



Adopted: 9/17/2007

METROPOLITAN LIBRARY SYSTEM

BURR RIDGE, ILLINOIS

SCHOOL LIBRARY MEMBERSHIP

PREAMBLE

Metropolitan Library System (MLS) accepts membership applications from schools or school districts that have library facilities located within the MLS service area.

The Metropolitan Library System, the Illinois State Library and _____ School (District # _____) agree to the school's or district's participation in the Metropolitan Library System and the Illinois Library Network. These membership requirements have been developed to ensure effective participation in the Metropolitan Library System.

The school or district signing this agreement maintains a library program. A school library, for the purposes of this agreement, is defined as a centrally located collection of books and other media of sufficient size to be significant in relation to the library requirements of its faculty and students, is bibliographically organized, and is served by a staff of one or more persons specifically identified as the library staff and having as their primary responsibility the provision of library service to the school's faculty and students.

GENERAL REQUIREMENTS

The school library shall meet the following requirements:

- I. Each library's collection shall contain various types of recorded information in a variety of formats.
- II. Each library shall have an identifiable, bibliographically controlled collection for which an access point is located in the library. For guidelines in developing a collection, see the following documents:
 - MLS Reference Guidelines for Libraries
(<http://www.mls.lib.il.us/consulting/referenceguidelines.pdf>)
 - MLS Youth Services Recommended Reference Sources
(http://www.mls.lib.il.us/consulting/pdf/youth_services_core.pdf)
 - MLS Core Reference List for School Libraries Serving Grades K-8
(http://www.mls.lib.il.us/consulting/pdf/schoolk8_core_reference.pdf)
 - MLS Core Reference List for High School Libraries
(<http://www.mls.lib.il.us/consulting/HighSchoolRecommendedReferenceSourcesList091008.pdf>)
 - MLS Core Reference Wiki for High School Libraries
(<http://mlshsresources.wetpaint.com>)
- III. Non-restricted materials, or copies of these materials, shall be made available as requested within the guidelines of the Interlibrary Loan Code for Illinois (appended) and the U. S. Copyright Law.

METROPOLITAN LIBRARY SYSTEM REQUIREMENTS

- I. The library shall meet all the minimum requirements of the Metropolitan Library System (MLS) as listed below:
 - A. Recognition
The school must be recognized by the Illinois State Board of Education.

B. Statement of Purpose

Each library or district shall have a written mission or vision statement (to be attached to this membership agreement) which presents the library in the context of the school.

C. Staff

1. The school or district agrees to appoint one certified media professional as the official System Contact Person and one official Technology Contact for the school or district.
2. Each library shall be open a minimum of 25 hours per week during the school year. (Exceptions will be made where one full-time librarian is supporting two schools.) The school shall provide paid library personnel to staff the library during hours open.
3. MLS recommends the following minimum staffing levels:

Grades K-8

Enrollment	Professional Staff	Paraprofessional Staff
Fewer than 300 students	At least 1 half-time certified media professional ¹	
300-599 students	At least 1 full-time certified media professional	1 half-time paraprofessional
600-899	At least 1 full-time certified media professional	1.5 full-time paraprofessionals
900 students and over	At least 2 full-time certified media professionals	2 full-time paraprofessionals

Grades 9-12

Enrollment	Professional Staff	Paraprofessional Staff
Fewer than 500 students	At least 1 full-time certified library information specialist	
500-999 students	At least 1 full-time certified library information specialist	1 full-time paraprofessional
1000-1499 students	At least 1.5 full-time certified library information specialists	1 full-time paraprofessional
1500-1999	At least 2 full-time certified library information specialists	1.5 full-time paraprofessionals
2000 students and over	At least 2 full-time certified library information specialists	2 full-time paraprofessionals

D. Financial Support

The school or district shall have a separate identifiable written budget for libraries (to be attached to this membership agreement). This budget for libraries will not be decreased as a result of membership in the System. It is understood that the System's services will not be used to supplant existing library services but will be used as a supplementary library resource.

