



METROPOLITAN LIBRARY SYSTEM

BURR RIDGE, ILLINOIS

PUBLIC LIBRARY MEMBERSHIP

PREAMBLE

Metropolitan Library System (MLS) accepts new membership applications from public libraries that have main library facilities located within the MLS service area. In addition, after each revision of this document, the public library membership agreement shall be sent to current members for execution by the library board of trustees. Annual Certification will be required from all members.

The _____, located in _____, Illinois,
Legal Name of Library

the Metropolitan Library System, and the Illinois State Library agree to the participation of the

_____ Public Library in both the Metropolitan Library System and the
Legal Name of Library

Illinois Library and Information Network (ILLINET).

For the purposes of this agreement, a public library is defined as a tax-supported public library established by a governmental unit that (1) is authorized to levy a tax for library purposes, or (2) is supported 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 Illinois Compiled Statutes (75 ILCS 5/1-5, 75 ILCS 16/1-5,) respectively. This definition excludes (1) free public libraries established by villages but not supported at least in part from local tax revenues, and (2) incorporated free public libraries not established by a governmental unit.

ILLINET REQUIREMENTS

The library shall meet all the requirements of the Illinois State Library and Information Network (ILLINET) as listed below:

- I. The library's collection shall be comprised of various types of recorded information such as print and non-print materials in various formats.
- II. The library shall have an identifiable, bibliographically controlled collection for which an access point is located in the library.
- III. Materials that are not restricted for loan by the library, or copies of these materials, shall be made available as requested within the guidelines of the **ILLINET** Interlibrary Loan Code and the U. S. Copyright Law.

METROPOLITAN LIBRARY SYSTEM REQUIREMENTS

Membership requirements such as minimum staffing levels, hours open to the public, or percentage of operating budget spent on library materials help to ensure that a basic level of service will be provided by all MLS libraries.

To meet these requirements, local library boards may consider mergers, contractual arrangements, or shared staffing. When a library provides comprehensive library services for another community via contract, the population count and Equalized Assessed Valuation (EAV) of the providing library shall include the population and EAV of all communities served.

The library shall meet all the minimum requirements of the Metropolitan Library System (MLS) as listed below:

- A. The library shall have a written statement of purpose (mission statement) to be attached to the application for membership (new libraries) or to the Certification page (continuing libraries).
- B. The library or its corporate authority shall either levy a library tax at a rate of not less than .13% or receive from its corporate authority annual revenue of at least \$12 per capita. When submitting the annual System Certification page, the library shall attach a copy of the most recent agency rate report/tax extension, or Certification of current equalized assessed valuation.
- C. The library shall participate in the reciprocal access program of MLS, including reciprocal borrowing.* (Excludes developmental libraries.)
- D. Staff
The staffing of the library shall be commensurate with the library's chosen role(s) based on the community's needs for services, programs, and collection organization. Staffing requirements refer only to the minimum educational level required in each category. They are not total staff requirements. Local library boards are required to meet the criteria below when replacing personnel after July 1, 2004. The MLS Category List will be updated annually per the EAV/Population formula that is used to divide libraries into categories with different staffing requirements. This annually updated Category List will be forwarded to member libraries along with the annual Certification form. (See attached MLS Category List.)

Developmental Libraries

A developmental library is entitled to the following services from the Metropolitan Library System: consulting, continuing education, and communications. The library shall work with MLS staff to develop staffing appropriate to the category level into which the library would fall.

Category I 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 II 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 III 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).

* Reciprocal borrowing is the right of a person holding a valid library registration card from a public library or a library system, to borrow directly from all the public libraries, which are members of the library system without interlibrary loan mechanisms. (Illinois State Library Rules for Systems, Section 3030.10)

- E. Hours
The library shall be open to the public a minimum of 35 hours per week. The hours, scheduled for the convenience of the public, must include 5 days a week including Saturday, a minimum of 6 hours per week of service after 5pm, and 4 hours on Saturday. Branches and other fixed points, but not bookmobiles, shall be open a minimum of 25 hours per week.
- F. Materials
At least 12% of the library's latest annual operating expenses shall be spent on materials. ** Operating expenses for this purpose shall be defined as the total expenditures in the latest Illinois State Library Public Library Annual Report with the exclusion of mortgage payments, building rental, and payment of building bonds.
- G. Bibliographic Sources
The library shall annually contribute its list of serial holdings to the MLS Union List of Serials.
- H. Physical Facilities
 1. The library shall have housing for (a) its collections, (b) space for users and staff, and (c) the provision of services and programs as defined by the library's chosen role(s).
 2. The library facility(s) shall be identified as a library by an exterior sign.
 3. The library and each of its branches shall have a telephone and fax machine.
 4. The library and each of its branches shall have a photocopy machine for copying library materials for the public.
 5. The library and each of its branches shall have access to the Internet, including email and an Internet acceptable use policy.
- I. Annual Report
The library shall file a copy of its Illinois State Library Public Library Annual Report with MLS. The deadline for filing this report shall coincide with the deadline set by the Illinois State Library.
- J. Current Membership Status
All members shall complete the Annual Certification page. Should a library fail to meet MLS Public Library Membership Standards, the library shall present documentation explaining the reason for the non-compliance. Variances may be granted only for reasons that are community based and not for cost savings or convenience of library staff.

