

Appendix B - Aids to Measurement

Library planners may wish to consult the following tools for assistance in comparing certain of their libraries' measures to those of other Ontario public libraries, or to standards or recommendations set out by various library organizations. Ontario sources have been cited where available.

A Note on the Tables

The tables of comparative figures that follow are based on Ontario public library data collected in 2004 by the Ontario Ministry of Culture.

The figures have been arranged in columns according to Population Category. Each category represents a population range. A library serving a population of seven thousand would, for example, consult the 5,000 to 10,000 population column.

Where possible, a separate category has been included for County Libraries. County library figures are also included under the Population Categories, which county library planners may use if they prefer.

For those measures which describe per capita service levels, the population categories are based on 'service' population, which includes the population of a library's own community as well as the populations of any municipalities, local services boards and/or First Nation bands that contract for service with that library. For all other measures, population categories are based on resident population (the population of the library's own community only). Libraries showing no local operating support and/or no staffing expenditure were excluded in determining the percentiles.

Under each Population Category, the figures have been divided into four rows or 'Levels'. The Levels One, Two, Three and Four are based on the 30th, 50th, 70th and 90th percentiles respectively for that category. (On occasion the figures may have been adjusted to ensure a gradual progression.) This will allow library planners to compare their own measures with those of other Ontario public libraries in the same population category and determine their relative place on the scale from Level One to Level Four. This information may then be incorporated into the library's planning process. For example, a library with a figure in the neighborhood of Level One may decide to try to increase that figure to Level Two or Level Three over a certain period of time.

1. STAFFING

- i) *Building libraries: guidelines for the planning and design of public libraries*. Ontario Ministry of Citizenship and Culture, 1986, p. 21.

1 staff member per 2,000 capita of population served.

- ii) *Guidelines for rural/urban public library systems*, ARUPLO, 2005. (Standards for multiple branch library systems)
<http://www.sols.org/links/clearinghouse/accreditation/selectedsamplepolicies/ARUPLOguidelines.pdf>

One third of all system-wide staffs are accredited professional librarians. All library staff members are computer literate and able to work with Integrated Library Systems and other automated library functions.

- Less than 1,000 (Deposit Stations)
Branch Supervisor: Some post-secondary and/or library training

Excel and/or Library Technician training

- Small (Villages): 1,000-5,000 population
Branch Supervisor: Some post-secondary and/or library training
Excel and/or Library Technician training
1.0 – 2.5 FTEs

In smaller branch libraries additional staff is to be employed to meet the demands of library service transactions per staff hours as a guide. (13 transactions per staff hour gives adequate time to deal with circulation and reference work.)

- Medium: 5,000-10,000 population
Branch Supervisor: Accredited professional librarian or post-secondary and library training
Branch Assistant: Excel and/or Library Technician training
2.5 – 5 FTEs
- Large (Towns): 10,000-35,000 population
Every branch serving over 10,000 people has a Branch Supervisor with a Masters Degree from an accredited library program.
1 FTE professional librarian assigned to reference
1 FTE professional librarian assigned to children’s services
For every additional 10,000 people or part thereof, one of the full-time equivalent staff is a qualified librarian.
5 FTEs – 17.5 FTEs
- Urban (Large Urban branches located within a rural/urban library system): Population 35,000+)
65+ hours per week
Branch supervisor has a Masters Degree from an accredited library program
1 FTE professional librarian assigned to reference
1 FTE professional librarian assigned to children’s services
17.5 FTEs minimum
- Central Office/Administration
Each library system has accredited professional librarians at the system level. The CEO for each system is an accredited professional librarian.

All professional librarians should be utilized on a system-wide basis.

- iii) Comparative figures based on Ontario Public Library statistics gathered by the Ontario Ministry of Culture for the year 2004. <http://www.culture.gov.on.ca/english/library/statistics/index.html>

TABLE 1: FTE STAFF (@35 hours/week) PER 1,000 POPULATION

| LEVEL | POPULATION CATEGORY (BASED ON 'SERVICE' POPULATION*) | | | | | | | |
|-------|--|----------------|-----------------|------------------|------------------|------------------|-------------------|----------------|
| | less than 2,500 | 2,500 to 5,000 | 5,000 to 10,000 | 10,000 to 15,000 | 15,000 to 30,000 | 30,000 to 50,000 | 50,000 to 100,000 | County Systems |
| One | 0.71 | 0.37 | 0.29 | 0.31 | 0.39 | 0.45 | 0.43 | 0.41 |
| Two | 1.01 | 0.52 | 0.40 | 0.41 | 0.46 | 0.51 | 0.45 | 0.45 |
| Three | 1.41 | 0.61 | 0.50 | 0.47 | 0.54 | 0.57 | 0.49 | 0.56 |
| Four | 3.23 | 0.94 | 0.73 | 0.57 | 0.68 | 0.65 | 0.63 | 0.62 |

* *Service Population*: If your library serves any municipalities, local services boards and/or First Nation bands that contract for service with your library and receive an annual operating grant from the provincial government, use the combined populations of your own community along with those of any contracting communities in selecting the appropriate population category for your library.

