Statement about the
Development of the Membership Criteria
For XXX Library System

Many Librarians are worried about their membership in the new system. This statement describes the steps and reasoning for the draft criteria that you see.

In the Fall of 2009, the System Directors charges consultants who work with membership criteria to come up with a set of criteria that could be used statewide in all multi-type systems. The consultants worked at this project and a draft of criteria was presented to the Directors at their meeting in May of 2010. They accepted the draft and presented a copy to Director Anne Craig. Note that was also the meeting where Director Craig informed the System Directors that consolidation of system services must take place.

The Membership Criteria is not meant to remove libraries from the system but to strengthen libraries so that all can serve their community, work together to support one another, and to support resource sharing as both a borrower and lender. The standards are to guide and encourage libraries to strive for excellence and meet the standards as set forth in accepted standards for their type of library.

The Legal, Governance, Membership Committee of the Southern System Planning Panel was charged by the panel to develop membership criteria. The committee started with the draft criteria that had been presented at the May 2010 meeting of ILSDO. (Illinois Library System Directors Organization). The basic document was changed by just a few words and clarification. One new paragraph was added to explain the grandfathering in of all members of all four systems into the new system. Appendix C gave more details in how this would work.

Appendix A gives a break down of staffing levels for Public Libraries bases on Assessed valuation and population. All of the public libraries were compared to the original Chart from the 2010 criteria. Those libraries that did not meet those criteria were pulled out and examined. There was a natural grouping that took place. The Chart in the current draft has been changed to reflect those groupings. Many of the libraries that did not meet the criteria before now can. Those that do not are of such a size or have the assessment that they can meet the standard with some effort.

Appendix B lays out the staffing level for School Libraries. This one looked at the population of the School District. When talking about schools, one size does not fit all. Two schools with the same population may have widely different building arrangements with widely different student populations or grade divisions in each building. A sub group of school librarians from the Planning Panel and current school representatives on the various System boards looked at the original chart and came up with the recommendations as listed now. These are not ideal but the best that could be agreed upon. The committee realizes that schools are under tight fiscal restraints, many are reducing library staff, however, ISBE still requires that if there is a library program in the school it should be supervised by a Certified Media Specialist; a person with a teachers certificate and 24 hours of library science course work. The committee also understands that the number of certified library professionals is limited in the southern part of the state. However, with the opening of the library program at Illinois State University, teachers that wish to add this certification can do so online.

Appendix C is where the committee has described the three levels of membership that the new system will have during its transition period. The length of that time is listed at 5 years. That time frame may be reduced once the Illinois State Library has reviewed the criteria.

Public and School libraries are the ones that will be impacted the most by the new criteria. Under the Options for Achieving Full Member Status, the committee has developed guidelines for how the system will look at and work with libraries with conditional membership.

Libraries should not panic at these new criteria but look at them as an opportunity to enhance and strengthen the ability of the library to serve its community.

Illinois Library System Membership Criteria

Introduction

The Illinois Compiled Statutes, the Illinois Library Systems Act Administrative Rules, and the 'Standards for the Services of Multitype Library Systems' provide the documented framework for Illinois Library System Membership Criteria.

Academic, public, school, and special library agencies accepted into system membership 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.

Library system members automatically become members of ILLINET, the Illinois Library and Information Network, which is managed by the Illinois State Library. This network is a valuable resource that works to accomplish the goals of resource sharing and bibliographic access both within and outside of Illinois.

Library member agencies in good standing at the time of adoption of this policy shall remain full members. During the first 5 years of xxx System, the membership levels as explained in Appendix C will be used. However, members not meeting all membership criteria at the end of that 5 year period may be subject to movement to developmental status or suspension of system membership.

