

LINCOLN TRAIL LIBRARIES SYSTEM MEMBERSHIP POLICY

Adopted April 17, 1995

INTRODUCTION

The Illinois Revised Statutes, The Illinois Library System Act administrative rules and "Standards for the Services of Multitype Library Systems" provide a working framework for LTLS membership.

Academic, public, school, and special library agencies accepted into membership of the Lincoln Trail Libraries System have the responsibility to meet primary library and information needs of their constituencies as well as to cooperate with other members to contribute to enhanced patron service in a multitype library network environment.

This policy outlines types of members; and levels of system membership; eligibility criteria for full and developmental members; the application process for new members; and eligibility criteria and requirements for ongoing membership for all members.

Library agencies applying for LTLS membership at the time of adoption of this policy may apply for either "full member" or "developmental member" status.

Full member library agencies in good standing at the time of adoption of this policy shall remain full members but are subject to meeting eligibility criteria by July 1, 1997 if they do not meet eligibility standards (as outlined below) at the time of policy adoption. After that date, such agencies shall either be changed to developmental status or dropped from System membership.

I. TYPES OF LIBRARY MEMBERS

- A. A library is defined in the Illinois State Library System Act administrative rules as "an entity which serves the basic information and library needs of its constituents through a bibliographically organized collection of library materials and has at least one employee who works at least fifteen hours per week as the librarian. The collection must have permanent financial support, be accessible centrally, and occupy identifiable quarters in one principal location. These requirements can be met through contractual services provided by another library."
- B. There are four (4) types of library agency members in the Lincoln Trail Libraries System: academic, public, school, and special libraries. These types re-defined in the Illinois State Library and System Act administrative rules.
 1. Academic Library - The library or libraries of an institution of education beyond the secondary level.
 2. Public Library - A tax-supported public library established by or as a governmental unit which either is authorized to levy a tax for library purposes, or which supports the library at least in part from local tax revenues other than federal revenue sharing. Such a library is established by a city, village, incorporated town, township, county or library district under the Illinois Local Library Act, the Village Library Act, the Village Library Conversion Act, the Library Property Sale Act,

and the Illinois Public Library District Act. This definition excludes free public libraries established by villages but not supported at least in part from local tax revenues, and incorporated free public libraries not established by a governmental unit.

3. School Library - The library or libraries of an elementary and/or secondary school district or private elementary and/or secondary schools under a single governing authority.
 4. Special Library - The library of, or under, the governing authority of any body or institution not defined elsewhere in the Library System Act administrative rules.
- C. Academic, public, school and special library governing authorities with more than one library shall apply for membership as one agency.

II. LEVELS OF SYSTEM MEMBERSHIP

- A. There will be two (2) levels of membership in LTLS: Full and Developmental. Access to system services is determined by membership status. New members applying for membership may apply for either category. Ongoing membership eligibility status may result in change from one category to another as outlined in Part V below.
- B. The two (2) levels of membership and associated services are:
1. **Full Membership** status is granted to libraries meeting Illinois State Library System Act criteria for developmental membership as well as the additional criteria for LTLS full membership as outlined in part III below. Full Members are entitled to all services offered by the system. System staff shall consult with full members to monitor maintenance of membership status.
 2. **Developmental Membership** status is granted on an annual basis, renewable for up to three (3) years to libraries which do not meet criteria for full membership. In extraordinary cases, developmental status may be extended beyond three (3) years upon recommendation of the Membership Committee and approval by the LTLS Board of Directors. The system offers guidance and assistance through consulting, continuing education, and communication in accordance with Illinois Library System Act administrative rules, developmental members are not eligible or delivery, interlibrary loan, reciprocal borrowing/access. This status does entitle a developmental library program to apply for State Library per capita grants as appropriate.

III. MEMBERSHIP ELIGIBILITY CRITERIA FOR NEW AND CONTINUING MEMBERS

A. Criteria for Full Membership

Libraries applying for Full System Membership, and current members seeking to maintain Full Membership Status shall meet the following criteria:

1. Professional Standards

All types of libraries shall meet the Illinois State Library definition of libraries (see part I above), shall meet or have adopted a plan/timetable for meeting appropriate state or national professional standards, and shall meet local library responsibilities in the "Standards for the Services of Illinois Multitype Library Systems."

2. Fiscal Resources

a. Public Libraries shall:

- 1.) meet the financial requirements for state per capita grants to public libraries, or
- 2.) levy a tax (or provide alternative funding) which produces a revenue of at least \$12.00 per capita.

b. School, special, and academic libraries must have an identifiable library program budget within the overall agency/institution budget.

