

School Membership Criteria—This is a compilation of the School Standards. Some are longer than others. Please read and pick out those parts that you like and would want to see in the new school standards.

## **LCLS**

### **4 Standards for Full Membership**

Member libraries are encouraged to develop and adopt a statement which identifies the library's purpose and its responsibilities to the library's primary patrons/constituents.

#### **4.1 Professional Standards and Accreditation**

Member libraries meet or make significant progress in meeting the standards of their individual governing authority and their professional and accrediting organizations. A sample list of accrediting and professional organizations is included as Appendix E.

#### **4.2 Personnel**

##### **4.2.1 Director**

A qualified person is hired and designated as librarian responsible for the library's programs and services. This librarian acts as the contact person with the System.

When the position of librarian/director becomes vacant a staff member is designated acting librarian. The governing authority is encouraged to work with the System consultants to fill the vacant position as soon as possible. If the replacement does not occur within one year, documentation of active recruitment must be provided to the System; advertisement of the position, salary offered, experience required, etc.

##### **4.2.1.1 Other Staff**

Member libraries are sufficiently staffed to provide quality library service all the hours the library is open. The member library should review and make every attempt to comply with the staffing level recommended by the state and national standards developed for their specific type of library.

##### **4.2.1.2 Shared Staff**

Member libraries are encouraged to investigate and implement methods to increase the availability of trained library staff. One possible option is to create a pool of staff who may be shared among a number of libraries.

#### **4.2.4 School Libraries**

##### **4.2.4.1 Media Specialist/Librarian**

School Districts employ at least one full time librarian who is an Illinois State Board of Education certified media specialist, preferably with an ALA- accredited library degree or a masters degree in instructional technology. This librarian has primary responsibility for the mission and administration of the library program.

##### **4.2.4.2 Other Staff**

All school buildings with libraries are staffed by media support staff at least 50% of the time the schools are open.

### **4.3 Policies and Procedures**

#### **4.3.1 Requirements**

Member libraries develop and adopt policies and procedures. The documents are reviewed at least every other year. Public libraries must also have Bylaws governing their Board of Trustees.

#### **4.3.2 Topics**

At a minimum, each library has policies covering these topics: collection development, personnel, technology, disasters and emergencies. Other policies to consider are: computer and Internet access/usage, programming, reference, circulation, interlibrary loan, copyright, public relations, meeting room usage and library maintenance. Member libraries are encouraged to add or rescind policies as the library evolves and as State and Federal legislation dictates.

#### **4.4 Fiscal Resources & Responsibilities**

##### **4.4.1 Minimal Funding**

Member libraries are financially supported in a manner to sufficiently maintain and improve the library. The recommended minimum is \$6.00 per person within the library's service area or primary constituency.

##### **4.4.2 Budget**

Member libraries have an approved or adopted budget. The budget includes line items for staffing, collection management/development, utilities, bibliographic access, etc. The Library Director and all applicable staff are involved in the development of the budget.

##### **4.4.3 Per Capita Grants**

Eligible libraries must apply to the Illinois State Library for per capita grants.

##### **4.4.4 Other Funding**

Other sources of funding should actively be sought.

#### **4.5 Service**

##### **4.5.1 To the Library's Primary Patrons**

Member libraries provide a variety of services to their primary patrons. As a general rule, these services include, but are not limited to: acquisition, cataloging, circulation, reference and interlibrary loan.

Other services which members are encouraged to provide include, but are not limited to: programming, Internet access, outreach services.

Library services contracted with commercial providers or other libraries must meet System standards.

##### **4.5.2 To Other Members and ILLINET Libraries**

As members of the Lewis & Clark Library System and ILLINET, member libraries promote resource sharing by offering interlibrary loan to their patrons, extending reciprocal borrowing to patrons of other libraries, participating in shared bibliographic databases such as ILLINET Online or FirstSearch, and sharing their collective professional expertise.

##### **4.5.3 To the System**

Staff from member libraries are expected to serve on System committees, the System's Board of Directors and other regional, state and national committees.

Since the System's interest groups were developed by the membership to address specific needs, members should attend the meetings of the various interest groups when possible.

Members are encouraged to develop and/or reevaluate groups as the need arises.

System interest groups include but are not limited to: SWAYS (South Western Advocates for Youth Services), PLAC (Public Librarians Advisory Council), SLING (School Library Information Network Group), SWIRL (South Western Illinois Reference Librarians), SLRLN (St. Louis Regional Library Network), Academic Libraries, Special Libraries, School Libraries, and the GateNet interest groups.