Membership criteria required of each system member library:

- Serves the information needs of its constituents
- Maintains a physical and/or virtual collection in format and organization appropriate to the needs of its patrons/clientele/students/residents
- Employs a director or head librarian working a minimum of 20 hours/week (Public, Special and Academic): Schools employ a certified librarian working a minimum of the equivalent of ½ the regular average school week.
- Receives permanent fiscal support (for school and public libraries, this fiscal support must be more than the state per capita grant amount)
- Maintains or increases financial support of library services as a result of System membership
- Houses a readily identified, centrally located collection of books and other media, or, in lieu thereof, a centrally accessible information base in electronic form, of sufficient size to be significant and substantial in relation to the current and prospective library needs of the library's constituency
- Completes reports required by the Illinois State Library, Illinois Library Systems and other applicable organizations
- Interacts with System on at least an annual basis and provides information and feedback as requested
- Shares available expertise with the System and other members
- Follows the ILLINET Interlibrary Loan Code (from the Administrative Code: http://www.ilga.gov/commission/jcar/admincode/023/023030300000350R.html)
- Participates in sharing resources as allowed, with exceptions for proprietary limitations of the parent organization
- Honors System Bylaws, Plan of Service, and Library System board-approved policies
- Meets the Member Responsibilities stated in the 'Standards for the Services of Multitype Library Systems'

- Adheres to the legal definitions of "library" in the Illinois Compiled Statutes

Academic, public, school, and special library governing authorities with more than one library location shall apply for membership as one agency.

In addition to the general criteria that apply to all types of libraries, there are additional individual criteria that pertain to particular types of libraries – academic, public, school, and special.

Academic Library Requirements

Academic library is defined as a library of an institution of education beyond the secondary level, which is authorized to operate in the state of Illinois and which is accredited by a regional accrediting association.

Additional criteria:

- Continuing Education - Participate in System workshops or other continuing education opportunities to build skills, expertise and knowledge.

- Staffing and Education - Maintain a professionally trained staff of adequate size to serve its constituency and maintain appropriate accreditation evaluations (i.e.—Higher Learning Commission) for the institution. Any librarian appointed to a college or university library faculty shall have the appropriate terminal professional degree. Appointment to any rank shall meet the criteria appropriate to that rank.

- Standards - The academic library shall strive to achieve the accepted standards presented in Standards for Libraries in Higher Education, ACRL, Staff: http://www.ala.org/ala/mgrps/divs/acrl/standards/edpersacad.cfm or http://www.ala.org/ala/mgrps/divs/acrl/standards/promotiontenure.cfm

Public Library Requirements

Public library is defined as 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. 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, or 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, as well as incorporated free public libraries not established by a governmental unit.

Additional criteria:

- Legal - Legally established within the Illinois Compiled Statutes

- Reciprocal Borrowing - Provides reciprocal borrowing to resident patrons of other Illinois public libraries that are full members of the Library System

- Nonresident cards - Honors library cards issued to non-residents of the System area unless the library does not opt out of the non-resident card program (see the Administrative Code: http://www.ilga.gov/commission/jcar/admincode/023/023030300000350R.html)

- Standards - Strives to achieve the accepted standards presented in 'Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009'

- Continuing education - participates in system workshops or other continuing education opportunities to build skills, expertise and knowledge.

- Staffing and Education– see **Appendix A** for an explanation of required staffing levels for different public library populations and EAV (equalized assessed valuation) levels

School Library District Requirements

School libraries are defined as the libraries of an elementary or secondary school district or private elementary and/or secondary schools under a single governing authority. School libraries are affiliated with systems as districts or private school entity.

Additional criteria:

- Continuing Education - Participate in System workshops or other continuing education opportunities to build skills, expertise and knowledge.

- Library Director Education Qualifications and Staffing Levels - For Public School Districts School Media certification is required. For private schools either School Media Certification or an MLS is acceptable. See **Appendix B** for professional and support level staffing criteria, based on student enrollment.

- Standards - Each School district shall provide a program of library media services for the students in each of its schools (23 ILL Adm. Code 1.420 Subchapter a: Library Media Programs). Additionally Schools should strive to achieve the accepted standards presented in Linking for Learning, 3rd. ed. Available from the Illinois School Library Media Association.

- Hours - Each school district shall have trained staff at every building in the district at least 50% of the time school is open for the students.

Special Library Requirements

Special libraries are defined as a library of, or under, the governing authority of any body or institution not defined elsewhere in the Library System Act Administrative Rules.

Additional criteria:

- Continuing Education - Participate in System workshops or other continuing education opportunities to build skills, expertise and knowledge.

- Staffing and Education - Maintain a staff of adequate size and quality to meet the library and information needs of its users, headed by a specifically identified administrator whose primary responsibility is the provision of library/information services.

- Standards - Special Libraries should strive to meet standards as designated by the appropriate division of the Special Libraries Association, the American Association of Law Libraries, the Medical Library Association, or other relevant associations.

