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## Announcements

On Monday, January 12, 2009, the **Board of Directors** of the Metropolitan Library System, and the **Board of LIMRiCC** will meet. The MLS Board meeting will convene at 3:00 p.m., the Board of LIMRiCC immediately following. Meeting agendas can be found at <http://www.mls.lib.il.us/board>. Both meetings will be held at the MLS Chicago office located at 1224 S. Michigan Ave, Chicago, Illinois.

Are you a new employee of an MLS library? Attend the next **MLS Orientation Meeting** on Thursday, February 12, 2009, 2:30 p.m. – 4:00 p.m., MLS Chicago. Tour the MLS Chicago office, and meet the faces behind Resource Sharing, SWAN, Consulting, and more. See our primary Continuing Education location for Chicago members, including the wireless computer lab. You'll gain a better understanding of Illinois library systems and find out what MLS can do for you. Register at <http://www.librarylearning.info/events/?eventID=4392>.

MLS will host an **SLA IL Chapter Meeting on Illinois Resources for Special Libraries** on Wednesday, January 28, 2009, 12:00 p.m. – 1:30 p.m., MLS Chicago and MLS Burr Ridge Offices. This meeting brings together Illinois Library Systems, ALA, ILA, and the Illinois State Library to present resources for Special Libraries within our state. Learn about the power of networking, continuing education, advocacy support, grant opportunities and much more. Register at <http://www.librarylearning.info/events/?eventID=5111>.

A group discount is being offered to ILLINET member libraries for the **Computers in Libraries 2009 Conference** (<http://www.infotoday.com/cil2009>) to be held March 30 - April 1, 2009. A special rate of \$234 for the 3 day event is available, in addition to discount prices of \$109 on the Internet@Schools East Conference and \$234 for a combination of both conferences. A completed registration form ([http://www.mls.lib.il.us/announce/2009/03\\_01/CIL2009\\_GroupDiscountFormISL11.pdf](http://www.mls.lib.il.us/announce/2009/03_01/CIL2009_GroupDiscountFormISL11.pdf)) must be received at the Illinois State Library no later than Friday, February 20, 2009, with a check for the conference fees made payable to INFORMATION TODAY, INC. Questions, contact Jill Heffernan at [jheffernan@ilsos.net](mailto:jheffernan@ilsos.net).

Where do you go for examples of the best practices in Illinois libraries? To the **ILA Best**

## MLS Links

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[Calendar of Events](#)

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## MLS Services

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**Practices Committee Blog** (<http://ilabestpractices.wordpress.com>) The ILA Best Practices committee is collecting practices that constitute excellence in libraries. Recognizing that librarianship is both an art and a science, we believe that the ideas presented on our web page are starting points for discussion about the service we strive for and may help each other obtain. ILA identifies and publicizes services, community outreach initiatives, and administrative and management procedures that are innovative and replicable. All types of library organizations are encouraged to contribute.

[\[Permalink\]](#)

## MLS Year 2008 in Review

This past year the Metropolitan Library System welcomed new libraries into its membership, created new opportunities, supported many events and activities, and celebrated the achievements of its libraries. [\[Permalink\]](#)

[Read full article http://www.mls.lib.il.us/enounce/2009/03\\_01/year08inreview.asp](http://www.mls.lib.il.us/enounce/2009/03_01/year08inreview.asp)

## Continuing Education Events

When you create an account in the **Library Learning (L2)** calendar (<http://www.librarylearning.info>), you are creating our own profile, which has several changeable features. When you login to L2, click on your login name and then click on the Edit Profile link on the right hand side of the screen. Within your profile you can edit such features as your bio, web site, blog, any social networking tools you use, upload a photo, and change your account password.

