



## ORGANIZATION

Established in 1854, the Connecticut State Library is an Executive Branch agency of the State of Connecticut. The State Library Board determines policy for the State Library and appoints the State Librarian who serves as the chief administrative officer of the Board and has administrative authority over the State Library.

### Mission

*The mission of the Connecticut State Library is to preserve and make accessible Connecticut's history and heritage and to advance the development of library services statewide.*

### Statutory References

C.G.S. Sections 1-7 through 1-18, 4-193, 7-14, 7-22a, 7-23 through 7-32, 7-109, 7-110, 11-1a, 11-1c, 11-4c, 11-3, 11-4, 11-6, 11-6a, 11-8 to 11-8n, 11-9c, 11-9d, 11-10a through 11-19c and 45a-10.

### Statutory Responsibility

The twelve member State Library Board has responsibility for:

- The supervision of the State Library by a State Librarian
- Planning for state-wide library service, other than for school libraries
- Maximum state participation in federal aid for public libraries
- Establishing standards for principal public libraries
- Appointing an advisory council for library planning and development
- Instituting and conducting programs of state-wide library service
- Maintaining the state's principal law library
- Maintaining a library service for the blind and other persons with disabilities
- Planning and developing the Connecticut Digital Library
- Making construction grants to public libraries
- Creating and maintaining the official state archives
- Programs for library development and reader services
- Operating the Raymond E. Baldwin Museum of Connecticut History and Heritage

**State Librarian Search Background Document**  
Prepared March 2019

The State Library Board consists of the Chief Justice of the Supreme Court or designee; the Chief Court Administrator or designee; the Commissioner of Education or designee; five members who are appointed by the Governor, one of whom shall be an experienced librarian, one of whom shall be an experienced archivist and one of whom shall be an experienced museum professional; and one member each appointed by the president pro tempore of the Senate, the minority leader of the Senate, the speaker of the House of Representatives and the minority leader of the House.

The State Library Board approves rules and regulations for the state publications depository library system, the retention, destruction and transfer of documents; the borrowIT CT programs (formerly Connecticard); and statewide library programs.

### **State Librarian**

State Librarian is appointed by the State Library Board and serves as the chief administrative officer of the board and has administrative authority over the State Library and responsibility for its supervision.

The State Librarian is also responsible for administering the Federal Library program and developing and directing a public records management program.

The State Librarian appoints all Agency staff.

### **Public Service**

The State Library provides a variety of library, information, archival, public records, museum, and administrative services to the citizens of Connecticut, as well as the employees and officials of all three branches of State government. Students, researchers, public libraries and town governments throughout the state are also served by the State Library. In addition, the State Library directs a program of statewide library development and administers the federal Library Services and Technology Act state grant. The State Library also administers researchIT CT (formerly iCONN), Connecticut's Research Engine.

### **Group Services**

The Agency is a flat organization, organized around a matrix structure. Group Services support the agency's program units by providing business services, collection services, cataloging services, information technology services across the Library and ensures access to the Library's extensive collections. In 2011, the Department of Administrative Services' Small Agency Resource Team (SmART) became responsible for the State Library's Human Resources needs and most of its business office operations.

### **Business Services**

Provides budget planning and budgetary control; initiates all purchase requests; manages all state library facilities; provides IT support planning, development and implementation; desktop support; network management; mail; printing/duplicating/imaging.

## **Access Services**

Maintains and provides access to:

- A collection of public policy resources, comprehensive collections of Connecticut and United States government publications dating from the late 1700s to the present. These collections, numbering well over a million and a half pieces, support the Library's roles as the Regional Federal Depository for Connecticut and Rhode Island, and as the Connecticut State Documents repository.
- A comprehensive collection of legal, legislative, and public policy resources. The collection includes statutes and case reports for all 50 U.S. states and federal jurisdictions. The collection also includes a broad range of legal treatises, law periodicals, loose-leaf services, and electronic resources on topics relevant to state government interests that include the archives of Connecticut General Assembly documents, indexes to legislative bills, House and Senate proceedings, public hearings, and compilations of legislative histories for Connecticut Public and Special Acts. The State Library Bill Room provides information on the status of current Connecticut state legislation, and supplies copies of pending and current legislation on request.
- A comprehensive collection of materials on the history of Connecticut and its people. Resources include an extensive collection of local histories and genealogies with particular emphasis on Connecticut and New England, most Connecticut town vital records, land records, probate records from the 1600s to the early 1900s, church records from hundreds of Connecticut churches, transcriptions of family Bible records and cemetery inscriptions, abstracts of newspaper notices of marriages and deaths, military records, the Federal census records for Connecticut, 1790-1930, comprehensive and retrospective collections of Connecticut atlases and maps (including Sanborn Fire Insurance Atlases), city directories, and the most comprehensive collection of Connecticut newspapers from colonial times to the present.

## **Collection Services**

Responsible for the acquisitions and administering the Library Materials budget; collection development; documents processing; monograph and serial processing; preservation; digitization and electronic resource acquisition.

## **Discovery & Delivery Services**

Responsible for cataloging and Meta Data creation for the Library's collections; and managing the library's integrated library system.

## **Library for the Blind and Physically Handicapped**

Is a network library of the National Library Service for the Blind and Physically Handicapped, Library of Congress. The Library provides a free mail loan of recorded and braille books and magazines and

necessary playback equipment to eligible state residents unable to read conventional print because of a visual or physical disability.