3. Collection/Bibliographic Access

a. Academic, public school, and special libraries shall serve the basic information and library needs of their through a bibliographically organized collection(s), which is (are) accessible centrally in identifiable quarters. Collections shall receive ongoing fiscal support.

b. Collections should be cataloged in accordance with national standards pertinent to the collection. If collections do not meet such standards, libraries should begin to follow standards for new acquisitions. If bibliographic records are automated, the records of all libraries should be cataloged in accordance with nationally-accepted MARC (Machine-Readable Cataloging) standards, as set forth by the Library of Congress.

c. Member libraries shall adopt a patron record confidentiality policy (in accordance with State Law).

d. Member libraries shall adopt a materials selection/collection development policy.

- e. Member libraries shall provide on-site public access to non-confidential, non-proprietary resources, in accordance with relevant System and ILLINET policies.
- f. Member libraries shall participate in system and statewide resource sharing projects by adhering to the standards and protocols as specified in the most current ILLINET Interlibrary Loan Code and the Interlibrary Loan Policy for LTLS Libraries.
- g. Member libraries shall contribute to resource sharing efforts by participating in system or statewide periodicals/serials holdings projects and/or by making their periodical holdings readily available to other libraries by electronic or alternative union list means.
- h. Member libraries shall make local resources available for resource sharing, should add new acquisitions holdings to the LTLS LINC shared bibliographic database and/or to statewide bibliographic shared databases.
- i. Member libraries shall provide means for their clients to locally access the LTLS LINC, ILLINET Online (IO), and other appropriate bibliographic databases.

4. Staff

- a. All member library agencies shall:
 - 1.) Employ and designate a qualified person as head librarian (see below) who is responsible for the agency's library program. A vacancy of over 90 days in such a position by a qualified person shall be reported to the System Membership Committee.
 - 2.) Meet or adopt a plan for meeting staffing recommended by appropriate professional standards for that type of library. In addition, specific requirements outlined in 4.b-e below shall be met.
 - 3.) Designate a person to act as official representative to the system for governance matters.
 - 4.) Designate appropriate contact person(s) for communication regarding system services.
 - 5.) Provide support and encouragement for staff to participate in continuing education and staff training activities sponsored by the System, Illinois State Library, and other appropriate professional organizations and agencies.

b. Academic Libraries

- 1.) Academic libraries shall employ a full time librarian holding an ALA-accredited graduate library degree who has primary responsibility for the operation of the library program.
- 2.) All main library branches and departmental libraries shall be staffed by ALA-accredited professional staff at least 50% of the time libraries are open.

c. Public Libraries

- 1.) Public libraries serving a population above 15,000 shall employ one full time staff member holding the ALA-accredited MLS in an administrative position responsible for library-wide policy and fiscal matters.
- 2.) Public libraries serving populations of 3,000 - 15,000 shall employ one head librarian for at least 20 hours per week who has primary responsibility for the operation of the library program. The head librarian shall meet at least one of the following educational criteria:
 - a.) An ALA-accredited MLS.
 - b.) An undergraduate or graduate degree with a major or minor in library science.
 - c.) An undergraduate degree.
 - d.) A Library Technical Assistant (LTA) degree.
 - e.) 18 hours of formal library science training offered by a college or university.
- 3.) Public libraries serving under 3,000 population shall employ one head librarian for at least 15 hours per week and who has primary responsibility for the operation of the library program. The head librarian shall meet at least one of the following educational or experiential criteria:
 - a.) An ALA-accredited MLS.
 - b.) An undergraduate or graduate degree with a major or minor in library science.
 - c.) An undergraduate degree.
 - d.) A Library Technical Assistant (LTA) degree.
 - e.) 18 hours of formal library science training offered by a college or university.
 - f.) High school diploma and 3 years demonstrated library experience at an administrative level.