[Science Information Literacy for Non-Scientists](#), Sarah Oelker, Wednesday, January 14, 2009, 9:30 a.m. – 12:30 p.m., MLS Burr Ridge

[Parliamentary Procedure](#), Barbara Ann Smith, Thursday, January 29, 2009, 1:30 p.m. – 9:00 p.m., MLS Burr Ridge

[Getting to Know Your Community: Ins and Outs of Surveys and Focus Groups](#), Donna Fletcher and Larry Hammond, Tuesday, February 3, 2009, 9:30 a.m. – 12:00 p.m., MLS Burr Ridge

**SLA Click U: Basics of Web Site Management, Part 1 & 2**, David Lee King; [Part 1](#), Wednesday, February 11, 2009; [Part 2](#), Wednesday, February 25, 2009. Both events 1:00 p.m. – 2:30 p.m., MLS Burr Ridge

For more information and to register, visit the MLS CE Calendar at <http://www.librarylearning.info/?LibSys=MLS>.

[\[Permalink\]](#)

## Grants & Awards

The National Endowment for the Humanities is accepting applications for the **Small Grants to Libraries: Lincoln: The Constitution and the Civil War** program. The grant is open to U.S. public, academic, and special libraries with IRS tax-exempt status, as well as state and local governmental agencies. The program provides a \$2,500 grant to eligible applicants and is a collaboration between the National Endowment for the Humanities, the National Constitution Center, and the American Library Association. The deadline is January 30, 2009. For more information visit [http://neh.gov/grants/guidelines/SGL\\_Lincoln.html](http://neh.gov/grants/guidelines/SGL_Lincoln.html).

Submissions are now being accepted for the **Joe Ann Clifton Student Award 2009 from the IT Division of SLA**. This award is intended to promote participation in the SLA Annual

Conference by an exceptional library science student. The recipient will receive a 1 year SLA Student membership, registration and travel expenses to attend the SLA Annual Conference, presentation of the winning paper at the Annual Business Meeting of the IT Division and publication in b/ITe, the official Division newsletter. The topic of the paper should pertain to the use of information technology, and address a topic in a practical rather than a theoretical manner is preferred. Applicants must be enrolled in an accredited MLS or MIS program. Submission Deadline is January 30, 2009. For complete details visit <http://sla-divisions.typepad.com/files/2009-joe-ann-clifton-student-award-submissions.pdf>.

[\[Permalink\]](#)

### **Technology: Tech Atlas, What is it and Why Should My Library Use it?**

Tech Atlas is a technology planning software created "to help nonprofit organizations assess, plan for and manage the technology they need to make an even greater difference in their communities". Acquired by OCLC in 2007 with grant from the Bill & Melinda Gates Foundation, Tech Atlas helps libraries create E-rate compliant technology plans and better track their technology needs.

[\[Permalink\]](#)

Read full article [http://www.mls.lib.il.us/ennounce/2009/03\\_01/techatlas.asp](http://www.mls.lib.il.us/ennounce/2009/03_01/techatlas.asp)

### **MLS Service: Adult and Youth Reference Core Lists**

In 2008, MLS saw the completion of several member group core reference lists covering Youth and Adult Reference, Elementary through High School, and print and electronic sources. This article highlights the work from each of the committees that contributed to the development of these reference resources which are all available on the MLS web site.

[\[Permalink\]](#)

Read full article [http://www.mls.lib.il.us/ennounce/2009/03\\_01/corereferencelists.asp](http://www.mls.lib.il.us/ennounce/2009/03_01/corereferencelists.asp)

### **Member Spotlight: Glenwood-Lynwood Public Library District**

On Monday September 22, 2008, the Glenwood-Lynwood Public Library District opened the doors of its new building. The library staff look back at some of the major hurdles they overcame throughout the building project, including filling their new space with room for 70,000 items. Learn how an opening day collection ended up being the perfect solution.

[\[Permalink\]](#)

Read full article [http://www.mls.lib.il.us/ennounce/2009/03\\_01/glenwoodlynwood.asp](http://www.mls.lib.il.us/ennounce/2009/03_01/glenwoodlynwood.asp)

### **Next Issue**

The next issue of *MLS E-nnounce* will appear January 21, 2009. [\[Permalink\]](#)

## MLS Year 2008 in Review

### by Christina Stoll, MLS

This past year the Metropolitan Library System welcomed new libraries into its membership, created new opportunities, supported many events and activities, and celebrated the achievements of its libraries.