## Division of Library Development

The State Library is the official Connecticut agency charged by law with the extension and development of library services and is designated as the State Library Administrative Agency (SLAA).

The Division provides leadership, funding, education, and statewide services that enhance a local library's ability to deliver high-quality library service to their community.

- *deliverIT CT* (formerly *Connecticar*) provides a delivery service to 226 public and academic libraries in Connecticut, transporting books and other items for patrons providing support for statewide resource sharing.
- *borrowIT CT* (formerly *Connecticard*) is a statewide reciprocal borrowing program allowing Connecticut citizens to use their hometown library cards in any public library in Connecticut. The Division administers the program including grants that partially reimburse libraries for non-resident use.
- *Consulting and Training Services* support the local library's ability to provide high quality library services that are responsive to the needs of their communities.
- *research IT CT* (formerly *iCONN*, *Connecticut's research engine*) provides all students, faculty and residents in Connecticut with online access to essential library and information resources. Through *researchIT CT*, a core level of information resources including a statewide catalog and interlibrary loan system is available to every citizen in the state. In addition, specialized research information is available to college students and faculty.
- *The Middletown Library Service Center* provides collection support, a technology training lab, consulting and training and professional development materials for Connecticut library staff.
- *Public Library Grants* provide basic support for public libraries in Connecticut.
- *The Public Library Construction* program provides grants for public library construction projects to improve library facilities to meet their communities' changing needs.
- *Statistical data* on public libraries is compiled annually and published online. The Division submits statistical data to the Federal-State Cooperative System for Public Library Data and compiles and reports statistical and narrative data on the State Library agency to the Institute of Museum and Library Services.
- *Federal support for libraries* from the Institute of Museum and Library Services is administered through the division. The Division also coordinates and approves E-Rate Technology Planning for public libraries.

## Office of the Public Records Administrator

The Office of the Public Records Administrator is responsible for designing and implementing a records management program for all state agencies within the executive department, and the towns, cities, boroughs, districts, and other political subdivisions of the state. The office establishes records retention schedules and records management guidelines; publishes regulations regarding the construction of vaults, the filing of permanent land maps in the towns, and the electronic recording of land records; and monitors the annual examination of land record indexes. The office administers the State Records

State Librarian Search Background Document  
Prepared March 2019

Center, which provides state agencies with off-site storage of inactive records at no charge. It also inspects and approves public records storage facilities and municipal vaults. The office administers the Historic Documents Preservation Program, which assists municipalities in improving the preservation and management of their historic records. The office carries out a program to identify and preserve essential records necessary for disaster response and recovery of normal business operations by the state and its political subdivisions. By statute, the Public Records Administrator and the State Archivist must approve the disposition of all public records prior to their destruction or transfer.

### **State Archives**

Since 1855, the Connecticut State Library has acquired historical records from the three branches of state government. In 1909, the General Assembly made the State Library the official State Archives. The Archives include more than 46,638 cubic feet of records from state and local governments, private organizations and individuals. These records document the evolution of state public policy and its implementation, the rights and claims of citizens, and the history of Connecticut and its people. The State Archivist assists the Public Records Administrator in developing records management guidelines, regulations and records retention schedules for state agencies and local governments. By statute, the State Archivist must review all records retention schedules issued by the Public Records Administrator and records disposal authorizations submitted to the Public Records Administrator.

### **Museum of Connecticut History**

The Museum is located in the Connecticut State Library and Supreme Court Building. The Museum consists of Memorial Hall, a magnificently restored beaux-arts style gallery, and three adjoining exhibit areas. On permanent display are portraits of Connecticut Governors as well as historic documents, including the State's original 1662 Royal Charter, the 1639 Fundamental Orders, and the 1818 and 1964 State Constitutions. The primary focus of the Museum's collection is Connecticut's government, military and industrial history. Permanent and changing exhibits trace the growth of the state and its role in the development of the nation from the Colonial era to the present.

### **Representation by the State Librarian**

Statutorily:      Commission for Educational Technology  
                            Connecticut Data Analysis Technology Advisory Board

#### Advisory Boards to the State Librarian and/or the State Library Board:

- Advisory Council on Library Planning and Development
- Historic Documents Preservation Advisory Board
- State Historic Records Advisory Board
- CT Digital Library Advisory Board
- Museum Advisory Board
- LBPH Advisory Committee

#### Boards/Committees:

- Connecticut Library Association Board
- Association of Connecticut Library Boards
- Friends of Connecticut Libraries

State Librarian Search Background Document  
Prepared March 2019

- Information and Library Science Advisory Board (SCSU)
- Council of Library Directors (CSCU)
- Curriculum Committee (SCSU)
- Council of College and Academic Library Directors (CCALD)
- Connecticut Coalition of History
- Yale Indian Papers Project Advisory Board
- Connecticut Supreme Court Historical Society Board
- Connecticut Coalition for History

Partnerships:

- Connecticut History Illustrated (CHI)
- Connecticut Digital Archive (CTDA)
- Friends of Coltsville
- Council of Library Directors (CoLD)

Association Memberships:

Council of State Libraries in the Northeast (COSLINE)

Council of State Library Agencies (COSLA)

Council of State Archivists (COSA)