4.) If none of the criteria in #2 and #3 above have been met, heads of public libraries serving under 15,000 shall meet at least one of the following criteria:

- a.) Have attended at least 20 contact hours of System or State Library sponsored continuing education or onsite training courses within the previous two years.
- b.) Develop and implement a personalized training plan, in consultation with local library boards and System staff, to include attendance at a minimum of 20 contact hours of LTLS endorsed training and continuing education events within 2 years after appointment.
- c.) Enroll in formal library science course work at the LTA, undergraduate, or masters level within 2 years after appointment as head librarian.

d. School District Libraries

- 1.) School districts shall employ at least one full time staff member who is a certified media specialist (a minimum of 18 hours of library science education and certified to teach in Illinois.) and who shall provide library service at least 50% of the day. Such staff member(s) shall have primary responsibility for the operation of the library program.
- 2.) Each building in the district shall have a library as defined in Part I above and be staffed by a certified media specialist. In those cases where a school district has designated a full time certified media specialist(s) to supervise more than one library, no librarian shall supervise more than three schools, and the district shall employ adequate support staff to ensure that all building libraries are open and staffed in accordance with 6a. below.

e. Special Libraries

- 1.) Special libraries shall employ a library staff person for at least 20 hours per week who has primary responsibility for the library operation who meets at least one of the following educational or experiential criteria:
 - a.) An ALA-accredited MLS.
 - b.) An undergraduate or graduate degree with a major or minor in library science, and/or subject specialty.

c.) A Library Technical Assistant (LTA) degree or 18 hours of formal library science training with 3 years demonstrated library experience at the administrative level.

2.) The heads of special libraries shall provide library service either 50% or the time the parent organization is open or at least 20 hours a week.

5. Facilities/Equipment

- a. Member libraries (and their various branches) shall be housed in their own identifiable, centrally accessible quarters.
- b. Each building in a school district member shall have a library as defined in Part I above.
- c. Member libraries shall have access to a telephone, photocopy equipment, fax (or electronic transmission means) capacity, and a modem and computer or similar equipment appropriate to access databases outside the library.

6. Hours of Service/Access

- a. Academic and school libraries shall be open, staffed and accessible to faculty and students for the whole school day (or at least 50% of the day for buildings serving fewer than 300 students) and for the whole school year.
- b. Public libraries shall be open and staffed for use a minimum of 20 hours a week, scheduled appropriately to meet community needs.
- c. Special libraries shall be open and staffed 50% of the time the parent institution is open, or at least 20 hours a week.
- d. Member libraries shall provide onsite public access to non-confidential and non-proprietary resources.
- e. Public libraries shall allow intrasystem reciprocal borrowing in accordance with the Library System Act administrative rules and relevant system policies and procedures.

B. Criteria For Developmental Membership

Libraries, either new or continuing, which do not meet full membership criteria may qualify for Developmental membership if the following minimum requirements are met:

- 1. All developmental libraries must meet the definition of a library as outlined in the Library System Act—an entity which serves the basic information and library needs of its constituents through a bibliographically organized collection of library materials and has at

least one employee who works at least fifteen hours per week as the librarian. The collection must have permanent financial support, be accessible centrally, and occupy identifiable quarters in one principal location. These requirements can be met through contractual services provided by another library.

2. A developmental public library shall meet either the financial requirements for state per capita grants to public libraries as stated in the Illinois Library System Act administration rules or levy a tax (or provide alternative funding) that produces a revenue of at least \$6.00 per capita. These requirements can be met through contractual services provided by another library.
3. Academic, public, school, special, and developmental libraries shall have a three-year long range plan/timetable and an annual work plan for meeting full membership criteria (as outlined above in this policy) and appropriate professional standards.

IV. MEMBERSHIP APPLICATION

New library agencies applying for System membership shall apply for either **Full** or **Developmental** status.

- A. Applications for Full membership in the System shall be in writing and shall include:
 1. A completed application form which summarizes the applying agency's library programs, resources, staffing, and funding support in relation to appropriate professional standards and LTLS full membership criteria.
 2. Signed Illinois Library Information Network Membership Agreement and Lincoln Trail Libraries System Plan of Cooperative Service.
 3. Submission of appropriate governing authority documents which recognize the membership responsibilities outlined in the Agreement.
- B. Application for Developmental membership in the System shall be in writing and shall include:
 1. A completed application form which summarizes the applying agency's library programs, resources, staffing and funding support in relation to appropriate professional standards and LTLS full membership criteria.
 2. A written plan/timetable outlining three-year goals aimed at making significant progress toward meeting full membership eligibility criteria.
 3. A one-year written workplan outlining specific activities related to the long range plan for the current fiscal year.
- C. LTLS staff shall conduct onsite evaluation and consulting visits with all applicants and shall prepare an eligibility summary report for the Membership Committee to review.

