

# LEWIS & CLARK LIBRARY SYSTEM MEMBERSHIP STANDARDS

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# LEWIS & CLARK LIBRARY SYSTEM MEMBERSHIP STANDARDS

## 1 Introduction

### 1.1\_ System Mission

The Lewis & Clark Library System seeks to foster an environment in which libraries are provided with the widest choice of options to become knowledge brokers and partners in the digital age.

### 1.2 Original Standards

The Lewis & Clark Library System introduced membership standards in April 1990 when the *Public Library Standards* were approved by the System's Board of Directors. The original standards were conceived to encourage growth and compatibility among the members.

The Standards represent levels of staffing and services which allow libraries to function effectively and to be able to work with other member libraries without causing unfair burdens on these libraries.

### 1.3 Multitype Standards

While the System has been multitype since 1986, the original membership standards were composed of separate documents for each type of member library. Since 1990, many of the concerns that seemed individual to a specific type of library have become the concerns of all types of libraries; for instance, electronic access to library material, document delivery, cooperative collection management, disaster planning, and complying with the *Americans with Disabilities Act*. Early in 1994, the System consultants recommended to the Librarians' Advisory Council combining the four documents into one. The Librarians' Advisory Council accepted this recommendation and began work on the revision during 1994, and membership meetings in January and February 1995. It was reviewed and approved by the Board of Directors of the Lewis & Clark Library System on 17 May 1995 and accepted by the Secretary of State, State Librarian.

### 1.4 Revising the Standards

In 1997, the Librarians' Advisory Council again reviewed the Membership Standards. The review focused on clarification of language and concept. The proposed revision was completed by February 1998, membership hearings were held in March 1998 and the revised document was presented to the System Board of Directors in April 1998 and adopted in May 1998.

## 2 Membership in an Illinois Library System

### 2.1 Location

Full and developmental membership in an Illinois Library System is open to any legally established library located within or contiguous to the System boundaries. Associate Membership is open to any established library or library organization which is located outside the System's boundaries. Information Access Partners are non-library organizations which may or may not be located within the System's boundaries.

### 2.2 Policies and Procedures

Member libraries agree to comply with all applicable policies and procedures approved by the Board of Directors and with all professional, local, state and federal laws or regulations affecting their organizations.

### 2.3 Definitions

As authorized by the *Illinois Library System Act (75 ILCS 10/1 et seq)* and defined in the *Illinois Administrative Code, Illinois Library System Act: Administrative Rules (Part 3030)*, library systems offer full and developmental membership to current and prospective members.

An Associate Member of the System is any established library, recognized as such by its patrons and corporate authority, but which is located outside of the System's boundaries.

An Information Access Partner of the System is any non-library organization which wishes to enter into a mutually beneficial agreement with the System for specific services. The Information Access Partner may or may not be physically located within the System's boundaries.

## 3 Membership in the Lewis & Clark Library System

### 3.1 Types of Libraries and Membership

Types of member libraries include academic, public, school, and special. *Illinois Administrative Code* definitions for these types of library are included as Appendix F. The System has Associate membership for libraries and library organizations located outside the System's geographic area. The Information Access Partner is a non-library organization. Definitions also included in Appendix F.

#### 3.1.1 Full Membership

##### 3.1.1.1 Definition

A full member is a library which currently meets the criteria as stated in the Board-approved membership standards, and is approved for membership by the System Board of Directors and by the State Librarian.

##### 3.1.1.2 Requirements

A full member library certifies to the Lewis & Clark Library System Board of Directors and the Illinois State Librarian that it meets the requirements of the System's Membership Standards. The library is also, automatically, a member of ILLINET, and as such, must uphold all ILLINET codes and policies.

##### 3.1.1.3 Contractual Services

The requirements for membership in the System may be met through contractual services provided by another full member library or by a professional commercial service.

##### 3.1.1.4 Service Eligibility

A library with full membership is eligible to receive all services sponsored and supported by

the System.

