

Definition of a Library Branch and a Library Annex (Library Kiosks and Bookmobiles)

Library Branch

An "**eligible branch library**" for the purposes of E-rate funding in California shall be defined in the same way that the Institute of Museum and Library Services defines branch libraries for the annual Public Library Survey:

- A branch library is an auxiliary unit of an administrative entity which has at least all of the following: 1. Separate quarters; 2. An organized collection of library materials; 3. Paid staff; and 4. Regularly scheduled hours for being open to the public.

Annexes

An "**eligible library annex**" for the purposes of E-rate funding in California shall be defined as part of a library that is physically separate from the library building. For purposes of E-rate funding in California, kiosks and bookmobiles shall be considered annexes and not branches.

Kiosks

An "**eligible library kiosk**" is a facility that meets the following criteria:

1. Must be created and maintained by a legally established California public library
 2. Is a library point of service maintained outside of an administrative entity or branch library
 3. Is a library point of service that has Internet connectivity and has electronic equipment or other material physically available to provide access to library resources including the library catalog and patron accounts
 4. The kiosk may be within another structure or stand alone and it may be temporary, semi-permanent or permanent
 5. Kiosk must be placed such that all members of the community may approach it without cost
- A selection of books or other physical material placed in a facility by the library which is unstaffed and there are no other services provided shall not be considered a kiosk

Bookmobiles

An "**eligible bookmobile**" for the purposes of E-rate funding in California shall be defined in the same way that the Institute of Museum and Library Services defines bookmobiles for the annual Public Library Survey:

- A bookmobile is a traveling branch library. It consists of at least all of the following: 1. A truck or van that carries an organized collection of library materials; 2. Paid staff; and 3. Regularly scheduled hours (bookmobile stops) for being open to the public.

Additional Considerations

When seeking services for annex locations, it is important to be familiar with carrier policies for moves and disconnects. Most have minimum terms for circuit connections to a location, and moves or disconnects can sometimes incur significant fees.

Annexes must be set up properly in the E-rate Productivity Center. Please see the references below for additional information.

Annex citations from USAC:

October 9, 2015: [First reference to Annexes in USAC news brief](#)

March 11, 2016: [Questions and answers about filing for Annexes](#)

July 21, 2017: [Calculating budgets for Annexes](#)

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