The procedures for addressing issues of non-compliance are listed as follows:

1. Non-compliance issues can be identified in 2 ways.
 - a. Identified by the library on the Annual Certification page submitted to MLS staff.
 - b. Identified as a result of a written, signed report from a member of the Advisory Committee.
2. Non-Compliance issues will be presented to the Advisory Committee to determine the merit of the non-compliance justification.
 - a. The Advisory Committee can determine the library non-compliance justification has merit and no further action will be taken.
 - b. If the Advisory Committee determines the non-compliance justification to be insufficient, the Advisory Committee will ask the MLS Executive Director to schedule a site visit to the library. The library administrator and at least 1 trustee must be present at the meeting.
3. The MLS Executive Director will report the results of the non-compliance visit to the Advisory Committee.

** Hardcopy, on-line database, CD-ROM, etc.

- a. If the site visit results in a report of circumstances for non-compliance that has merit, the Advisory Committee can determine that library justification has merit and no further action will be taken.
 - b. If the site visit results in a report of circumstances judged to be without merit, the Advisory Committee shall determine that the library justification does not have merit and shall ask the MLS Executive Director to communicate with the library board in writing to inform them of the Advisory Committee decision and to instruct the board that they have 90 days from the date of the letter to develop a plan of compliance.
4. After the 90 day period of compliance, the Advisory Committee shall determine if the developmental plan meets the requirements of the MLS Public Library Membership Standards.
 - a. If the plan is determined to have merit, the Advisory Committee will take no further action.
 - b. If no developmental plan is submitted, or if the submitted plan does not meet the requirements of the MLS Public Library Membership Standards, the 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.
 5. Full membership may be reinstated after the library has demonstrated compliance with these membership requirements.

K. MLS ADMINISTRATORS' MEETINGS

The library shall strive to send a representative to each Administrators' Quarterly Meeting.

L. Essential Documents

The library agrees to comply with the latest versions of the following documents to enhance and maintain high quality library services for its community(s). The library shall participate in the development and revisions of these documents in a variety of ways such as MLS Advisory Committee, Special Committees, and MLS Administrators Meetings.

1. ILLINET Interlibrary Loan Code
(http://www.cyberdriveillinois.com/departments/library/who_we_are/pdfs/ill_loan_code2003.pdf)
2. MLS Interlibrary Loan Code
(http://www.mls.lib.il.us/resource_sharing/pdf/MLS_ILL_Code_Update.pdf)
3. MLS Statement of Reference Guidelines
(<http://www.mls.lib.il.us/consulting/referenceguidelines.pdf>)
4. MLS Reciprocal Access Policy
(http://www.mls.lib.il.us/resource_sharing/pdf/Reciprocal_Access_Policy_March_2007.pdf)

Copies of these documents are supplied with new membership applications. Member libraries will be notified regarding updates of MLS-generated documents within 30 days of adoption by the MLS Board and will be directed to the appropriate page(s) or link(s) on the MLS Web site.

Library boards of trustees and staffs may find the document, *Serving Our Public: Standards for Illinois Public Libraries, Rev. Ed.* (available from the Illinois Library Association: <http://www.ila.org/>) of value in developing and maintaining quality library service in their communities.

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

- A. Access to the resources of the Illinois Library and Information Network (ILLINET) according to the System's Interlibrary Loan Policy.

ANNUAL CERTIFICATION

Metropolitan Library System Public Library Membership FY 2008-2009

Please complete and return this Certification form **by December 31, 2008**, to the attention of the MLS Library Services Consultant. For contracting libraries, community EAV and population figures will be included with that of the host (contractor) library.

Legal Name of Library: _____

Enter most recent population: _____ **Enter most recent EAV:** _____

Tax rate: _____

Indicate Category Level

Developmental Category I Category II Category III

Copy of the library's mission statement is attached. (Required.)

Copy of the library's *Agency Rate Report/Tax Extension* is attached. (Required.)

This Certification is filed by the undersigned public library representatives and indicates compliance with the Metropolitan Library System Public Library Membership criteria.

This Certification is filed by the undersigned public library representatives and indicates the library does not comply with the Metropolitan Library System Public Library Membership criteria for the following community-based reason(s):

(Attach additional information if necessary.)

Library Administrator's Signature

Date

The Library Board of Trustees herewith accepts the membership conditions, certifies its compliance and transmits it to the Metropolitan Library System in accordance with the Membership criteria. (The signatures of the secretary and president of the current library board are required below.)

Library Board President's (Signature)

Date

Library Board Secretary's Signature

Date