#### MLS approved the membership of the following new libraries in 2008:

- Cambodian Association of Illinois
- Cristo Rey Jesuit High School
- Ellis University
- Flashpoint Academy (Developmental Membership)
- Hellenic Museum & Cultural Center (Achieved Full Membership from Developmental)
- ITT Technical Institute
- Loeb & Loeb LLP
- Merriam Center Library of the American Planning Association
- Taylor Business Institute

#### MLS also welcomed several new staff members:

- Diane Colletti and Kathy Roegge joined the Consulting Department (<http://www.mls.lib.il.us/consulting>).
- Aaron Skog became the Director of SWAN
- Wes Smith joined the Information Technology Department as our new Applications and Web Developer.
- Rita Flynn took on two roles as the SWAN Computer Operations Clerk and Administrative Assistant in the Finance Department.

#### Several New Services were developed and launched this past year:

The **Internship Central Database** (<http://www.mls.lib.il.us/internships>) was launched, providing a centralized place for libraries in Illinois to post and search for available library internships.

In October, MLS joined L2 (<http://www.librarylearning.info/?LibSys=MLS>), the new state-wide Continuing Education Calendar. The calendar supports not only all of the MLS workshops and events, but member libraries can see other system and the Illinois State Library's events as well. Paying by credit card and online maps to the event location are just some of the new features available through L2.

The MLS Youth Services Advisory Group completed their work on **identifying resources available for YS librarians** within MLS. These resources are linked off the MLS web site at [http://www.mls.lib.il.us/consulting/youth\\_services.asp](http://www.mls.lib.il.us/consulting/youth_services.asp).

Within the MLS Youth Services Membership, two of their YS networking Groups, NWYS and CLASS launched **an online community of practice through Yahoo Group** ([http://groups.yahoo.com/group/mls\\_nwys\\_class](http://groups.yahoo.com/group/mls_nwys_class)). This online tool brings the two groups together between their face-to-face meetings to post questions, share documents and ideas.

Five **Reference Core Lists** (<http://www.mls.lib.il.us/consulting/reference.asp>) were either updated or created over the past year by several MLS member groups and MLS staff.

**Two new Member Networking Group were launched:** The MLS Marketing Group ([http://www.mls.lib.il.us/members/networking\\_groups\\_topic.asp#Marketing](http://www.mls.lib.il.us/members/networking_groups_topic.asp#Marketing)) and the Technology Managers Group ([http://www.mls.lib.il.us/members/networking\\_groups\\_topic.asp#Technology](http://www.mls.lib.il.us/members/networking_groups_topic.asp#Technology)). Information about all of the MLS groups can be found at [http://www.mls.lib.il.us/members/networking\\_groups.asp](http://www.mls.lib.il.us/members/networking_groups.asp)

The Resource Sharing Department produced several new items, from its **Non-Resident card brochure in 3**

**new languages**, which can be downloaded at [http://www.mls.lib.il.us/consulting/non\\_residents.asp](http://www.mls.lib.il.us/consulting/non_residents.asp); to a new Reciprocal Borrowing Procedures Manual in May ([http://www.mls.lib.il.us/resource\\_sharing/RSPceduresmanualfinalnotbooklet.pdf](http://www.mls.lib.il.us/resource_sharing/RSPceduresmanualfinalnotbooklet.pdf)) and an Interlibrary Loan Photocopy Procedures Manual in November ([http://www.mls.lib.il.us/resource\\_sharing/ill/copy-request.asp](http://www.mls.lib.il.us/resource_sharing/ill/copy-request.asp)).

SWAN saw the successful **Implementation of Release 2007** in late October. The SWAN Circulation Policy, which was revised and updated by the SWAN Circ Advisory Committee was adopted by SWAN members.