#### **4.6 Facilities**

Member libraries are housed in facilities designed and/or renovated and designated as libraries.

The libraries meet or exceed the requirements of federal, state and local laws and regulations, such as the *Americans with Disabilities Act*, the *Illinois Environmental Barriers Act*, and local building and safety codes. Additionally, member libraries meet or exceed the facility requirements of their individual professional bodies.

#### **4.7 Hours**

Member libraries are open hours convenient to their patrons. Member libraries should review and attempt to comply with the hours recommended by the state and national standards developed for their specific type of library. The library should be open evening and weekend hours, as well as day hours. Member libraries are encouraged to provide remote access to their online catalog to their patrons for as many hours of the day as possible.

##### **4.7.3 School Libraries**

School libraries are open and staffed when the majority of classes are in session. When possible, school libraries are also encouraged to be open and staffed after school hours and during the summer months.

#### **4.8 Bibliographic and Collection Management**

##### **4.8.1 Organization**

Member libraries support the basic information and library needs of their patrons through onsite access to print and/or non-print resources in a bibliographically organized collection. The collection is accessible, is centrally located and receives ongoing fiscal support. The resources are cataloged using professionally recognized bibliographic standards.

##### **4.8.2 Cataloging Standards**

Member libraries using an automated bibliographic database catalog all material in MARC (Machine Readable Cataloging) format. Academic, Public and School member libraries catalog all material according to AACR2R (*Anglo-American Cataloging Rules 2nd Revision*). Special member libraries use the appropriate cataloging rules for their type of library, for example the National Library of Medicine Classification. Online Local Library System Automation Project (LLSAP) members use Library of Congress, or other nationally approved (such as MESH) Subject Headings. Other member libraries are also encouraged to do so.

##### **4.8.3 Patron Confidentiality**

Member libraries adhere to the patron record confidentiality policy applicable to their individual governing authority and under State Law. [See 75 ILCS 70/1 *et seq.*]

##### **4.8.4 Information Resources**

Member libraries provide the information resources to support the needs of their patrons. These resources may be in-house and/or electronically accessible. They may be print or non-print.

Member libraries provide interlibrary loan. Public libraries provide reciprocal borrowing opportunities to their patrons. Academic, Special and School libraries are encouraged to permit and provide reciprocal borrowing. However, the member libraries understand that neither interlibrary loan or reciprocal borrowing are substitutes for active collection development, only supplements to it.

##### **4.8.5 Collection Development Policy**

Member libraries must have a collection development/management policy. This policy is reviewed and/or revised at least every other year. The collection is evaluated on a continuing basis to ensure its currency and relevance.

## **4.9 Communications**

### **4.9.1 New Technologies**

Member libraries must be aware of the rapid changes in technology and how these changes affect the provision of quality library service. Member libraries make reasonable efforts to meet these needs.

### **4.9.2 Telephone**

Each member library has a telephone in the library. Cellular or wireless telephones are a possible option to supply a telephone in the library facility. Additional telephone lines are recommended for computer equipment to permit access to the LLSAP (GateNet), ILLINET Online, FirstSearch, and the Internet.

### **4.9.3 Telefacsimile**

Each member library has access to telefacsimile capabilities, preferably located within the library.

### **4.9.4 Copier**

Each member library has access to copier capabilities, preferably located within the library.

### **4.9.5 Computer**

Each member library has a computer with a modem or a network interface card, an available telephone line and a printer in the library for the use by the librarian and library staff. This equipment is also recommended for all branch sites. Please note that developmental members are encouraged to have this equipment to facilitate communication.

## **4.10 Annual Reports**

### **4.10.1 Governing Authority Requirement**

Member libraries submit an annual report to their governing authorities.

### **4.10.2 System Requirement**

A copy of the annual report, is also given to the System.

## **4.11 Continuing Education and Training**

### **4.11.1 Participation**

All staff should participate in continuing education activities. All full time staff at member libraries are required to attend a minimum of 16 continuing education contact hours per their fiscal year. Contact hours for part time staff are calculated as a percentage of full time hours (for example, half time staff receive 8 contact hours). A library's annual continuing education requirement is determined by adding the minimum requirements for all staff. Staff of member libraries are urged to participate in distance learning and teleconference opportunities along with the traditional continuing education presentations.