### **3.1.2 Developmental Membership**

#### **3.1.2.1 Definition**

A developmental member is a library which currently does not meet all the criteria for full membership as stated in the Board-approved membership standards, but is working toward this goal.

#### **3.1.2.2 Requirements**

A developmental library certifies to the Lewis & Clark Library System Board of Directors and the Illinois State Librarian that it is working toward meeting the requirements of the System's Membership Standards. A developmental library has five (5) years to meet the requirements of full membership.

#### **3.1.2.3 Service Eligibility**

A library with developmental membership is eligible for three services sponsored and supported by the System: attendance at continuing education activities, assistance from consultants, and receipt of the various System communications. Communications include but are not limited to System memos, policies, continuing education flyers and the membership directory. A developmental member is also eligible to apply for Illinois State Library sponsored and supported grants, such as per capita grants; and when applicable, System grants.

#### **3.1.2.4 Service Limitations**

A developmental member is not eligible for any of these System services: interlibrary loan, delivery, reciprocal borrowing, representation on the System's board, backup reference or System-supported access to the shared online catalog (the GateNet database), ILLINET Online or the Internet.

### **3.1.3 Associate Member**

#### **3.1.3.1 Definition**

An associate member of the System is an established library, recognized as such by its governing authority, corporate authority and its patrons. Additionally, an associate member might be an organization or association of libraries. The associate member is geographically located outside the System's boundaries.

#### **3.1.3.2 Requirements**

The associate member meets or exceeds all of the applicable membership standards or criteria of the Lewis & Clark Library System. The associate member agrees to uphold all applicable System policies, procedures and contractual agreements. The associate member remains as an associate member for as long as the arrangement is mutually beneficial to the library, organization and/or association and the System.

#### **3.1.3.4 Service Eligibility**

The associate member is eligible to receive and/or participate in all agreed upon services sponsored and supported by the System. Designated System services would be offered on a cost recovery basis, for example courier delivery. The associate member is eligible to attend all regular CE and training activities at the same cost as the System's full and developmental members.

### **3.1.4 Information Access Partner**

#### **3.1.4.1 Definition**

An Information Access Partner of the System is any non-library organization which wishes to enter into a mutually beneficial agreement with the System for specific services. The Information Access Partner may or may not be physically located within the System's boundaries.

#### **3.1.4.2 Requirements**

The Information Access Partner meets or exceeds all the applicable standards of their specific professional association.

#### **3.1.4.3 Service Eligibility**

The System and the Information Access Partner will negotiate a mutually beneficial contract for access to selected services within the System's information superstructure. The contract will determine both fees and services.

### **3.2 Application for Membership**

#### **3.2.1 Application Procedure**

##### **3.2.1.1 Full and Developmental Library Members**

Any legally established library may apply for membership with the Lewis & Clark Library System. To apply, the governing authority sends the Executive Director a letter requesting membership. This letter: 1) identifies the library's governing authority; 2) confirms the library is legally established as defined by the *Illinois Administrative Code*; 3) verifies the library complies with the responsibilities of System membership; 4) states the library is within or is contiguous to the geographic boundaries of the System; 5) provides a tentative budget and documentation concerning the financial support of the governing authority; and 6) provides a description of the service area and population served by the Library.

##### **3.2.1.2 Associate Member**

Any legally established library or library organization may apply for associate membership with the Lewis & Clark Library System. To apply, the governing authority sends the Executive Director a letter requesting membership. This letter: 1) identifies the library's governing authority; 2) confirms the library is legally established; 3) verifies the library complies with the applicable responsibilities of System membership; 4) states the library is located outside the geographic boundaries of the System; 6) provides a description of the service area and population served by the Library.

##### **3.2.1.3 Informational Access Partner**

Any non-library organization may apply for information access partner status with the Lewis & Clark Library System. To apply, the organization sends to the Executive Director a letter requesting membership. This letter: 1) identifies the organization's governing authority; 2) verifies the organization will comply with the applicable responsibilities of System membership; 3) states the geographic location of the organization; 4) provides a description of the connectivity services requested by the organization; 5) provides a description of the service area and population served by the organization.