Appendix A

Public Library Staffing level – determination of staffing level criteria based on population and equalized assessed:

EAV	POINTS
>500,000,000	500
300,000,000 – 499,999,999	400
200,000,000 – 299,999,999	300
100,000,000 – 199,999,999	200
50,000,000 - 99,999,999	100
10,000,000-49,000,000	50
< 10,000,000	25

POPULATION	POINTS
>40,000	250
30,000 – 39,999	150
20,000 – 29,999	100
10,000– 19,999	75
4,000 – 9,999	50
<4,000	25

CATEGORY	POINTS
Category I	75 and below
Category II	76 – 150
Category III	151 – 250
Category IV	251 – 499
Category V	500 or above
Combined Weight = EAV weight + Population weight	EAV is given twice the weight of population served

Library Director Education Qualifications
Category I Libraries—The library shall employs 1 person working a minimum of 20 hours a week as library director who completes 10 hours of Continuing Education each year.

Category II Libraries—The library shall employ 1 person with a Bachelors Degree or an LTA Certificate or comparable library-related coursework working a minimum of 20 hours a week as library director.

Category III Libraries - The library shall employ 1 person with a Master of Library Science degree working a minimum of 20 hours a week as library director.

Category IV Libraries - The library shall employ at least 1 full-time equivalent (FTE=at least 35 hours per week) with a Master of Library Science degree working a minimum of 35 hours per week as the library director.

Category V Libraries - The library shall employ a minimum of 2 full-time employees with Master of Library Science degrees. The person employed as library director shall have a Master of Library Science degree and be a full-time employee. (FTE = at least 35 hours per week).

Appendix B

The school staffing levels below should be considered the minimum level for schools in Illinois. Schools should employ certified staff and aides at a level that encourages use of the library all hours of the school day and that can support the teachers and students in fulfilling the school's curriculum.

School Library Districts and School Entities staffing level – determination of staffing level based on student population:

Level	**District Size #pupils**	**Certified school library professional**	**Paraprofessional / Aide (Trained)****
Level I	**Fewer than 750 students**	1 half-time	1 half time if more than one building
Level II	**751 to 2,000**	1 full time	1 half time for each building
Level III	**2,001 to 4,000**	1 full time	1 half time for each building
Level IV	**4,001 and up**	1 full time for every H.S. building, plus 1 full time for every 2 remaining buildings or 1 Full time for every 1500 students below H.S.	1 half time for each building

****Paraprofessional / Aide are in addition to the certified staff. Training of Paraprofessional/ Aide can be done by certified library staff in the school.**

Appendix C

Levels of membership for xxxx system

Full members: Libraries that meet all membership requirements for their type of library.

Full members (Conditional): Libraries that were full members but do not meet the full membership criteria of the new system. Full status can be achieved through one of the options listed below. Conditional members will have five (5) years of continued progress to meet full member criteria. At that time they may be moved to developmental status.

Developmental libraries meet the basic definitions of a library but not the full membership criteria.

Library, an entity that 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 15 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.

Options for achieving Full Member Status

Staffing:

Public libraries that do not meet membership criteria because of the education level of the director remain full members. Upon the change of director the library will hire a librarian meeting the membership criteria and be Full Members. The change in directorship could take place at anytime even beyond the five years designated.

School libraries that do not meet membership criteria because of the education level of the librarian will remain full members under the condition that the person designated as librarian is actively seeking certification as a school librarian. The designated librarian will have 3 years to complete certification.

Should a school advertise for certified staff and be unable to hire. They can remain at full status two year upon proof that they had advertised. A third year of no certified staff will require that staff person actively seek library certification or other appropriate CE. Schools are advised that for library positions notices should be sent to the System, ISLMA, and the library schools at the U of I, Dominican, and Illinois Sate University.

Hours:

Public libraries not meeting the hours open requirement will be given 5 years to increase the hours open. If the library does not have the funding to meet the open hours requirement the following actions should be investigated.

Action 1: Increase the tax levy support for the library. This may require a referendum.

Action 2: Seek to form a larger unit of service by becoming a library district or annexing to an existing library district.

Action 3: Contract with another library for services.

Action 4: Determine the feasibility of sustaining library services through one of the above actions versus disbanding the library.