TABLE 2: STAFF TRAINING EXPENDITURE AS % OF TOTAL STAFF EXPENDITURE

| LEVEL | POPULATION CATEGORY (BASED ON 'RESIDENT' POPULATION*) | | | | | | | County Systems |
|-------|---|----------------|-----------------|------------------|------------------|------------------|-------------------|----------------|
| | less than 2,500 | 2,500 to 5,000 | 5,000 to 10,000 | 10,000 to 15,000 | 15,000 to 30,000 | 30,000 to 50,000 | 50,000 to 100,000 | |
| One | 0.00% | 0.44% | 0.66% | 0.56% | 0.38% | 0.58% | 0.55% | 0.86% |
| Two | 1.05% | 0.79% | 0.92% | 0.96% | 0.61% | 0.74% | 0.85% | 1.18% |
| Three | 2.54% | 1.54% | 1.33% | 1.48% | 0.91% | 0.83% | 1.00% | 1.73% |
| Four | 4.47% | 2.80% | 3.10% | 2.04% | 1.68% | 1.38% | 1.19% | 2.28% |

* *Resident Population*: If your library serves any municipalities, local services boards and/or First Nation bands that contract for service with your library and receive an annual operating grant from the provincial government, use the population of your own community only in selecting the appropriate population category for your library.

2. SPACE

- i) The following links point to two well-developed and detailed space planning processes:

Library space planning guide, written and published by the Connecticut State Library, 2002.

<http://ct.webjunction.org/do/DisplayContent?id=6181>

Public library Space needs: a Planning Outline / 1998, by A.C. Dahlgren, published by the Wisconsin Department of Public Instruction.

<http://dpi.wi.gov/pld/plspace.html>

- ii) *Building libraries: guidelines for the planning and design of public libraries*. Ontario Ministry of Citizenship and Culture, 1986, p. 21.

Building size determined by major components.

a) Collection space: “Collection space can be determined by using the average standard of 10 volumes per square foot. This allows for low shelving and wider aisles in specialized functions such as children’s and reference collections, with regular shelving and aisle allocations in the larger nonfiction area.”

Space required = 1 square foot for every 10 volumes

b) User space: “The acceptable standard for user space in a library is 5 user spaces per 1,000 capita. This allows for individual study stations in adult and children’s areas, as well as informal seating, reference tables, A/V stations, etc. A space of 30 square feet for each reader station is an acceptable standard.”

Space required = 30 square feet per user space @ 5 user spaces per 1,000 population

c) Staff space: “The library standard used to determine the number of staff is 1 staff member per 2,000 capita. Staff space is determined by using a total space per staff member of 175 square feet. This figure includes work stations, reader service desks, circulation area, lounge, locker facilities, etc.”

Space required = 175 square feet per staff member @ 1 staff member per 2,000 population

d) Multipurpose rooms: “Each library should assign space for these rooms based on community service and program objectives.”

e) Non-assignable space: “Non-assignable space includes washrooms, janitorial space, mechanical, elevators, staircases, etc.” (The need for non-assignable space is reduced where the library shares washrooms, mechanical area, etc. with another tenant in one building.)

Space required = 20% of net space (i.e. 20% of the total of items a. to d.)

f) Minimum overall size: “The minimum size for an independent library should not be less than 4,000 sq. ft.” (372 m²)

iii) *Guidelines for rural/urban public library systems*, ARUPLO, 2005. (Standards for multiple branch library systems.)

<http://www.sols.org/links/clearinghouse/accreditation/selectedsamplepolicies/ARUPLOguidelines.pdf>

- Deposit Stations: 1,000 sq. ft. – 2,500 sq. ft.
- Small Branches (Villages): Branches serving from 1,000 – 5,000 population
2,500 sq. ft. – 3,500 sq. ft. or .7 sq. ft. per capita
- Medium Branches: Branches serving from 5,000-10,000 population
3,000 sq. ft. – 7,000 sq. ft. or .7 sq. ft. per capita
- Large Branches (Towns): Branches serving from 10,000-35,000 population
7,000 sq. ft. – 21,000 sq. ft. or .6 sq. ft. per capita
- Urban Branches: Large urban branches located within a rural/urban library system serving populations 35,000 or greater
21,000 sq. ft. or .6 sq. ft. per capita

For space allocations for specific areas and functions, see *Guidelines for rural/urban public library systems*, p.8.

