**Instructions for Standard Evaluation Survey**

**General Instructions**

Please read the following instructions carefully and answer all questions applicable to your library.

- The Survey is organized into sections. The library can use the **navigation bar** on the left hand side to navigate between the sections by selecting the individual sections. The **View All Option** can be used to see the entire survey.

- Each section is organized by library level. The library’s level is based on the official population of the library’s service area and is displayed in the **Library Information** section at the beginning of the survey.

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- The library completes the questions in sections named All Levels as well as all questions through its library level. As an example, a level V library completes questions in level I-V.

- The library levels are color coded into the following colors:
  
  All Levels: No color  
  Level I-III: Purple  
  Level II: Green  
  Level III: Blue  
  Level IV: Orange  
  Level V: Red  

- The grayed out questions are locked and cannot be edited. The information is pulled from the library's Data Collection Survey and/or is automatically calculated based on numbers already present in the library’s Data Collection form.

- The notes fields provide a place for the library to track plans and progress so that the survey can be a working document, used throughout the year as new information is gathered and changes occur.

- Please do not leave any questions blank. Either report an actual number, or if you can estimate the answer to a question for which you do not have an exact figure, please do so and include a note in the notes field (see above) explaining that the figure is an estimate.

- If a question is applicable but your library had a “zero” or “none” to report, use “0”.


Please call 615-532-4601 to speak with Cecilie Maynor, the State Data Coordinator or your regional library, if you have any questions regarding the survey.

**Line-by-line Instructions**

[Type text]
Library Information
Please review the pre-filled data in Library Information. If changes or updates are necessary, please notify the State Library in the notes field.

Standards for Governance

Bylaws
County or municipal library boards are appointed by their respective legislative bodies under authority of Tennessee Code Annotated 10-3-101 and 10-3-103. The county/municipal library boards are the governing bodies of the public library and shall operate under bylaws, which are updated regularly. Bylaws shall include provisions for the number of board meetings per year, number of board members, staggered terms, and rotation of officers. Bylaws will be reviewed every 3 years and filed with the regional library.

Written Policies
Library board has written policies for the library that are reviewed every other year by the board and revised when necessary.

Standards for Budget

Amount of request not funded.
If the library does not currently meet the standards for staffing, hours open and funding for collections, the amount of additional local appropriation necessary to meet the standards will be calculated. That information is shared as part of the library’s budget request to local government(s).

Total budget, Total expenditures, and Percentage for Level I – V
Information is automatically pulled from Data Collection and cannot be edited.

Standards for Collection

Bibliographic Information
All bibliographic records for materials added to the library and bibliographic information for materials deleted from the library collection are updated in the statewide Tennessee Library Catalog at least quarterly.

Crew Guidelines
Weed at least 5% of the physical collection
Add at least 5% of the physical collection.

Crew: A Weeding Manual for Modern Libraries:
https://www.tsl.texas.gov/ld/pubs/crew/index.html

Questions 8-11

[Type text]
Standards for Technology

Internet Connection
Library has a dedicated Internet connection with adequate bandwidth to support public demand, at the minimum speeds stipulated in the chart in Appendix VI, as demonstrated by speed tests.

Speed Test Chart:
Minimum Download Speeds

<table>
<thead>
<tr>
<th>Total Number of Internet Computers (staff and public)</th>
<th>Minimum</th>
<th>Short Range Optimum</th>
<th>Long Range (2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 200</td>
<td>108.0</td>
<td>129.6</td>
<td>≥1,000</td>
</tr>
<tr>
<td>151-200</td>
<td>54.0</td>
<td>64.8</td>
<td>≥1,000</td>
</tr>
<tr>
<td>101-150</td>
<td>48.6</td>
<td>58.3</td>
<td>≥1,000</td>
</tr>
<tr>
<td>56-100</td>
<td>32.4</td>
<td>38.9</td>
<td>≥1,000</td>
</tr>
<tr>
<td>41-55</td>
<td>17.8</td>
<td>21.4</td>
<td>≥1,000</td>
</tr>
<tr>
<td>26-40</td>
<td>13.0</td>
<td>15.6</td>
<td>≥1,000</td>
</tr>
<tr>
<td>16-25</td>
<td>10.4</td>
<td>12.4</td>
<td>≥1,000</td>
</tr>
<tr>
<td>11-15</td>
<td>6.2</td>
<td>7.5</td>
<td>≥1,000</td>
</tr>
<tr>
<td>6-10</td>
<td>4.1</td>
<td>5.0</td>
<td>≥1,000</td>
</tr>
<tr>
<td>1-5</td>
<td>1.5</td>
<td>2.7</td>
<td>≥1,000</td>
</tr>
</tbody>
</table>

Upload speeds should be a minimum of 1.5 Mbps or 33% of download speed, whichever is faster.

Broadband Allocation (Downstream plus Upstream) in Megabytes per Second per Connection

<table>
<thead>
<tr>
<th>Total Number of Internet Computers (staff and public)</th>
<th>Minimum</th>
<th>Short Range Optimum</th>
<th>Long Range (2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 200</td>
<td>144.0</td>
<td>172.8</td>
<td>≥1,000</td>
</tr>
<tr>
<td>151-200</td>
<td>72.0</td>
<td>86.4</td>
<td>≥1,000</td>
</tr>
<tr>
<td>101-150</td>
<td>64.8</td>
<td>77.8</td>
<td>≥1,000</td>
</tr>
<tr>
<td>56-100</td>
<td>43.2</td>
<td>51.8</td>
<td>≥1,000</td>
</tr>
<tr>
<td>41-55</td>
<td>23.8</td>
<td>28.5</td>
<td>≥1,000</td>
</tr>
<tr>
<td>26-40</td>
<td>17.3</td>
<td>20.7</td>
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<td>13.8</td>
<td>16.6</td>
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<td>11-15</td>
<td>8.3</td>
<td>10.0</td>
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</tr>
<tr>
<td>6-10</td>
<td>5.5</td>
<td>6.6</td>
<td>≥1,000</td>
</tr>
<tr>
<td>1-5</td>
<td>3.0</td>
<td>4.3</td>
<td>≥1,000</td>
</tr>
</tbody>
</table>
Standards for Services

Library hours per week:
Information automatically pulled from Data Collection and cannot be edited.

Standards for Facility

Actual square foot and square footage per capita
Information is pulled from Data Collection and calculated automatically.

Branch Library Checklist

Please note that a separate survey is available for library branches. The main library identifies a service area population for each branch for internal planning purposes. You will find this optional survey in the drop-down menu after entering the library’s log-in information.