Library trustees and other governing authorities are encouraged to attend continuing education activities and training to assist them in their office.

### **4.11.2 Service**

Staff serving on System, state or national library committees and boards may count their hours of participation towards the total number of continuing education hours required for their library.

### **4.11.3 Formal Coursework**

Staff pursuing an advanced degree may count their hours of coursework toward the total number of continuing education hours required for their library.

### **4.11.4 Sponsors**

Library or institution-related continuing education activities sponsored by a member library, its

governing authority, or professional organizations are acceptable to meet the System's membership requirements. Questions about a particular program should be directed to the appropriate System consultant.

#### **4.11.5 Suggested Topics**

Activities addressing any of these topics are acceptable to meet System membership requirements:

- Ø Automation ( for example: Technical Services, Internet, Technology Development)
- Ø Child/Young Adult Services
- Ø Collection Development, Utilization and Maintenance
- Ø Facilities and Equipment
- Ø Governance, Administration, Finance
- Ø Grant Preparation
- Ø Interlibrary Loan
- Ø Internet
- Ø Legislative Information & Awareness
- Ø Personnel Issues & Relations
- Ø Public Relations & Publicity
- Ø Public Services
- Ø System Orientation
- Ø Professional & Staff Development

#### **4.11.6 Record of Attendance**

It is the responsibility of the member library to provide, when requested, documentation of attendance at continuing education activities which are not sponsored by the System.

#### **4.11.7 Release Time**

Member libraries provide release time for staff to attend appropriate library related continuing education activities. Member libraries are encouraged to develop a work leave policy, similar to a sabbatical, for staff pursuing education and/or training.

### **LTLS**

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.

### **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**

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 patrons 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 catalogued 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 nonconfidential, 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 OCLC.

i. Member libraries shall provide means for their clients to locally access the LTLS LINC, ILLINET Online (IO), SILC, OCLC, and other appropriate bibliographic databases.

j. Member libraries shall be a governing member of OCLC. Governing members are described as those institutions that fully embrace the OCLC values of commitment to collaboration through contribution of intellectual content and in resource sharing (cataloging contribution and interlibrary loan).

### 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.

#### 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. School districts should strive to reach the ISLMA Linking for Learning standard that affirms every library media program requires at least one full-time certified media specialist per attendance center who directs the program within the building [attendance center].

2.) Each building [attendance center] 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.

School districts should strive to reach the ISLMA Linking for Learning standard that affirms every effective library media program requires: one or more paid clerical support staff; one or more paid technical support staff.

#### 5. Facilities/Equipment

a. Member libraries (and their various branches, buildings, attendance centers) shall be housed in their own identifiable, centrally accessible quarters and 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, email, and computer equipment appropriate to access electronic resources 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.

### **RPLS**

"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.

"Full System Membership." Category for a library which can meet the Definition of a "Library" as well as the Definition applying to their specific type of library, and can additionally meet the Criteria for Full System Membership. Full System members are eligible for all System services including state grants, consulting, continuing education, reciprocal borrowing, delivery, interlibrary loan, reference, and automation/bibliographic access. A full member is also eligible for voting representation on the Board of Directors.

A school district or private school must be recognized by the Illinois State Board of Education. Public school districts will be affiliated as school districts.

There must be a library in 50% of attendance centers. Attendance centers are defined as Elementary, Intermediate, Middle, Junior High or High Schools.

There must be a minimum of one qualified librarian in a school district or private school who works in a library(ies), as librarian, for a minimum 50% of the hours required for full time staff per week. There must be trained staff in all attendance centers with libraries. The qualified librarian hired by the school district could provide this training. Private schools must have a qualified librarian or a librarian with an MSLIS degree.

A qualified librarian is an employee who has a teacher certificate, if applicable, and at least 24 semester hours in media and/or library science. This individual should possess competence and specialization in both library media and subject areas in order to provide leadership in the development of services. Qualified librarians employed before July 1, 2006 are grandfathered in under the previous endorsement rules See Illinois Administrative Rules Section 25.100 Endorsing Teacher Certificates.

The school district or private school must have a line item in their education budget for library materials.

The libraries must also maintain a card or electronic catalog for access to its collection.

If the loss of qualified personnel causes a library to no longer meet this criteria and a qualified librarian cannot be hired, full membership status will continue for a period of three years while the new librarian actively works towards qualified librarian status.

To maintain full membership, the member library staff must attend at least one continuing education event (equaling 3 hours) each year. This event could be.