#### **3.2.2 Application Assistance**

##### **3.2.2.1 Application Packet**

An applying library may request an application packet to assist them in this process.

##### **3.2.2.2 Recommendation**

After the application letter has been received, the Executive Director assigns a consultant to work with the applying library. The consultant will make a minimum of two visits to assist the library in preparing the application. Based on these visits, the consultant recommends the library

for membership based on the individual merit and potential contribution to the System members. The Executive Director, after discussion with the consulting staff, either forwards the recommendation to the System's Board of Directors or requests more information from the applying library.

### **3.2.3 Approval Process**

#### **3.2.3.1 System Approval**

The Board of Directors will deny or approve the application within three months of its presentation. If the application is denied by the Board of Directors, the applying library will be notified in writing of the specific reasons for the denial. The System Consultants will work with the library to resubmit the application.

#### **3.2.3.2 System Denial**

A library whose application has been denied may appeal in accordance with the *Illinois Administrative Code* or reapply after addressing the reasons for membership denial.

#### **3.2.3.3 State Approval**

If the application is approved, it will be forwarded to the Illinois State Library for approval or denial by the Secretary of State. Upon approval by the Secretary of State, the library will be notified and applicable System services will begin. If the membership is denied by the Secretary of State, the library will be notified. A library whose application has been denied may appeal in accordance with the *Illinois Administrative Code* or reapply after addressing the reasons for membership denial.

## **3.3 Compliance with Standards**

### **3.3.1 Intent of Standards**

Lewis & Clark Library System is an interdependent network of libraries. Members provide material and services to Lewis & Clark Library System libraries in exchange for similar material and services from other libraries. The membership standards act as a basic guide so all the members are assured of minimum level of service offered within the system area.

The membership standards are designed to encourage libraries as they improve, grow and evolve as providers of information services. The standards are intended to complement, not supersede, those of governing authorities and professional organizations.

### **3.3.2 Reaching and Maintaining Compliance**

Current members, as of the adoption date of these revised standards, will have 18 months to meet the requirements. As needed, System Consultants will meet individually with members to provide assistance to ensure the library meets the approved standards. A member library may not be considered in noncompliance with the membership standards if there are mitigating circumstances impacting the finances, staff and/or facility. Once the standards have been met, the consultants and librarian will annually evaluate the library's maintenance of the requirements.

### **3.3.3 Noncompliance with Standards**

If, at any time, a member does not comply with the standards, the system consultants and other system staff, will work in conjunction with the member to resolve the situation. The System may be made aware of noncompliance in a variety of ways — notification by the specific library it is not complying, formal concerns by other System members, regular interaction with System staff. The situation will be evaluated and a plan of action with a time frame will be developed by all concerned parties. A possible action might be to suspend the specific System service being abused by the member library. The System's Director, Board of Directors and the Illinois State Library will be kept informed of the situation and its solution.

### 3.3.4 **Probation of Full Member**

Any situation not resolved within the agreed upon time will be forwarded, along with the System consultant's recommendation, to the Board of Directors for action. The Board may choose to place the full member library on probation, moving them from full membership to developmental membership. A library may be placed on probation three times before it loses its membership in the System. Suspension of membership privileges shall be in accordance with the provisions of the Illinois System Act of the *Illinois Administrative Code*.

## 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.

### 4.2.2 **Academic Libraries**

#### 4.2.2.1 **Director**

Academic libraries employ a full time librarian holding an ALA- accredited graduate library degree. This librarian has primary responsibility for the mission and administration of the library program.

#### 4.2.2.2 **Other Staff**

At least 50% of the time the branches and departments of an academic library are open, they are supervised by staff with an ALA-accredited graduate degree.

### 4.2.3 **Public Libraries**

#### 4.2.3.1 **Director**

The librarian has primary responsibility for the mission and administration of the library's program.

