

**RULES  
OF THE  
DEPARTMENT OF STATE  
LIBRARY AND ARCHIVES**

**CHAPTER 1360-12-01  
PUBLIC LIBRARIES AND ARCHIVES**

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**1360-12-01-.01 DEFINITIONS.** The following terms shall have the respective meanings provided in this rule.

- (1) Public Library Maintenance of Effort Agreement. The annual agreement between the Tennessee Regional Library System and a public library which confirms the amount of public funds appropriated and expended for library services in each fiscal year, as well as the total number of library operating hours in each fiscal year. The amount of public funds appropriated and expended for library services, as well as the total number of library operating hours, must be matched or exceeded during each succeeding fiscal year. Funds contained therein are not to include capital or one-time appropriations or expenditures, or any pass through money appropriated by a County or City.
- (2) Public Library Service Agreement. The annual agreement between the State of Tennessee and a public library which defines the respective responsibilities of both parties. A public library is required to enter into a Public Library Service Agreement, and to continue to adhere to the terms stated therein, in order to receive and maintain support from the Tennessee Regional Library System.
- (3) Tennessee Regional Library System. A system of nine non-public library offices that serve as satellite locations of the Tennessee State Library and Archives. These offices provide assistance to local public libraries by supplementing local material appropriations with state and federal funds, assisting in the purchase of library materials, providing consultation services to library boards and directors, providing technology support, offering continuing education opportunities and other services. Membership in the Tennessee Regional Library System is voluntary.

**Authority:** T.C.A. §§ 10-1-104, 10-1-105, and 10-5-101. **Administrative History:** Original rules filed October 23, 2020; effective January 21, 2021.

**1360-12-01-.02 REQUIREMENTS FOR ESTABLISHMENT OF A NEW PUBLIC LIBRARY WITHIN THE TENNESSEE REGIONAL LIBRARY SYSTEM.** In order for a public library to be approved for inclusion within the Tennessee Regional Library System, an application must be submitted to the Tennessee State Library and Archives.

- (1) The public library must also meet all of the following requirements:
  - (a) The entity requesting inclusion must be recognized by resolution as a public library by the city or county requesting support from the Tennessee Regional Library System;
  - (b) A minimum of 51% of the library operating expense must be comprised of public funds from a city and/or county;

(Rule 1360-12-01-.02, continued)

- (c) The library budget must provide a minimum of 20 hours per week for paid staff;
  - (d) The library must be located in a county currently served by the regional library system;
  - (e) A governing library board must be appointed in accordance with T.C.A. §§ 10-3-101 and 10-3-103.
  - (f) The library must be open a minimum of 20 hours per week;
  - (g) The library must hold and/or own a circulating, cataloged collection;
  - (h) Basic library services must be free to the community, including but not limited to circulation of materials, reference services, programming, and public access to technology.
- (2) The governmental entity requesting that the public library be included in the Tennessee Regional Library System must approve and an Authorized Signatory must sign both a Public Library Service Agreement and a Maintenance of Effort Agreement. The Public Library Board of Trustees will be responsible for satisfying the terms of these agreements.
- (3) The following documentation must accompany the application submitted to the Tennessee State Library and Archives:
- (a) A certified copy of the city or county resolution recognizing the entity as a public library in accordance with T.C.A. § 10-3-101;
  - (b) A copy of the entity's line-item budget;
  - (c) A list of weekly hours of operation;
  - (d) Documentation of the number of materials in the entity's collection;
  - (e) Signed Public Library Service Agreement;
  - (f) Signed Public Library Maintenance of Effort Agreement;
  - (g) Official library Board Appointment Form, which includes their service terms.

**Authority:** T.C.A. §§ 10-1-105, 10-3-101, 10-3-103, and 10-5-101. **Administrative History:** Original rules filed October 23, 2020; effective January 21, 2021.

**1360-12-01-.03 REQUIREMENTS FOR PUBLIC LIBRARIES WITHIN THE TENNESSEE REGIONAL LIBRARY SYSTEM.** In order for a public library to maintain membership in the Tennessee Regional Library System, the Library Board must comply with all Tennessee laws and continue to fulfill all duties and exercise all powers granted by T.C.A. § 10-3-104. Furthermore, both the local funding body and the Public Library Board of Trustees shall be responsible for ensuring compliance with both the Maintenance of Effort Agreement and the Public Library Service Agreement.

**Authority:** T.C.A. §§ 10-1-105, 10-3-103, 10-3-104, and 10-3-111. **Administrative History:** Original rules filed October 23, 2020; effective January 21, 2021.