- D. In the event that, after Membership committee review, it is determined that an applying library does not meet full or developmental eligibility requirements, the library agency governing authority may appeal in writing to the Executive Director and Board of Directors within sixty (60) days for reconsideration of eligibility.

V. CONTINUED MEMBERSHIP STATUS ELIGIBILITY AND REVIEW

A. Continued Full Membership Status Eligibility

For libraries to continue as a full LTLS member, it is expected that:

1. Member libraries shall show evidence of meeting or making progress toward meeting local library responsibilities in the "Standards for the Services of Illinois Multitype Library Systems."
2. Member libraries shall continue to meet or show progress toward meeting standards developed for each type of library at the state and national levels (for example, Avenues To Excellence II, Illinois School Library Media Program Guidelines, ACRL Guidelines for 2-year College Learning Resource Programs, etc.) to meet local clientele needs.
3. Libraries shall show evidence of meeting local library responsibilities outlined in the System Cooperative Plan of Services and in various LTLS Services policies.
4. Member libraries shall continue to maximize local fiscal efforts in order to meet the library needs of their respective communities. Member libraries shall continue local support and not reduce such support as a result of membership in the system. For example, schools, academic, and special libraries should not lower library budgets unless other programs in the agency are also similarly reduced. Public libraries are encouraged to take advantage of all special taxes available in order to better serve their community, and shall not reduce tax levy rates.
5. Member libraries shall submit Annual Profile Summary information and will file in a timely manner all reports and other documents required by the system and the Illinois State Library.

B. Continued Development Membership Status Eligibility

1. Developmental members shall meet with LTLS consulting staff at least twice annually, including at least one on-site visit at the library agency to review progress toward meeting the library's one-year workplan and three-year long range plan.
2. Developmental members shall annually prepare either:
 - a.) application for full membership or
 - b.) revised one-year workplan (based on original three-year plan) for progress toward meeting criteria for full membership.

3. Developmental libraries shall continue to maximize local fiscal efforts in order to meet the library needs of their respective communities. Member libraries shall continue local support and not reduce such support as a result of developmental membership in the system. For example, schools, academic, and special libraries should not lower library budgets unless other programs in the agency are also similarly reduced. Public libraries are encouraged to take advantage of all special taxes available in order to better serve their community, and shall not reduce tax levies.

C. Membership Status Review

1. Membership status of each LTLS member library (full and developmental) shall be reviewed annually based on Annual Profile Summary information (to be submitted within 90 days after the end of each library's fiscal year) or reports provided to the system by the member library and on consultant visits and reports.
2. Any library agency found in non-compliance with the criteria for its current level of membership shall be notified in writing and shall work with the system consulting staff to develop an appropriate written plan of action for the next fiscal year addressing issues(s) of non-compliance. If no progress is made on such a plan, or in cases of extreme library program support cuts, the Committee may recommend either a) change in status from full to developmental status or b) termination of membership (see VD below.)
3. The final authority regarding system membership status rests with the Lincoln Trail Libraries System Board, with the Membership Committee making recommendations after reviewing staff reports regarding membership status of members.
4. Membership decisions may be appealed to the LTLS Board by the governing authority of the member library, in accordance with provisions of the LTLS Grievance Policy and State Library System Act administration rule guidelines.

D. Termination or Transfer of Lincoln Trail Libraries System Membership

1. Termination due to ineligibility - A library may become ineligible if membership eligibility criteria outlined above are not maintained. In that instance, Lincoln Trail Libraries System reserves the right, with concurrence of the Illinois State Librarian, to give 90-day written termination notice to the library governing authority after review of the agency's most recent Annual Profile Summary or other special review, citing lack of local program maintenance of effort or measurable progress toward meeting standards. All outstanding obligations of the member library shall be met by the end of the 90 days.
2. After System notification of ineligibility, a member library governing authority shall have 30 days to respond in writing to request continuing membership consideration. Pursuant appeal procedures shall be in accordance with State Library System Act administration rules and the LTLS Grievance Policy.

3. Voluntary withdrawal - Upon written notice on or before April 1 of any year, the member library governing authority reserves the right to voluntarily terminate System membership on or before June 30 of that year (the end of the System fiscal year), and upon fulfillment of all outstanding obligations to the System.
4. Transfer of Membership - Any member may request a transfer from the System in accordance with State Library System Act administrative rules.

Appendixes:

- LTLS Plan of Cooperative Service
- LTLS ILLINET Membership Agreement

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Effective July 1, 1995
(Amends June 1994 Working Policy)