This librarian meets at least one of the following educational criteria, ranked in order of preference: 1) ALA-accredited library degree, 2) Undergraduate or graduate degree with a major or a minor in library science, and/or subject specialty, 3) Library technical assistant (LTA) degree, 4) 18 hours of formal library science training with three years of demonstrated library experience at the administrative level, or 5) five years of demonstrated library experience at the administrative level.

#### 4.2.3.2 **Other Staff**

Public Library members follow the guidelines of Serving Our Public, Appendix 3.2 for recommended staffing levels.

### 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.

### 4.2.5 **Special Libraries**

#### 4.2.5.1 **Director**

The librarian has primary responsibility for the mission and administration of the library program.

This librarian meets at least one of the following educational criteria, ranked in order of preference: 1) ALA-accredited library degree, 2) Undergraduate or graduate degree with a major or a minor in library science, and/or subject specialty, 3) Library technical assistant (LTA) degree, or 4) 18 hours of formal library science training with three years of demonstrated library experience at the administrative level, or 5) five years of demonstrated library experience at the administrative level.

#### 4.2.5.2 **Other Staff**

Special libraries employ a librarian for at least 20 hours per week.

## 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.

##### **4.7.1 Academic Libraries**

Academic libraries are open and staffed when the majority of classes are in session.

##### **4.7.2 Public Libraries**

Public libraries are open and staffed for a minimum of 25 hours a week. See *Serving Our Public*, adopted 3 November 1995, effective 1 August 1996.

##### **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.

##### **4.7.4 Special Libraries**

Special libraries are open and staffed a minimum of 50% of the time the administrative offices are open, or a minimum of 20 hours per week whichever is greater.

#### **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:

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

Approved by Board Action 17 May 1995  
Approved by Board Action May 19, 1998

## Appendix A

### Agreement for Full Membership with the Lewis & Clark Library System

The \_\_\_\_\_ (hereafter known as the Library), the Lewis & Clark Library System Board of Directors and the Illinois State Librarian agree to the participation of the Library at the full membership level in the Lewis & Clark Library System.

The Library is applying for full membership as an  
\_\_ Academic Library \_\_ Public Library \_\_ School Library \_\_ Special Library

The Library certifies to the System Board of Directors and the State Librarian that it meets the requirements of the *Illinois Administrative Code, Title 23, Subtitle 3, Chapter I, Section 3030.35 (Membership in a Library System)* and the criteria of the Lewis & Clark Library System "Membership Standards".

The Lewis & Clark Library System agrees to make available all current system services to the Library. The Library is also eligible to apply for state-sponsored grants and System grants, when applicable. Representatives from the Library are eligible to participate on the System Board of Directors.

The Library appoints \_\_\_\_\_ as it's official contact with the System.

If at any time the Library falls below the full membership level of operation, or fails to file an annual report, the Lewis & Clark Library System Board of Directors has the right to reassign the Library as a developmental member. The procedures for this action will follow the regulations governing Illinois Library Systems and the *Lewis & Clark Library System Board of Directors Bylaws*.

If at any time the Library wishes to cancel its membership, it shall notify the Lewis & Clark Library System Executive Director in writing. The canceled membership will be effective upon receipt of the written notice.

\_\_\_\_\_  
Library Director or Official Contact,  
Library

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of Governing Authority,  
Library

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Illinois State Library

\_\_\_\_\_  
Consultant,  
Lewis & Clark Library System

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director,  
Lewis & Clark Library System

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Board of Directors,  
Lewis & Clark Library System

cc: Director, Illinois State Library  
Secretary of State, State Librarian

## Appendix B

### Agreement for Developmental Membership with the Lewis & Clark Library System

The \_\_\_\_\_ (hereafter known as the Library), the Lewis & Clark Library System Board of Directors and the Illinois State Librarian agree to the participation of the Library at the developmental membership level in the Lewis & Clark Library System.

The Library is applying for developmental membership as an  
\_\_ Academic Library \_\_ Public Library \_\_ School Library \_\_ Special Library

The Library certifies to the System Board of Directors and the State Librarian that it will meet the requirements of the *Illinois Administrative Code, System Rules and Regulations, Section 3030.35 (Membership in a Library System)* and the criteria of the "Lewis & Clark Library System Membership Standards" within three years of becoming a developmental member.

