**To Do:**

[ ]  Update library directory contact info using [change form](http://www.maine.gov/msl/libs/changes.htm)

* The State Library maintains [Maine Library Directories](http://www.maine.gov/msl/libs/directories/index.shtml) of various libraries
(academic, public, school, and special)

[ ]  Sign up for up for at least Maine library listserv

* Directors must be signed up for [MELIBS-L](http://www.maine.gov/msl/libs/listservs.htm#melibs) or [MEINFO-L](http://www.maine.gov/msl/libs/listservs.htm#stlibinfo) (statewide policy)
* Directors should sign up for [PublicLibDirectors-L](http://www.maine.gov/msl/libs/listservs.htm#publib) (directors only discussion list)

[ ]  Attend New Directors Meeting within two years of starting your position

* The Continuing Education Coordinator will invite you
* Meetings generally take place in Augusta during June

[ ]  Contact your regional liaison to introduce yourself

|  |  |  |  |
| --- | --- | --- | --- |
| Aroostook & Washington counties | *Lisa Shaw* | lisa.m.shaw@maine.gov  | 947-8336 x114 |
| Piscataquis, Penobscot, Somerset & Waldo counties | *Jenny Melvin* | jenny.j.melvin@maine.gov  | 947-8336 x116 |
| Androscoggin, Kennebec & Sagadahoc counties | *Stephanie Zurinski* | stephanie.zurinski@maine.gov  | 287-5632 |
| Hancock, Knox & Lincoln counties | *Jared Ledbetter* | jared.leadbetter@maine.gov  | 287-5627 |
| Franklin & Oxford counties | *Stephanie Schott* | stephanie.r.schott@maine.gov  | 287-5660 |
| Cumberland & York counties | *Deb Clark* | deborah.clark@maine.gov  | 871-1765 |

**To Review:**

[Maine State Library (MSL) website](http://www.maine.gov/msl/index.shtml)

Wealth of information: library directories, sample policies, calendar of trainings, statewide job list, interlibrary loan services, contact information for subject specialists, and more.

[Annual Report](http://www.maine.gov/msl/libs/statistics/annual/index.shtml)

Maine public libraries must use LibPAS by Counting Opinions to submit the Public Libraries Survey (a.k.a. the Public Library Annual Report) to the Maine State Library by **April 1** each year and must **maintain an active subscription to either MELIBS-L or MEINFO-L**. Failure to comply with this rule may result in the revocation of state-wide library services provided by the Maine State Library, including but not limited to internet access via the Maine School and Library Network (MSLN).

If you have any questions, please contact Jenny Melvin.

[Calendar of Events & Webinars](http://root.evanced.info/maine/evanced/eventcalendar.asp?libnum=0)

Calendar maintained by MSL’s continuing education coordinator that lists events and training opportunities available to Maine librarians. The calendar is a registration system for MSL events/webinars and provides links to outside agencies offering webinars.

[LibPAS Reports](https://me.countingopinions.com/)

LibPAS, the software used in Maine to collect public library annual report statistics, has a very robust reporting feature that you can use to analyze your statistics as well as statistics of peer libraries. Each year, the Maine State Library creates publicity materials (brochures, bookmarks, posters and dashboards) from the current statistics. Just download and add your logo and message. Log in to the report function using your annual report log in. MSL has produced a [guide](http://www.maine.gov/msl/libs/data/mereportsdata.shtml) to help you get started.

If you have any questions, contact either Stephanie Zurinski or Jenny Melvin.

[Library Policies](http://www.maine.gov/msl/libs/admin/policies/)

MSL has sample policies that can serve as a starting point for your library. Policies allow for consistent implementation of daily library operations. Policies should be approved by the library's governing authority, whether that is a board of trustees or town select board. Since polices are not easily changed, the procedures documents are where fine, fee and other payment structures should be located since these might need to be updated periodically.

[Maine Library Trustee Handbook](http://www.maine.gov/msl/libs/admin/trustee_handbook.shtml)

This handbook is designed to help Maine library trustees in their roles of being an effective board member and library advocate. Each chapter includes sources of additional information that can help if you run into an issue or question not addressed.

*For an online copy:* [download](file:///C%3A%5CUsers%5Cstephanie.r.schott%5CDesktop%5Cdownload%20copy)

*For a physical copy*: Each library received one copy of the handbook in 2015. Extra copies can be obtained by emailing Cheryl Ramsay: $11 per copy via van delivery or $15 per copy through the mail.