- training or CE sponsored by RPLS,
- attendance at a professional library association conference,
- training/CE (Opal Sessions) sponsored by another library system, the Illinois State Library, or professional library association, or
- library science or applicable college courses relevant to the library field, i.e. computers, administration.

Beginning July 2009, the requirement will be one (1) event per FTE on library staff.

## **ShLS**

**Public school libraries** are affiliated by district and a member district must have one person with primary responsibility to the district's libraries for a minimum of 17.5 hours per week (when



school is in session) for full membership or 15 hours per week (when school is in session) for developmental membership. Private schools may apply for membership on an individual basis.

## **School Library Membership Requirements**

— filed under: [Schools, Requirements](#)

### **Developmental Membership:**

Developmental libraries need to annually show progress toward full library membership criteria. If the requirements of developmental status have not been met after five years, the library can submit a request for extension to the Shawnee Library System consultants. Following a review of the library's progress, the extension will be submitted to the Shawnee Library System Board of Directors for approval. If the extension is not approved, or if a district falls below the minimum requirements for developmental status, the school district will be dropped from membership after a system staff member has made a site visit to the school and communicated with the library contact and school administrators. Each of these districts will be contacted annually for a period of five years to assess their potential for restoring membership. If the library after one year meets the basic developmental membership requirements, they may reapply for membership.

Developmental members are encouraged to attend the Librarians' Advisory Council or Dynix Users' Group (LAC/DUG) meetings without vote or official position.

### **Full Membership** *(See below for membership criteria):*

Any library failing to meet full membership criteria will be moved to developmental status and given five years to comply. Only those libraries with full membership are eligible for positions on the System Board or to serve as officers of LAC/DUG.

### **Internet Access**

Member libraries must have access to the Internet and an active email account that is checked on a regular basis for the library contact person in each qualified attendance center. Each district will also maintain its entry on Every Library in Illinois (ELI).

### **Interlibrary Loan**

All libraries will search the system's database, ILLINET Online, and OCLC First Search and place their own holds for items requested by their patrons. This means using the LLSAP's web-based online catalog if the library is not a member of the automation consortium. If the item cannot be found via either of these methods, then an interlibrary loan request may be submitted to the system.

**District**                      Each school district will be staffed by at least one paid employee whose

<b>Qualifications for Membership</b>	<p>primary responsibility is provision of library service.</p> <p>Within each school district, separate buildings must have some identified library personnel in order to be recognized as a qualified attendance center.</p> <p>A district with a staffing level that falls between 15 and 17 ½ hours per week when school is in session will be dropped to developmental status. Each building identified as a “Qualified Attendance Center” will be required to submit a school data form at the beginning of each academic year.</p>
<b>Additional Requirements</b>	<p>Each school district that is a member of the Shawnee Library System will demonstrate fiscal commitment to the school library program through activities such as filing an annual application for a school library per capita grant.</p> <p>All school library personnel will be required to attend a system orientation and basic interlibrary loan training within two years of joining the library staff. Interlibrary loan training will be required to be repeated once every three years.</p> <p>All school library personnel will be required to attend a minimum of one continuing education event offered by the Shawnee Library System, the Illinois State Library, and/or system-approved continuing education course each year.</p>
<b>Training</b>	<p>Within the first three years of employment, new staff members are strongly encouraged to attend at least one of the following specialized trainings if available and if accepted.</p> <ol style="list-style-type: none"> <li>1. The Institute for School and Public Librarians sponsored by the Illinois State Library</li> <li>2. The annual Illinois School Library Media Association (ISLMA) conference</li> <li>3. Reaching Forward South</li> <li>4. On the Frontlines</li> </ol> <p>Personnel lacking certification or endorsement as school library media specialists are encouraged to pursue certification and professional development through online and off-campus education programs.</p> <p>Libraries are strongly encouraged to have institutional or personal memberships in the Illinois School Library Media Association (ISLMA), the Illinois Library Association (ILA), the American Library Association (ALA), the American Association of School Librarians (AASL) or other professional organizations.</p>
<b>Professional Affiliations</b>	
<b>Definitions</b>	<p><b>Primary Responsibility:</b> A minimum of one-half of a 35-hour work week</p>

or 17 ½ hours per week when school is in session.

**Library Personnel:** Any staff member, certified or non-certified, with assigned library responsibility.

**Library Service:** The professional activities outlined in “Linking for Learning,” the state standards for school library media specialists.