The Lewis & Clark Library System makes available these services to the Library: consulting, continuing education and communications. The Library is also eligible to apply for state-sponsored grants and System grants, when applicable.

The Library is eligible for developmental membership for five (5) years as the Library works towards meeting the criteria for full membership. To document progress, a System consultant will visit the Library no less than once each fiscal year and the Library will complete and file a System-supplied annual report. At any time during this three year period, the consultant may recommend the Library be changed from developmental to full membership.

The Library appoints \_\_\_\_\_ as its official contact with the System.

If, at any time, the Library falls below the developmental membership level of operation, or fails to file an annual report, the Lewis & Clark Library System Board of Directors has the right to suspend membership and services. This suspension will be reviewed by the State Librarian in accordance with the *Illinois Administrative Code*.

If, at any time, the Library wishes to cancel its developmental membership, it shall notify the Lewis & Clark Library System Executive Director in writing. The canceled membership will be effective upon receipt of the written notice.

\_\_\_\_\_  
Library Director or Official Contact,  
Library

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of Governing Authority,  
Library

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consultant,  
Lewis & Clark Library System

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director,  
Lewis & Clark Library System

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Director, Illinois State Library

Date

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President, Board of Directors,  
Lewis & Clark Library System

cc: Director, Illinois State Library  
Secretary of State, State Librarian

## Appendix C

To be signed by prospective Associate Members

### **Agreement for Associate Membership with the Lewis & Clark Library System**

The \_\_\_\_\_ (hereafter known as the Library) and the Lewis & Clark Library System Board of Directors agree to the participation of the Library at the associate membership level in the Lewis & Clark Library System.

For the purposes of this agreement, an associate member library is defined as one which meets the criteria for associate member as stated in the Lewis & Clark Library System Membership Standards.

The Library is applying for associate membership as an  
\_\_\_ Academic Library \_\_\_ Public Library \_\_\_ School Library  
\_\_\_ Special Library \_\_\_ Library Association

The Library appoints \_\_\_\_\_ as its official contact with the System.

The Library and the System agree that these mutually beneficial services are available to both parties. [Insert the agreed upon mutual services.]

If at any time the Library wishes to cancel its associate membership, it shall notify the Lewis & Clark Library System Executive Director in writing. The Lewis & Clark Library System reserves the right to cancel the associate membership at any time. The canceled membership will be effective upon receipt of the written notice.

\_\_\_\_\_  
Library Director or Official Contact,  
Library

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consultant,  
Lewis & Clark Library System

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director,  
Lewis & Clark Library System

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Board of Directors,  
Lewis & Clark Library System

## Appendix D

### **Agreement for Information Access Partnership with the Lewis & Clark Library System**

\_\_\_\_\_ (hereafter known as the Partner) and the Lewis & Clark Library System Board of Directors agree to the participation of the Partner at the Information Access Partnership

level in the Lewis & Clark Library System.

For the purposes of this agreement, a partner is defined as one which meets the definition of information access partner stated in the Lewis & Clark Library System Membership Standards.

The Lewis & Clark Library System makes available these services to the partner: consulting and the following services specified under the terms of the partnership

- Internet Access
- Continuing Education
- Training
- Video Conferencing
- Delivery
- Meeting Room Use
- Other (please describe in space below)

The Partner appoints \_\_\_\_\_ as its official contact with the system. The Partner's hours of service are \_\_\_\_\_.

If, at any time, the Partner wishes to cancel its partnership, it shall notify the Lewis & Clark Library System Executive Director in writing. Lewis & Clark Library System reserves the right to cancel the partnership at any time given just cause. The canceled partnership will be effective upon receipt of the written notice.