E. Bibliographic Sources

Each library shall have free access to the online MLS Union List of Serials.

F. Collection Development/Selection Policy

Each school or district shall have a written policy to address the collection, retention, and removal of materials in the library.

¹ According to Illinois Administrative Code Title 23 Chap. 1a Sect. 1.755, beginning July 1, 2004, no individual shall be assigned to provide library and audio-visual services to students, teachers and other school personnel unless he or she holds a certificate that is valid for the grade level or levels of the students to be served and holds an endorsement for Library Information Specialist (24 hours) or a comparable, previously issued endorsement such as Media or Library Science.

G. Internet Access

1. Each library shall have Internet access to email for MLS communications, and Internet access to bibliographic databases to verify materials for interlibrary loan.
2. The school or district shall have a written Technology Use Policy.

H. Physical Facilities for Each Library

1. Each library shall have an identifiable location within each school. This location shall be large enough to seat the largest class in the attendance center.
2. MLS shall be provided with a school phone number and e-mail for the school's or district's MLS Contact Person. This phone shall be answered during all school hours either directly or by message machine.

I. Professional Development

The school administration shall allow the library staff release time to attend professional development meetings and workshops.

J. Reciprocal Access

1. Non-restricted library materials (materials other than reference, reserve, rare, archival, etc.), or copies of these materials, shall be made available as specified in the Interlibrary Loan Code for Illinois, the MLS Interlibrary Loan policy, the U. S. Copyright Law and the MLS Reciprocal Access Policy as adopted.
2. The library staff shall share available non-proprietary expertise with the System for the benefit of System members.

K. Annual Report

An annual report for each school library program shall be filed with MLS. This form, provided by MLS, will ask for budget, staffing, open hours, and contact information. MLS may choose to accept Illinois State Library school per capita grant applications in lieu of an annual report.

L. Current Membership Status

Should a library fail to meet MLS School Library Membership Standards, the library shall present documentation explaining the reason for the non-compliance. The procedures for addressing issues of non-compliance are listed as follows:

1. Non-Compliance issues will be presented to the School Advisory Committee to determine the merit of the non-compliance justification.
 - a. The School Advisory Committee can determine the library non-compliance justification has merit and no further action will be taken.
 - b. If the School Advisory Committee determines the non-compliance justification to be insufficient, the School Advisory Committee will ask the MLS Executive Director to schedule a site visit to the library. The MLS Executive Director will work with the school administration to develop a plan of compliance.
 - c. If the plan of compliance is determined by the School Advisory Committee to have merit, the School Advisory Committee will take no further action.
 - d. If no developmental plan is submitted, or if the submitted plan does not meet the requirements of the MLS School Library Membership Standards, the School Advisory Committee will recommend to the MLS Board a change of membership to developmental status for the library. The affected library will be offered an opportunity to appear before the MLS Board. The MLS Board will determine any changes of membership status of a library.
2. Full membership may be reinstated after the library has demonstrated compliance with these membership requirements.

II. The Metropolitan Library System agrees to provide System services to the above named library as listed below:

SCHOOL LIBRARY MEMBERSHIP BACKGROUND DATA

SCHOOL OR DISTRICT NAME: _____

SCHOOLS IN DISTRICT:

School Name _____

School Address _____

Library Staff Name and Title _____

Library Staff email _____

Library Phone _____ Library Fax _____

School Name _____

School Address _____

Library Staff Name and Title _____

Library Staff email _____

Library Phone _____ Library Fax _____

School Name _____

School Address _____

Library Staff Name and Title _____

Library Staff email _____

Library Phone _____ Library Fax _____

School Name _____

School Address _____

Library Staff Name and Title _____

Library Staff email _____

Library Phone _____ Library Fax _____

For additional schools, please photocopy this sheet as needed, or request a spreadsheet.
*Please attach Library/Information Center **Mission Statement** to application (if available).*