



BOARD RULES AND REGULATIONS

ALS MEMBERSHIP

Membership Development

Membership development is a continuous process, building on the strengths and cooperative spirit of member libraries. It is the responsibility of each member library to develop itself in order to fully participate in this cooperative effort. It is the responsibility of the system to provide support and assistance in this process.

Types of Membership

There are four (4) types of members in the Alliance Library System: academic, public, school and special libraries. See the Illinois State Library Administrative Rules (**23 Illinois Administrative Code**, CH. 1 SEC. 3030.10).

1. Academic Library – The library or libraries of an institution of education beyond the secondary level.
2. Public Library – A tax support public library established by or as a government unit which is either authorized to levy a tax for library purposes, or is supported at least in part from local tax revenues other than federal revenue sharing.
3. School Library – A library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary school under a single governing authority.
4. Special Library – The library of or under the governing authority of any body or institution not defined elsewhere in the Rules and Regulations.

Levels of Membership

There are two (2) levels of membership: Full and Developmental. Access to system services is determined by membership status. Services include:

System Services	Full Member	Developmental member
Consulting Services	X	X
Continuing Education	X	X
Communications and Marketing	X	X
Reciprocal Borrowing	X	O
Resource Sharing (Interlibrary Loan, Back-up Reference)	X	O
Delivery	X	O
RSA Membership	X	X
State Per Capita Grants	X	X
Access to Electronic Resources provided by the Illinois State Library (adopted 2-13-03)	X	O

X = receive service

O = do not receive service

1. Full Membership is granted to libraries meeting and continuing to comply with all criteria for Alliance Library System membership. **Full Members** are entitled to all services offered by the system.

The full member library has:

- * Collection: Have a bibliographically organized collection which serves the basic informational needs of its constituents. If bibliographic records are automated, they must be catalogued in accordance with OCLC MARC standards.
- * Hours: Public Libraries must be open 20 hours per week. Academic, school, and special libraries must be open 20 hours per week or 50% of the time the parent organization is open
- * Staff: Have at least one employee who works a minimum of 15 hours per week in the library as the librarian. Education and experience are also factors affecting membership status.
- * Financial: Have permanent financial support
- * Location: An accessible, centralized location
- * Continuing Education: Must participate in ALS continuing education programs

- * Install an internet accessible computer for library staff use in order to send and receive library related e-mail, to access web resources, and to process resource sharing transactions
- * Install and continuously update anti-virus software on all computer workstations
- * RESOURCE SHARING
 - Adhere to the Illinois Interlibrary Loan Code
 - Access to a fax machine, photocopier, telephone
 - Initiate direct (library to library) resource sharing transactions utilizing statewide accessible databases including: the current LLSAP web based catalog, ILLINET Online, and the Illinois State Library OCLC FirstSearch resources
 - Participate in the Illinois OCLC Group Services offer, available for fiscal year 2005 through fiscal year 2007, which includes use of OCLC Cataloging, Interlibrary Loan, and Union List functions
 - It is the goal of the ALS that on or before fiscal year 2008, all libraries will include their library's holdings in at least one major shared database:
 - Regional: Resource Sharing Alliance [RSA] **AND/OR**
 - Statewide: ILLINET Online [IO]; the Statewide Illinois Library Catalog [SILC] **AND/OR**
 - National: OCLC
 - Public libraries must participate in reciprocal borrowing.
 - Academic, school, and special libraries must participate in reciprocal access.

Policies: Have a written selection policy and long range plan

Submit an annual membership profile or report to the Alliance Library System

If any one of the criteria marked with an asterisk * are not met, a recommendation will be made to change the library's level of membership.

2. Developmental Membership is granted for up to five (5) years to member libraries which do not meet or comply with the criteria for full membership.

System personnel will work with developmental member libraries to help define the course of action in the form of a written plan, including a timeline for compliance, towards full membership. Developmental members must report annually on which goals have been met and on any deviations from the written plan.

Representatives from a **developmental member** are not eligible for system board seats. **(revised 3-14-98)**

Libraries contracting with another member library of the Alliance Library System to deliver services to their users are eligible for membership in the system at the level of the contracting library.

Libraries that consolidate or merge and become a new entity must reapply for membership.

Criteria for Full Alliance Library System Membership

1. Personnel

1.2 Academic, public, school, and special libraries must:

1.2.1 Designate a qualified person as head librarian;

- Temporary appointments of up to one (1) year for individuals not meeting the educational criteria are allowed if an employment search (with system input to insure adequate and appropriate search process) and has resulted in no qualified candidate. Evidence of the search for an individual must be demonstrated.
- After a one (1) year temporary appointment, the head of the library who lacks the educational requirements, must be enrolled in a continuing education program appropriate to the type and size of their library. Annual progress toward meeting this requirement must be demonstrated.
- It is expected that the library or parent institution will provide financial support, encouragement and appropriate incentives for the head of the library to meet the educational requirement.
- Educational requirement must be met within five (5) years.

1.2.2 The head librarian is responsible for liaison with the ALS.

1.2.3 Appoint a representative to the system for governance matters, i.e. attend AGM, vote in system elections. The Representative can be the head librarian.

1.2.3 Provide the financial support, encouragement and appropriate incentives for personnel to participate in continuing education activities.

2. Public Libraries

2.2 Library directors serving a population of 10,000 or above must meet one of the following criteria:

- an ALA accredited MLS, or
- a masters degree in instructional media or technology (i.e. a graduate degree acceptable for school library media certification).

2.3 Library directors serving a population under 10,000 must meet one of the following criteria:

- an ALA accredited MLS; or
- an undergraduate degree with a major or minor in library science; or
- a Library Technical (LTA) or other library technology degree; or
- 48 hours of college credit, or the equivalent, with 12 hours of library science; or
- three (3) years demonstrated library experience at an administrative level.