\_\_\_\_\_  
Partner Official Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consultant,  
Lewis & Clark Library System

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director,  
Lewis & Clark Library System

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Board of Directors,  
Lewis & Clark Library System

## Appendix E

### Accrediting and Professional Organizations

Please note, while this is not intended to be a complete list, every effort has been made to provide accurate information. Please contact a system consultant to add an organization to the list.

Accredited universities, colleges or community colleges  
American Library Association  
American Correctional Association  
American Association of Law Libraries  
American Association of School Librarians

American Library Trustee Association  
Association of College and Reference Libraries  
Illinois Association of College and Reference Libraries  
Illinois School Library Media Association  
Illinois Library Systems  
Illinois Library Association  
Illinois State Library  
Illinois State Board of Education  
Illinois Board of Higher Education  
Joint Commission on Accreditation of Healthcare Organizations  
Medical Library Association  
Southern Illinois Library Resource Cooperative (SILRC)  
Illinois Library Computer System Organization (ILCSO)  
Illinois Library System Directors Organization (ILSDO)  
CODSULI  
State Library Associations  
United States Federal Department of Justice

## Appendix F

### Definitions

The following definitions are from the *Illinois Administrative Code, Title 23: Education and Cultural Resources, Subtitle: 3 Cultural Resources, Chapter I: Secretary of State, Part 3030: The Illinois Library System Act*, and other sources.

**Academic Library** The library or libraries of an institution of education beyond the secondary level.

**Associate Member** An individual library or library organization which enters into a mutually beneficial partnership with the Lewis & Clark Library System for the purpose of resource sharing, cooperation and partnering. Associate members are located outside the system's boundaries.

**Bibliographic Database** A searchable, electronic listing of descriptive citations representing physical items such as books, videos, articles, etc.

**Developmental Member Library** A library which meets the definition and the requirements of developmental membership cited in Section 3030.35(a).

**Full Member Library** A library which meets the criteria for library system membership as defined by the library system board, subject to approval by the State Librarian.

**Governing Authority** The body or individual which has the legal authority to enter into legal contracts on behalf of the institution desiring to become a member or affiliate of a library system.

**Illinois Administrative Code** The Code provides detailed information on the implementation and interpretation of the Illinois Compiled Statutes. Illinois Library Systems are covered by Title 23: Education and Cultural Resources; Subtitle 3: Cultural Resources; Chapter I Secretary of State; Part 3030 The Illinois Library System Act.

**Illinois Compiled Statutes** The General and Permanent laws of the State of Illinois. While certain sections of the Illinois Compiled Statutes specifically address library codes, libraries must comply with all Illinois Statutes.

**Information Access Partner** An organization which enters into a mutually beneficial partnership with the Lewis & Clark Library System for the purpose of connectivity to selected services.

**Library** Unless otherwise defined as a public library by statute, an entity which serves the basic information and library needs of its constituents through a bibliographically organized collection of information resources and has at least one employee who works a minimum of fifteen hours per week as the librarian. The library must have continuous 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 or commercial service.

**MARC (Machine-Readable Cataloging) Record** Cataloging in a defined format that is recognizable by computers.

**Public Library** A tax-supported library established by or as a governmental unit which is authorized to levy for library purposes, or which supports the library at least in part from local tax revenues other than federal revenue sharing.

**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. A school library media center is defined as an organized collection of printed and/or audiovisual and/or computer resources which 1) is administered as a unit, 2) is located in a designated place or places, 3) makes resources and services accessible and available to students, teachers, and administrators.

**Special Library** The library of, or under, the governing authority of any body or institution not defined as an academic, public or school.

**System Service Area** The land area within the geographic boundaries of a library system.

**Volunteer** A person who donates time and enthusiasm to the library by functioning as a complement to library staff. Volunteers do not replacement for library staff, but a supplement to regular library staff.

Appendix G

Sample

**Library Continuing Education Activity Report Form**

Library's Name \_\_\_\_\_

Person Completing Form \_\_\_\_\_

Individual's Name	Activity	Date	CE hours

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Libraries should keep this form for their records. Once a quarter, copies should be forwarded to the appropriate consultant at the Lewis & Clark Library System.