### **Delivery Statistics**

In 2008, a total of 92,511 miles were driven and 23,278 delivery stops were made by the MLS delivery trucks and drivers. The new Lanter Service for ILDS Delivery saw Outbound 11,816 bags or 59,640 items and Inbound 11,472 bags or 59,313 items transported.

In addition to the new style delivery vans for three of the trucks, which provide better fuel mileage, offer more room and better safety for the drivers, the trucks are run by two people three days per week, greatly reducing the tonnage each driver must handle, improving speed of sorting, and reducing transit time for many of the member libraries for some of the sorting can be done enroute.

### **Events & Opportunities**

MLS hosted several events this past year, including its first **Legislative Breakfast**, which brought together over 80 MLS libraries, including 30 trustees, and 8 officials were represented. The breakfast will return to MLS on February 16, 2009. Check the MLS CE Calendar for more information at <http://www.librarylearning.info/?LibSys=MLS>.

In March, MLS staff connected with public librarians of the Mazovia region in Poland via V-tel, who were interested in hearing the pros and cons in building a resource sharing consortium. Read about the meeting at [http://www.mls.lib.il.us/announce/2008/02\\_07/polishvidconf.asp](http://www.mls.lib.il.us/announce/2008/02_07/polishvidconf.asp).

A **Flashing Mentoring Workshop** was conducted between 18 mentors and mentees for 2 hours one morning in July at the MLS Burr Ridge headquarters. The event provided the opportunity for those interested in being mentored or mentoring but not having the time to do it formally. The event will be offered again in 2009, this time at the MLS Chicago office. Register at <http://www.librarylearning.info/events/?eventID=5222>.

MLS offered a one day **Summer School Institute** for its School Library members, which included topics on Promotion, Advocacy, and Everything In Between (e.g. Weeding, Fundraising, and Book talking). Close to 50 MLS, CPS, and Illinois schools librarians and library staff attended the event. Look for this event to return in early August 2009.

The **MLS Annual Meeting** was held at the Gleacher Center in early October, where the MLS Awards were given out. The complete list of winners can be found at <http://www.mls.lib.il.us/members/awards2008.asp>

### **System-wide Achievements**

System-wide MLS was a buzz of activity this past year. The system saw continued work on its **Strategic Plan** take place throughout the summer and into the fall with member focus groups and at the annual meeting. Changes to by-laws were approved by the MLS Board and ratified by the membership. The new by-laws can be found at <http://www.mls.lib.il.us/board/bylaws.asp>.

MLS was awarded an LSTA grant for its **Customer Focused Library Grant** which produced a final report which can be found at <http://www.mls.lib.il.us/consulting/envirosell.asp>. MLS will conduct a full day pre-conference worked on the grant's final report at the ALA Conference in Chicago this summer.

The technology within the computers labs at both the MLS Chicago and Burr Ridge office were upgraded with funding from a grant provide by member library Praxair, Inc.

A new Emergency Generator was installed at the MLS Burr Ridge office, and MLS offered Green Tote Bags for member libraries to purchase.

14 MLS libraries were awarded funding through an IMLS grant to be used to rehabilitate the library, assist in extending hours, and expand after-school programming and service. The grant was in part due to the efforts of

Bobby Rush.

As the MLS staff look back on a productive and successful year, they also look forward to another exciting year ahead in 2009!

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## Technology: Tech Atlas, What is it and why should my Library use?

by Kathy Roegge, MLS

Tech Atlas is a technology planning software created by NPower (<http://www.npower.org>) “to help nonprofit organizations assess, plan for and manage the technology they need to make an even greater difference in their communities”. NPower is a network of locally based nonprofit organizations that provide comprehensive, high-quality and affordable technology assistance to other nonprofit groups nationally. Founded in 1999, NPower currently serves more than 4,000 organizations each year.