2.4 If none of the above criteria in have been met, library directors serving under 10,000 must, within two (2) years of appointment, meet one of the following criteria:

- be enrolled in a library science course work at the LTA, undergraduate or masters level; or
- attend an Illinois State Library sponsored institute; or
- participate in at least four (4) Alliance Library System CE programs per year.

3. School Libraries/Media Centers must comply with the following regulations:

3.1 Heads of school libraries/media centers must:

- must be a certified media specialist, media professional, media supervisor or director, or certified teacher with a minimum of 18 hours in library science and media courses;
- have primary responsibility and authority for the operation of the library or media center;
- be in the library or media center providing library/media service at least 50% of the school day.

3.2 In those cases where a school district has designated a full time certified media specialist to supervise more than one library or media center, each library/media center must be staffed by either a certified media specialist or an approved teacher's aide at least 50% of the school day.

3.3 If the loss of qualified personnel causes a school district to no longer meet the staffing criteria, and if after an active search, a qualified librarian cannot be employed, Alliance Library System full membership status will continue, with the school placed on a "watch list," for three years. The school district will actively work towards meeting the staffing criteria. Schools must file an annual remediation plan showing progress made toward meeting the full membership staffing qualification. **(adopted 9-13-01)**

4. Special Libraries must comply with the following regulations:
 - 4.1 Heads of special libraries must meet one of the following educational or experiential criteria:
 - an American Library Association accredited MLS; or
 - a masters degree in instructional media or technology or a degree or expertise in a field related to the institutional mission of the parent organization; or
 - an undergraduate degree with a major or minor in library science; or
 - a Library Technical Assistant (LTA) or other library technology degree; or
 - 48 hours of college credit, or the equivalent, with 12 hours of library science; or
 - three (3) years demonstrated library experience at the administrative level.
 - 4.2 If none of the above criteria in section b have been met, heads of special libraries must, within two (2) years of appointment, meet one of the following criteria:
 - be enrolled in formal library science course work at the LTA, or undergraduate or master's level;
 - be trained and supervised by a qualified library consultant (ALA accredited MLS) for a minimum of 100 hours in the very first year of employment.
 - be in the library and provide library service either 50% of the time the parent organization is open or at least 20 hours a week;
5. Academic Libraries must comply with the following regulations:
 - 5.1 Meet the following educational qualifications:
 - an ALA accredited MLS
 - have administrative responsibility for library wide policies

Application for Membership

1. Libraries applying for membership shall complete a written application.
2. The application will be reviewed by ALS personnel and the Advisory Council Membership Services and Compliance Task Force. A recommendation will be made to the ALS Advisory Council
3. The ALS Advisory Council will make a recommendation to the ALS Board of Directors. The final authority regarding system membership rests with the ALS Board of Directors.
4. Membership applications approved by the ALS Board of Directors shall be submitted to the State Librarian in accordance with Section 3030.35 of the State Library Administrative Rules (**23 Illinois Administrative Code**, CH.1).

Criteria for Continued Membership

1. For public, school special and academic libraries to continue as Alliance Library System members it is expected that member libraries will continue to:
 - 1.2 Meet the requirements for membership and work toward meeting standards developed at the state and national levels (for example, for public libraries, **Serving Our Public**, or for school libraries or media centers, **Illinois School Library Media Program Guidelines**);
 - 1.3 submit all reports and other documents required by the system and the Illinois State Library in a timely manner;
 - 1.4 continue to maintain and develop services offered at the local level;
 - 1.5 maximize local fiscal efforts to meet the library needs of their communities (For example, schools should not lower library budgets unless other programs in the school are also similarly reduced. Public libraries are encouraged to take advantage of all special taxes);
 - 1.6 support and encourage personnel to attend ALS continuing education programs;
 - 1.6.1 Continuing education is defined as:
 - any training or educational program held by the member library for its personnel;
 - any training or educational program for which the member library approves attendance on library time, or with travel or expense reimbursement;
 - any training or educational program sponsored by the Alliance Library System;
 - any training or educational programs offered outside the library or parent institution.
 - 1.7 all paid personnel as defined by member libraries as librarians or in other professional positions should participate in the equivalent of 10 contact hours of continuing education per year;
 - 1.8 all other paid personnel of member libraries, except temporary staff should participate in the equivalent of 5 contact hours of continuing education per year;
 - a contact hour is defined as:
 - equal to a 50 minute program;
 - one semester credit hour equals 15 contact hours;
 - one quarter hour credit equals 10 contact hours.

Membership Status Review

1. Membership status of each ALS member will be reviewed annually based on information and reports by the member library and on consultant visits and reports. Those libraries not submitting the required information by the deadline will be subject to a change in their membership status.
2. Any library found in non compliance with the criteria for their current level of membership will work with ALS staff to develop an appropriate plan of action addressing their issue(s) of non compliance.
3. The final authority regarding system membership status rests with the ALS Board of Directors, with the Membership Committee through the Advisory Council making recommendations after reviewing staff reports regarding membership status of candidates.
4. Membership decisions may be appealed to the ALS Board of Directors by the governing authority of the member library.

Suspension of Membership

1. Suspension of a library from membership in the Alliance Library System shall be carried out as described in Section 3030.115 of the State Library Administrative Rules (**23 Illinois Administrative Code**, CH. 1).

Transfer of Membership

1. Transfer of membership from the Alliance Library System shall be carried out as described in Section 3030.120 of the State Library Administrative Rules (**23 Illinois Administrative Code**, CH. 1).

Withdrawal of Membership

1. Withdrawal of membership from the Alliance Library System shall be carried out as described in Section 3030.125 of the State Library Administrative Rules (**23 Illinois Administrative Code**, CH. 1).

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