3. COLLECTION SIZE

i) “Collection development and management 1: Policy and Planning”, *SOURCEBOOK for small public libraries*. Sample 3.

Suggested minimum collection size:

| Population served | Book stock (volumes) |
|-------------------|---|
| Under 1,000 | 3,000 - 5,000 |
| 1,000 - 2,499 | 5,000 + 5 volumes per capita over 1,000 population |
| 2,500 - 4,999 | 12,500 + 4 volumes per capita over 2,499 population |
| 5,000 - 9,999 | 22,500 + 3 volumes per capita over 4,999 population |
| 10,000 - 19,999 | 37,500 + 2 volumes per capita over 9,999 population |

- ii) *Guidelines for rural/urban public library systems*, ARUPLO, 2005. (Standards for multiple branch library systems)
- Deposit Stations: Minimum 7,500 volumes
 - Small Branches (Villages): Branches serving from 1,000 – 5,000 population
 - 3 - 5 volumes per capita
 - Minimum 10,000 volumes
 - Print Periodicals: Minimum 10
 - Audio-Visual, Non-print: Minimum 350 items
 - Medium Branches: Branches serving from 5,000-10,000 population
 - 3 - 4 volumes per capita
 - Minimum 20,000 volumes
 - Print Periodicals: Minimum 40-50
 - Audio-Visual, Non-print: Minimum 500 items
 - Large Branches (Towns): Branches serving from 10,000-35,000 population
 - 3 volumes per capita
 - Minimum 30,000 volumes
 - Print Periodicals: Minimum 80-100
 - Audio-Visual, Non-print: Minimum 2,500 items
 - Urban Branches: Large urban branches located within a rural/urban library system serving populations 35,000 or greater
 - 2 -3 volumes per capita
 - Minimum 70,000 volumes
 - Print Periodicals: Minimum 100-350
 - Audio-Visual, Non-print: Minimum 3,500 items
- iii) Comparative figures based on Ontario Public Library statistics gathered by the Ontario Ministry of Culture for the year 2004. <http://www.culture.gov.on.ca/english/library/statistics/index.html>

TABLE 3: TOTAL VOLUMES HELD PER CAPITA - ALL MATERIALS EXCEPT PERIODICALS

| LEVEL | POPULATION CATEGORY (BASED ON 'SERVICE' POPULATION*) | | | | | | | County Systems |
|-------|--|----------------|-----------------|------------------|------------------|------------------|-------------------|----------------|
| | less than 2,500 | 2,500 to 5,000 | 5,000 to 10,000 | 10,000 to 15,000 | 15,000 to 30,000 | 30,000 to 50,000 | 50,000 to 100,000 | |
| One | 7.40 | 4.29 | 3.42 | 3.12 | 2.76 | 2.64 | 2.52 | 2.75 |
| Two | 10.69 | 5.99 | 4.36 | 3.92 | 3.51 | 3.23 | 2.90 | 3.34 |
| Three | 14.55 | 7.42 | 4.97 | 4.28 | 3.75 | 3.94 | 3.14 | 4.21 |
| Four | 20.65 | 8.90 | 7.33 | 5.14 | 4.32 | 4.56 | 4.02 | 4.83 |

* *Service Population*: If your library serves any municipalities, local services boards and/or First Nation bands that contract for service with your library and receive an annual operating grant from the provincial government, use the combined populations of your own community along with those of any contracting communities in selecting the appropriate population category for your library.

TABLE 4: PERIODICAL TITLES RECEIVED PER 1,000 POPULATION (Print and CD-ROM formats only)

| LEVEL | POPULATION CATEGORY (BASED ON 'SERVICE' POPULATION*) | | | | | | | County Systems |
|-------|--|----------------|-----------------|------------------|------------------|------------------|-------------------|----------------|
| | less than 2,500 | 2,500 to 5,000 | 5,000 to 10,000 | 10,000 to 15,000 | 15,000 to 30,000 | 30,000 to 50,000 | 50,000 to 100,000 | |
| One | 5.89 | 5.09 | 4.33 | 3.35 | 3.69 | 3.57 | 2.68 | 2.06 |
| Two | 15.69 | 7.62 | 6.46 | 4.69 | 4.63 | 4.96 | 3.65 | 3.14 |
| Three | 29.25 | 12.80 | 8.14 | 6.69 | 5.43 | 6.15 | 4.21 | 4.26 |
| Four | 35.50 | 19.27 | 15.12 | 8.97 | 7.35 | 9.85 | 5.50 | 9.50 |

* *Service Population*: If your library serves any municipalities, local services boards and/or First Nation bands that contract for service with your library and receive an annual operating grant from the provincial government, use the combined populations of your own community along with those of any contracting communities in selecting the appropriate population category for your library.

