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Republic of Latvia

Cabinet

Regulation No. 371

Adopted 14 August 2001

Regulations regarding the Number of Employees Necessary for the Work of a Library and the Education Necessary for Holding Positions

*Issued pursuant to Section 25, Paragraph three
of the Law On Libraries*

I. General Provisions

1. These Regulations prescribe the number of employees necessary for the operation of a library, as well as the positions which require a specific academic or professional education, or a certificate for the completion of a continuing education course in the field of librarianship, depending on the status, structure, scope of work and tasks of the library.
2. A qualified librarian is a person who works in a library and has obtained a specific academic or professional education or a certificate for the completion of a continuing education course in the field of librarianship.

II. Number of Employees Necessary for the Operation of a Library

3. The number of qualified librarians in an official State-level library, regional main library and official local-level library shall be determined in accordance with the by-law (articles of association) of the library, as well as by taking into account the number of printed publications and other documents issued to library users:
 - 3.1. in an official State-level library - not fewer than one qualified librarian, if the average number of printed publications and other documents issued to users is 9 000 items per year (the number of issues in physical items);
 - 3.2. in a regional main library - not fewer than one qualified librarian, if the average number of printed publications and other documents issued to users is 12 000 items per year; and
 - 3.3. in an official local-level library - not fewer than one qualified librarian, if the average number of printed publications and other documents issued to users is 8 000 items per year.
4. The number of qualified librarians in a library of an educational institution (except a library of a higher education institution) shall be determined in accordance with the by-law (articles

of association) of the library, as well as by taking into account the number of students and teachers in the relevant educational institution:

4.1. if there are up to 300 students and teachers in an educational institution, the library shall have at least one half of a qualified librarian staff unit;

4.2. if there are 301 to 500 students and teachers in an educational institution, the library shall have at least one qualified librarian staff unit;

4.3. if there are 501 to 800 students and teachers in an educational institution, the library shall have at least one and a half qualified librarian staff units;

4.4. if there are 801 to 1 200 students and teachers in an educational institution, the library shall have at least two qualified librarian staff units; and

4.5. if there are more than 1 200 students and teachers in an educational institution, the library shall have at least two and a half qualified librarian staff units.

5. The number of qualified librarians in a library of a higher education institution shall be determined in accordance with the by-law (articles of association) of the library, as well as by taking into account the number of students and teachers in the relevant higher education institution – not fewer than one qualified librarian per 200 students and teachers of the higher education institution.

6. A library shall enter into a contract with the relevant specialists for the maintenance of computer network and information systems, or, within the budget resources allocated to the library, shall provide for the following staff units:

6.1. computer network administrator (in an official State-level library, as well as in a regional main library – for the maintenance of the single information network of all libraries of the relevant region);

6.2. information system administrator (in an official State-level library, as well as in a regional main library – for the maintenance of the single information network of all libraries of the relevant region);

6.3. computer hardware engineer (in an official State-level library, regional main library and official local-level library); and

6.4. programmer (in an official State-level library, regional main library – for the maintenance of the single information network of all libraries of the relevant region).

III. Positions of Library Employees the Holding of which Requires Specific Education or a Certificate for the Completion of a Continuing Education Course in the Field of Librarianship

7. The positions of employees of an official State-level library for the holding of which specific education or a certificate for the completion of a continuing education course in the field of librarianship is required shall be the following:

7.1. deputy of the head (director) of the library – higher academic or higher professional education in the field of librarianship;

7.2. head of the operating activities division – higher academic, higher professional education in the field of librarianship or higher academic, higher professional education and a certificate for the completion of a continuing education course in the field of librarianship; and

7.3. chief librarian, chief bibliographer, librarian and bibliographer – higher academic, higher professional, specialised secondary education in the field of librarianship or higher

academic, higher professional, specialised secondary, secondary education and a certificate for the completion of a continuing education course in the field of librarianship.

8. The positions of employees of a regional main library for the holding of which specific education or a certificate for the completion of a continuing education course in the field of librarianship is required shall be the following:

8.1. deputy of the head (director) of the library – higher academic, higher professional or specialised secondary education in the field of librarianship;

8.2. head of the operating activities division – higher academic, higher professional, specialised secondary education in the field of librarianship or higher academic, higher professional education and a certificate for the completion of a continuing education course in the field of librarianship; and

8.3. chief librarian, chief bibliographer, librarian and bibliographer – higher academic, higher professional, specialised secondary education in the field of librarianship or higher academic, higher professional, specialised secondary, secondary education and a certificate for the completion of a continuing education course in the field of librarianship

9. The positions of employees of an official local-level library for the holding of which specific education or a certificate for the completion of a continuing education course in the field of librarianship is required shall be the following:

9.1. deputy of the head (director) of the library – higher academic, higher professional, specialised secondary education in the field of librarianship or higher academic, higher professional education and a certificate for the completion of a continuing education course in the field of librarianship;

9.2. head of the operating activities division – higher academic, higher professional, specialised secondary education in the field of librarianship or higher academic, higher professional education, specialised secondary, secondary education and a certificate for the completion of a continuing education course in the field of librarianship; and

9.3. chief librarian, chief bibliographer, librarian and bibliographer – higher academic, higher professional, specialised secondary education in the field of librarianship or higher academic, higher professional, specialised secondary, secondary education and a certificate for the completion of a continuing education course in the field of librarianship.

IV. Closing Provision

10. Paragraphs 7, 8 and 9 of these Regulations shall come into force on 1 January 2005.

Prime Minister

A. Bērziņš

Minister for Culture

K. Pētersonē