[MARVEL!](https://libraries.maine.edu/mainedatabases/) Maine’s Virtual Library

Online resource collection of magazines, newspapers, reference books, and databases available anywhere in the State of Maine, a service of [Maine InfoNet](http://www.maineinfonet.org/).

[PublicLibDirectors Listserv](http://www.maine.gov/msl/libs/listservs.htm#publib)

PublicLibDirectors is a listserv for public library directors for the discussion of issues and challenges, a forum for sharing ideas, and a place to ask questions of your peers related to managing a library in Maine. This list can **only** be subscribed to **if you are a library director** in Maine. Subscriptions and listserv activity will be moderated to insure only Maine library directors participate. [Subscribe, leave or change options to PublicLibDirectors](https://mailman.informe.org/mailman/listinfo/publiclibdirectors)

[Public Library Standards](https://www1.maine.gov/msl/libs/standards/index.shtml)

Under Maine law (Title 27, Chapter 4, Article 112-2), the Maine Library Commission (MLC), as the governing body of the Maine State Library (MSL), has the authority to establish policies and minimum standards for the state’s library program. The Library Commission recognizes the need for the development and regular review of library standards.

The Maine Library Commission standards, as presented, include three concepts for use as an assessment and planning tool.  These concepts are “Basic Standards”, “Core Standards” and “Exemplary Standards” levels of aspiration.

[Massachusetts Higher Education Consortium](http://maine.gov/msl/mrls/services/scoop.htm) (MHEC) – formerly SCOOP

SCOOP, the Maine library purchasing cooperative, includes print and multi-media materials, furniture, equipment, and library supplies. The **purpose** of **SCOOP**is to help member libraries purchase specified materials at the best possible price and in a timely manner. The types of items included are those typically kept in stock by traditional print, multi-media, library furniture, equipment and supply wholesalers who sell to libraries and bookstores. This coop does not include subscriptions or any materials that require a license.

**Notice-**When the SCOOP contract expires June 30, 2018, Maine libraries will be able to purchase books, media, furniture, supplies, technology, and other business services through **MHEC (Massachusetts Higher Education Consortium)**. Library and school personnel may start applying for MHEC membership April 1, 2018 and begin purchasing from MHEC suppliers July 1, 2018. See the [**FAQ**](http://maine.gov/msl/mrls/services/MHECFAQ.docx)[Word, 16 KB] for more information on joining and purchasing via MHEC. For additional information, view the MHEC [**training webinar**](https://attendee.gotowebinar.com/register/552278482371381505)recording.

If you have any questions, please contact Deb Clark.

[Subject Specialists](http://www.maine.gov/msl/libs/Specialties.shtml)

Looking for help with strategic planning, data evaluation, summer reading, E-rate, grant writing, rural librarianship, or something else? MSL has specialists who can help you with various topics.

[Voluntary Library Certification Program](http://www.maine.gov/msl/libs/ce/libcert.shtml)

To meet the needs of Maine’s library staff for ongoing training so they may provide dynamic professional library service, the Maine State Library has developed a **three-level voluntary certification program** (Basic, Intermediate, and Advanced) comprised of free online courses, archived webinars, workshops, and special institutes. These self-paced courses are appropriate for directors and/or library staff.

If you have any questions, please contact Stephanie Zurinski.

**Maine Library Lingo 101**

### [Collaborative Summer Library Program (CSLP)](https://www.cslpreads.org/): CSLP is a national program that offers an inclusive literacy based program for all ages, provides a reproducible program with a unified theme, and shares resources. The Maine State Library and Maine Humanities Forum facilitate this program on a statewide level.

### [Health Science Libraries and Information Consortium of Maine (HSLIC)](https://nahsl.libguides.com/hslic): The purpose of HSLIC is to coordinate cooperative efforts among health science libraries in Maine. HSLIC's primary goals are to promote health science libraries and librarianship, share knowledge and experiences in library operations and resources, provide continuing development of the framework for resource sharing within Maine and provide opportunities for the continuing education of health science librarians and support personnel.

**Library ID Number:** If your library is part of URSUS, MINERVA, MILS, and LibraryWorld you will have a 14-digit barcode number on your Card. The first 5 digits represent your specific library. Example 25901 is Bangor Public Library. All Bangor cards begin with these five numbers. Other libraries in Maine may also use a 14-digit barcode.

[**Maine Association of School Libraries (MASL)**](http://www.maslibraries.org/)**:** MASL’s core purpose is to encourage excellence in the profession by advocating for effective school library programs and supporting all school library personnel.

