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Republic of Latvia

Cabinet

Regulation No 395

Adopted 11 September 2001

Norms of the Material and Technical Basis of Libraries

*Issued pursuant to
Section 18
of the Law on Libraries*

I. General Provisions

1. These Regulations prescribe the norms of the material and technical basis of libraries, which are to be applied taking into account the direction of operation of a relevant library.
2. The conformity of a library to the requirements of these norms shall be specified during the library accreditation process.

II. Library Buildings

3. Libraries shall be housed in buildings that have been designed and constructed in accordance with the requirements of the regulatory enactments regulating construction.
4. Library buildings, as well as library premises in buildings used for other purposes shall be designed in accordance with the requirements of Latvian Construction Standard LBN 208-00 "Public Buildings and Structures" and LBN 201-96 "Fire Safety Norms".
5. An entry of a library building shall be equipped with ramps, hoists or lifts which ensure access to the buildings for persons with restricted functional abilities. If libraries are housed on the second floor of a building or higher, such libraries shall be equipped with lifts for the transportation of people and cargo.
6. Engineering equipment and security systems shall be provided for in library buildings in accordance with construction standards and other regulatory enactments.

III. Library Premises, Equipment, Security Systems and other Property

7. Library premises shall functionally consist of a user area (premises where services are provided to library users), an area of administrative premises and an area of storage premises.

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8. A user area shall include premises for the provision of information, the lending and reading of printed works and other documents.
9. An area of administration premises shall include premises for a library administration, librarians and a maintenance staff.
10. An area of storage premises shall include premises for the housing of a library collection.
11. Toilets and other sanitary premises shall not be located in the direct proximity of a user area and an area of storage premises.
12. A relevant library shall independently determine the types of premises necessary for the operation thereof in a user area, an area of administrative premises and an area of storage premises.
13. General artificial lighting shall be installed in library premises. The optimum level of artificial lighting is specified in Annex 1 of these Regulations.
14. The optimum microclimate in library premises is specified in Annex 2 of these Regulations.
15. The minimum required number of user places is specified in Annex 3 of these Regulations.
16. The minimum basic area required for the servicing of library users for the types of premises existing in a relevant library is specified in Annex 4 of these Regulations.
17. The optimum height of stacks and the distance between stacks in a user area are specified in Annex 5 of these Regulations.
18. The minimum basic area required for the servicing of children for the types of premises existing in a relevant library is specified in Annex 6 of these Regulations .
19. The minimum basic area required for storage sites for the types of documents existing in a relevant library is specified in Annex 7 of these Regulations.
20. The minimum basic area required for library employees for the types of premises existing in a relevant library is specified in Annex 8 of these Regulations.
21. The minimum basic area for auxiliary rooms for the types of premises existing in a relevant library is specified in Annex 9 of these Regulations.
22. The following equipment and other property shall be utilised in libraries in accordance with the direction of operation thereof:
 - 22.1. stacks, bookcases and stands for the housing of books and other documents;
 - 22.2. tables, chairs and soft inventory;
 - 22.3. computer hardware;
 - 22.4. phones, faxes and other record-keeping equipment;
 - 22.5. copying equipment;

- 22.6. book repair and restoration equipment;
- 22.7. radio-broadcast receivers, audio-video recorders and reproducers, and television receivers;
- 22.8. back-projectors, video projectors, overhead projectors;
- 22.9. household materials and office supplies; and
- 22.10. other equipment and property necessary for the operation of a library.

23. Library fire detecting, fire extinguishing, protective signalling and emergency alarm systems shall be installed and exploited in accordance with the procedures specified by regulatory enactments.

IV. Closing Provisions

24. These Regulations shall come into force on 1 January 2002.

25. The requirements of these Regulations shall come into force on 1 January 2005 for the libraries that are not built anew, reconstructed or renovated.