4. ACQUISITIONS

- i) A minimum annual replacement rate in the neighborhood of 5% is referred to in “Collection development and management 1: Policy and Planning”, *SOURCEBOOK for small public libraries*. Sample 3.
- ii) *Guidelines for rural/urban public library systems*, ARUPLO, 2005. (Standards for multiple branch library systems)
<http://www.sols.org/links/clearinghouse/accreditation/selectedsamplepolicies/ARUPLOguidelines.pdf>
 - Each branch has an up-to-date collection, with a minimum of 20% of the materials purchased and published within the last five years.

5. COLLECTION USE

Comparative figures based on Ontario Public Library statistics gathered by the Ontario Ministry of Culture for the year 2004. <http://www.culture.gov.on.ca/english/library/statistics/index.html>

TABLE 5: ANNUAL CIRCULATION PER CAPITA

| LEVEL | POPULATION CATEGORY (BASED ON 'SERVICE' POPULATION*) | | | | | | | County Systems |
|-------|--|----------------|-----------------|------------------|------------------|------------------|-------------------|----------------|
| | less than 2,500 | 2,500 to 5,000 | 5,000 to 10,000 | 10,000 to 15,000 | 15,000 to 30,000 | 30,000 to 50,000 | 50,000 to 100,000 | |
| One | 3.84 | 4.45 | 4.29 | 6.05 | 6.76 | 6.05 | 6.81 | 5.83 |
| Two | 6.10 | 5.97 | 5.20 | 7.44 | 7.82 | 6.60 | 7.96 | 6.39 |
| Three | 9.08 | 7.27 | 7.86 | 8.39 | 9.59 | 7.68 | 9.01 | 6.83 |
| Four | 16.60 | 13.99 | 10.65 | 9.48 | 10.94 | 11.32 | 11.96 | 9.32 |

* *Service Population*: If your library serves any municipalities, local services boards and/or First Nation bands that contract for service with your library and receive an annual operating grant from the provincial government, use the combined populations of your own community along with those of any contracting communities in selecting the appropriate population category for your library.

TABLE 6: ANNUAL TURNOVER RATE (CIRCULATION DIVIDED BY CIRCULATING VOLUMES)

| LEVEL | POPULATION CATEGORY (BASED ON 'RESIDENT' POPULATION*) | | | | | | | |
|-------|---|----------------|-----------------|------------------|------------------|------------------|-------------------|----------------|
| | less than 2,500 | 2,500 to 5,000 | 5,000 to 10,000 | 10,000 to 15,000 | 15,000 to 30,000 | 30,000 to 50,000 | 50,000 to 100,000 | County Systems |
| One | 0.43 | 0.86 | 0.92 | 1.68 | 2.04 | 1.94 | 2.27 | 1.47 |
| Two | 0.59 | 1.13 | 1.44 | 2.02 | 2.55 | 2.30 | 2.71 | 2.01 |
| Three | 0.98 | 1.33 | 1.86 | 2.35 | 2.75 | 2.67 | 3.42 | 2.12 |
| Four | 1.66 | 2.07 | 2.64 | 3.47 | 3.72 | 3.40 | 4.57 | 2.67 |

* *Resident Population:* If your library serves any municipalities, local services boards and/or First Nation bands that contract for service with your library and receive an annual operating grant from the provincial government, use the population of your own community only in selecting the appropriate population category for your library.

6. HOURS OPEN TO PUBLIC

i) *Guidelines for rural/urban public library systems*, ARUPLO, 2005. (Standards for multiple branch library systems)

- Less than 1,000 (Deposit Stations)
Non-accredited: 12 hours per week minimum
- Small (Villages): 1,000-5,000 population
20 - 25 hours per week
- Medium: 5,000-10,000 population
25 - 35 hours per week
- Large (Towns): 10,000-35,000 population
35 - 60 hours per week
- Urban (Large Urban branches located within a rural/urban library system; e.g., Sarnia, Kingston, Chatham; Population 35,000+)
65+ hours per week

7. INTERIOR LIGHTING

David Malman. *Lighting for libraries*. Libris Design Project. 2001, Revised 2005.
<http://www.librisdesign.org/docs/LightingLibraries.pdf>

A commonly used measure of illumination is the foot-candle.

Examples of lighting standards

| Area | Foot-candles |
|---|----------------------|
| General reading and staff areas | 30-40 |
| Staff service desks, patron reading tables or carrels | 40-50 |
| Staff book sorting and worktable | 50 |
| Large meeting or community rooms | 30-40, dimmable to 5 |

