



Commonwealth of Massachusetts Board of Library Commissioners

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Summary Minimum Standards of Free Public Library Service

Materials Expenditures Requirement

Massachusetts General Law requires that libraries must "expend a reasonable portion of the library's total budget on library materials." **The Board of Library Commissioners uses the total operating expenditure figure (excluding personnel benefits) when calculating the library's compliance with the materials expenditure standard.**

Revenue sources for the total operating expenditure include:

- appropriated municipal operating income
- State Aid to Public Libraries awards
- trust/endowment income
- gift monies

The following revenue sources are **excluded** from the total operating expenditure:

- grant monies other than State Aid to Public Libraries
- monies received for regional library services
- capital monies

Population size	Percentage of library operating expenditures (excluding personnel benefits) which must be spent on library materials
Under 5,000	20%
5,000 - 9,999	19%
10,000 - 14,999	16%
15,000 - 24,999	15%
25,000 - 49,999	13%
50,000 and over	12%

Citations: *M.G.L c.78, s.19B(5) and 605 CMR 4.01(5)*

Contact the State Aid and Data Coordination Unit for further information.

Summary
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Minimum Hours Open

Massachusetts General Law requires that libraries "be kept open a minimum number of hours per week." The Minimum Hours Open requirement is scaled to the population size of the municipality. The *Code of Massachusetts Regulations* states that libraries must be kept open some evenings, a minimum number of hours, and for some libraries, a minimum number of days per week.

Minimum Hours Open Requirement (Summer Schedule Excepted)

Population Size	Number of Hours	Number of Days	Portion of Day
Under 2,000	10	not specified	some evening hours
2,000 - 4,999	15	not specified	some evening hours
5,000 - 9,999	25	not specified	some evening hours
10,000 - 14,999	40	5	some evening hours
15,000 - 24,999	50	5	some evening hours
25,000 and over	63	6	some morning, afternoon, & evening hours

Compliance with the Minimum Hours Open requirement is measured using winter hours. Winter hours fall on the days between Labor Day and Memorial Day. Summer hours are not used in measuring compliance, but the library must be open each week with posted weekly hours during the summer period.

Citations: M.G.L c.78, s.19B(3) and 605 CMR 4.01(3)

Contact the State Aid and Data Coordination Unit for further information.