[**Maine InfoNet**](http://www.maineinfonet.org/)**:** Collaborative of academic, public, school, and special libraries that provides leadership in resource sharing, promotes cost effective solutions for quality library information services, and supports the cultural, educational, and economic development of Maine. Maine Infonet manages the catalog systems (MaineCat, Minerva, Ursus, and MILS), the Download Library and the MARVEL! databases. Contact them with questions about statistics and how to join any of these groups.

[**Maine InfoNet Library System (MILS)**](http://www.maineinfonet.org/mils)**:** MILS is a shared library system that brings together smaller libraries from across the state. MILS is managed and supported by Maine InfoNet and uses a scaled down/less costly version of the same system used by Minerva and URSUS. MILS holdings are also part of the MaineCat Statewide Catalog.

[**Maine Library Advisory Council**](http://www.maine.gov/msl/libs/StatewideBoard.shtml)**:** Council composed of 13 representatives, one from each of the nine regions, one member who is a public library patron plus three At-Large representatives to ensure that the council reflects all Maine library types (public, school, academic and special). The council’s main purpose is to communicate regional and library type needs to the MSL and Commission.

[**Maine Library Association**](https://mainelibraries.org/) **(MLA):** The Maine Library Association promotes library interests in Maine. Over the years, MLA’s membership has grown to include over 400 librarians, support staff, and library supporters. MLA’s annul statewide conference is every October and provides an opportunity for networking and professional development. Special interest groups include: Archives & Special Collections, Reference & Adult Services, Rural & Small Libraries, and Youth Services Section.

[**Maine Library Commission**](http://www.maine.gov/msl/about/commission/index.shtml)**:** 15-member board appointed by the governor, is broadly representative of the state’s library community. Its charge is to give advice and make recommendations regarding the policies and operations of the Maine State Library and the State’s library programs.

[**Maine Regional Library System (MRLS)**](http://www.maine.gov/msl/libs/MRLS.shtml)**:** Created to improve library service for the citizens of Maine (Public Law 626, enacted in 1973). In 2016, a new service model was created that is made up of one statewide district with nine geographic regions. Membership is open to all public, school, special, and academic libraries in Maine.

[**Maine School and Library Network (MSLN)**](http://www.msln.net/)**:** Consortium consisting of almost 1000 schools and libraries across the state of Maine through which participants acquire Internet access. The consortium was officially formed in 1996 when a rate case against NYNEX funded Internet access to all schools and libraries in MINE. Today MSLN is a service of Networkmaine (a unit of the University of Maine System). Services provided by MSLN are paid for using a combination of funding from the Federal E-Rate program and the Maine Telecommunications Education Access Fund (MTEAF).

[**MaineCat**](https://mainecat.maine.edu/screens/about.html)**:** Statewide catalog linking more than 100 library collections contained in 10 large online library systems. The system is designed to grow to serve 300 or more library collections. A built-in requesting and transaction management system allows patrons of libraries using a qualifying online system to make online interlibrary loan requests. Library staff can also make requests on behalf of their users.

[**MARVEL!**](http://libraries.maine.edu/mainedatabases/)**:** Maine’s virtual library provides thousands of online magazines, newspapers, and reference books.

[**Minerva**](https://minerva.maine.edu/)**:** Catalog including over six million items from more than fifty Maine libraries. This shared catalog provides access to not only books but also DVDs, audio books, magazines, and music CDs. Minerva can be searched by author, title, subject, keyword, and material type. These holdings are also part of the MaineCat Statewide Catalog.

[**Maine’s Interchangable Parts (MIPS)**](https://hartlandpubliclibrary.org/mips/)**: MIPS is a way to search for replacement parts of audiobooks or DVD sets, housed at Hartland Public Library.** List of available items are updated regularly.

[**Network Maine**](http://www.msln.net/)**:** Network Maine manages the Maine School and Libraries Network (MSLN) internet connection for most school and public libraries in the state. This is a highspeed connection (at least 10mb) and is worth around $6,100 annually. It is funded through the MTEAF (Maine Telecommunications Education Access Fund).

**Online Catalog:** Computer databases of items that a library owns. URSUS is the online catalog for the University of Maine and several other libraries within the state. MINERVA is the catalog of 50 plus medium to large size libraries in Maine. Another term for this would be automated catalog.

**Rural & Small Libraries (RSL):** Special interest group of Maine Library Association. The Rural & Small Libraries Interest Group will appeal to those librarians working in a rural and/or small library and are looking to connect with others to share ideas and resources.

[**Youth Services Section (YSS)**](https://mainelibraries.org/page-1442190)**:** Special interest group of Maine Library Association. YSS is focused on promoting and improving library service to young people. It is open to children's librarians as well as others interested in library service to young people.