

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-11

SECTION: Building and Grounds

SUBJECT: STATEMENT OF POLICY ON FACILITY DEVELOPMENT

SUMMARY

This regulation describes the method for determining when to begin development of a branch facility for a service area.

Effective Date:

August 17, 2011

Reviewed:

October 27, 2021

November 14, 2024

POLICY

New library branch facilities are considered when and where they are needed. There are two main related events that indicate when we need a new library branch

1 – the population of a new branch service area reaches toward 10,000; and

2 – commercial/service/amenity centers begin to be developed in the service area.

Note: Both factors are necessary and both will occur about the same time. Population growth rates for the service area and city land use plans provide the data indicating that the trigger is approaching. Close contact with city planning departments and attention to activity involving zoning, building permits, and actual construction of homes, schools, and businesses; provide information as to the timing of land purchase and construction.

**November 14,
2024**

ARM 60-10-11 End