will lead to

improvement of the library program and will contribute to the development of the overall institutional program. Participation in conferences should be encouraged by the institution allowing travel expenses and time off with pay.

3.0 Standards

In these standards we have tried to take into account the various types of residential institutions for the mentally retarded. The following are broken down by size of resident population.

SIZE OF RESIDENT POPULATION

Under 149

150-499

Over 500

3.1 Materials

3.1.1 Books	2500 titles including 50 reference titles	6,000 titles, including 100 reference titles	6,000 titles, including 100 reference titles
3.1.2 Magazines (multiple copies as needed)	10-15 titles	25-30 titles	25-30 titles
3.1.3 Newspapers (including local and state and at least 2 national papers in each case multiple copies as needed)	5 titles	10 titles	15 titles
3.1.4 16 mm Films	Access to film collection and/or a source of free or inexpensive rental films		
3.1.5 Filmstrips	500 titles	500 titles	500 titles
3.1.6 8mm Films	50 titles	100 titles	150 titles
3.1.7 Recordings (includes discs and cassettes)	500 titles	1000 titles	1000 titles
3.1.8 Experiant materials (includes manipulative materials, toys, games, realia, animals, graphics, and materials which provide factile experiences)	250 items	350 items	500 items

3.2 Equipment--Easy access to the quantities of equipment listed below may substitute for library lwnership.

3.2.1 16mm Projector	1	3	5
3.2.2 8mm Projector	1	1-silent 1-sound	2-silent 2-sound
3.2.3 Slide Projector	1	2	2

	<u>Under 149</u>	<u>150-499</u>	<u>Over 500</u>
3.2.4 Film-strip Projector Viewers	1	4 with at least 2 for group showings	6 with at least 2 group showings
3.2.5 Over head Projectors	2	4	6
3.2.6 Opaque Projector	1	1	1
3.2.7 Television (in library permanently)	1	1	2
3.2.8 Cassette Video tape Play Back Unit	0	0	1
3.2.9 Audio Tape Players	3	8	15
3.2.10 Audio Tape Recorders	2	4	6
3.2.11 Record Players	3	5	10
3.2.12 Projection Screens	2	4	6
3.2.13 Radio (may be portable; at least one in the library permanently)	1	2	4
3.3 Personnel			
3.3.1 Librarian	1	1	1
3.3.2 Asst. Lib.		1/2	1
3.3.3 Lib. Clerk	1/2	1	1-1 1/2
3.3.4	Volunteers may be used to increase the accessibility of the library and to increase services and outreach programs; <u>but</u> they should not be used in lieu of paid staff.		
3.4 Physical Facilities	500 sq. ft.	1,000 sq. ft.	2,500 sq. ft. (Adequate space must be provided, in addition, for the administrative office and the work room.)