Prime Minister

A. Bērziņš

Minister for Culture

K. Pētersonē

Optimum Level of Artificial Lighting in Library Premises

Area of premises	Level of artificial lighting (in lux)
User area	500
Area of administrative premises	500
Area of storage premises	300

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Optimum Microclimate in Library Premises

Area of premises	Air temperature (°C)	Relative air humidity (%)
User area	21–24	55–65
Area of administrative premises	21–24	55–56
Area of storage premises	18–20	45–55

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Minimum Required Number of User Places in Libraries

No.	Size of a library collection (thousands of copies)	Minimum required number of user places in libraries under construction, reconstruction and renovation	Minimum required number of user places in other libraries
1.	5.0	8	4
2.	10.0	14	7
3.	15.0	26	13
4.	25.0	36	18
5.	50.0	60	30
6.	75,0	90	45
7.	100.0	120	60
8.	more than 100.0	20 user places for each subsequent 100 000 copies	10 user places for each subsequent 100 000 copies

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Minimum Basic Area Required for Servicing Library Users

No.	Type of premises	Unit of accounting	Minimum area (m ²) in libraries under construction, reconstruction and renovation	Minimum area (m ²) in other libraries
1.	Reading rooms	one user space	2.4	2.0
2.	Special reading rooms and user premises for working with computers	one user space	2.5	2.0
3.	Individual work spaces for users	semi-cabin compartment	4.0	3.0
		cabin compartment	7.0	6.0
4.	Stacks in a user area	1 000 copies in fixed stacks	5.0	4.0
5.	Catalogues	printed catalogues	in accordance with the area of storage premises	in accordance with the area of storage premises
		one card-index cabinet	3.0	2.5
6.	OPAC	one work space with a computer and a printer	4.0	3.0
		one space for standing	1.5	1.0
7.	Lending counter	one registration desk of lent items	6.0	5.0
8.	Music room	one room	9.0	8.0
9.	Hall (auditorium)	one seat	0.7	0.5
10.	Recreational area	one user	0.2	0.1
11.	Cafeteria	one seat	1.6	1.0
12.	Sanitary premises	one room	3.0	2.0
13.	Foyer	one visitor	0.2	0.1
14.	Cloakroom	one visitor	0.12	0.08

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Optimum Height of Stacks and the Distance between Stacks in the User Area

Library users	Height of stacks (m)	Distance between stacks (m) in libraries under construction, reconstruction and renovation	Distance between stacks (m) in other libraries
Children up to 9 years of age	1.2	2.5	1.4
Children 9-15 years of age	1.5	2.5	1.5
Adults	1.8	2.5	1.6

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Minimum Basic Area Required for the Servicing of Children

Type of premises	Unit of accounting	Minimum area (m ²) in libraries under construction, reconstruction and renovation	Minimum area (m ²) in other libraries
Reading-room	one user space	2.4	2.0
Fairy-tale room	one visitor space	2.5	2.0
Recreational area	one visitor space	0.3	0.1
Stacks in a user area	1 000 copies in fixed stacks	8.5	5.0

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Minimum Basic Area Required for Storage Sites

No.	Type of documents	Unit of accounting	Minimum area (m ²) in libraries under construction, reconstruction and renovation	Minimum area (m ²) in other libraries
1.	Books and magazines	1 000 copies in fixed stacks	2.5	2.0
		1 000 copies in mobile stacks	1.5	1.0
2.	Newspapers	large format 100 vol.	1.4	1.0
		small format 100 vol.	0.7	0.5
		in boxes	0.05–0.25	0.03–0.15
3.	sheet music	sheets 1 000 copies	0.25	0.15
		exercise books 1 000 copies	2.1	1.8
4.	Records	1 000 copies	2.4	2.0
5.	Audio cassettes	1 000 copies	1.8	1.5
6.	Video cassettes	1 000 copies	5.6	5.0
7.	CDs	1 000 copies	1.9	1.5
8.	Microforms	1 000 copies	0.65	0.45
9.	Maps	1 000 sheets	0.9	0.6

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Minimum Basic Area Required for Library Employees

Type of premises	Unit of accounting	Minimum area (m ²) in libraries under construction, reconstruction and renovation	Minimum area (m ²) in other libraries
Premises for maintenance staff	one employee	7.5	3.0
premises for qualified librarians	one employee	10.0	5.0
Administrative premises	one employee	24.0	12.0

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Minimum Basic Area of Auxiliary Rooms

No.	Type of premises	Unit of accounting	Minimum area (m ²) in libraries under construction, reconstruction and renovation	Minimum area (m ²) in other libraries
1.	Copy room	a room for one device with a storage space	15.0	10.0
2.	Book-cart storage room	one room	4.5–14,0	5.0
3.	Book sorting room	one room	14.0	10,0
4.	Postage parcel area	one room	70.0–100.0	50.0
5.	Bookbinding workshop	one room	30.0–50.0	25.0
6.	Restoration workshop	one room	200.0–250.0	100.0
7.	Photographic laboratory, reprographic workshop	one room	25.0–35.0	20.0

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