TechAtlas was acquired by OCLC in 2007 with a \$1.9 million grant from the Bill & Melinda Gates Foundation. It was purchased to help libraries create E-rate compliant technology plans and better track their technology needs. Training and documentation on the product is available to assist library staff in learning how to use the software on WebJunction Illinois, (<http://il.webjunction.org>) OCLC’s online community for library staff. Over 26,000 non-profit organizations have established accounts on TechAtlas; libraries represent 10,759 of these accounts. The acquisition of the software by OCLC guarantees free access to this resource by public libraries.

WebJunction and the Gates Foundation have been using TechAtlas to provide highly targeted and informed funding with a tool that also provides grantees with many features they need for managing their technology. Over 20,000 surveys have been completed, over 100,000 computers have been inventoried in TechAtlas, and the system is a rich repository of information about technology practices.

TechAtlas provides libraries of all types with the following tools:

- Technology Planning – online step-by-step process of building a technology plan that can be continuously reviewed and updated
- Assessment Instrument – interactive assessments/surveys can be developed and deployed
- Inventory – manual or automated computer inventory and tracking system for hardware, software and electronic resources (if desired)
- Budget – integrated budget planning tool related to the technology plan
- Reporting – readymade reports evaluating technology, as well as a report generator for customized reporting
- Event Tracker – an online tool for tracking technology “events” such as hardware problems or software issues (can be used as a Help Desk tool or a method to formally monitor technology issues)

To use TechAtlas you must first log in at <http://webjunction.techatlas.org> as administrator on the computer you want use to start creating your inventory. Accounts for all Illinois Libraries were created during the WebJunction Illinois implementation. If you need your login information contact Wes Smith at [smithw@mls.lib.il.us](mailto:smithw@mls.lib.il.us) or fill out a form available on the TechAtlas site.

The software offers three different inventory tools: the Manual Tool, Local Tool and Network Tool. Depending on your library’s specific situation, you may use one, two or all three of the tools. Internet Explorer 5 or higher must be used to run the automated computer inventory tools. The Manual Tool can be used if your library does not have IE 5.0 or higher.

Using TechAtlas is easy; it basically uses your computer to collect information about the current state of technology in your organization within a few minutes. It then generates reports that include specific recommendations based upon the data entered. These recommendations can be organized and prioritized in order to tailor the results to your specific needs.

The data collected for eligible libraries as part of the Gates Opportunity Online hardware grants program is used by the Gates Foundation to determine eligibility for the grant and assess the overall sustainability of technology in public libraries. TechAtlas has developed careful precautions to protect all user information. Measures are in place to protect against the loss, misuse, and alteration of the information including the active monitoring of TechAtlas usage to identify any security breaches and other potentially malicious activity on the website. The other parties that can assess the data are your TechAtlas Partners. In Illinois the State Library and your Library

System are set up as your partners.

The deadline for creating a plan for the Gates grant was January 5, 2009 but you will need to run the script two more times for the grant. Besides being a requirement of the Gates Opportunity Online hardware grants, completing a technology inventory using TechAtlas is also required for the FY2010 Illinois Public Library Per Capita and Equalization Grants.

TechAtlas also offers self-assessment surveys for your library to identify training and development needs of your staff. The Professional Development Survey includes categories and questions established by your TechAtlas Partners. The Technology Skills Survey is a series of questions about technology skills areas which can be printed out or sent by e-mail to library staff members. It is a self-assessment tool, allowing members of your library staff to profile their technology skills (or lack thereof) in several specific categories. Once you've taken the assessments, TechAtlas will give recommendations on how to improve your digital infrastructure. This guided approach is a great way to take the uncertainty and guesswork out of tech planning.

With TechAtlas you can create a technology plan, assess your staff's technology skills and track issues or problems with your computer equipment, helping your library keep up to date. It's easy to use, quick and easily accessible on WebJunction. TechAtlas is a good tool to help libraries keep on track with their technology issues and needs.

Questions about this article can be emailed to the MLS Consultants at [consultants@mls.lib.il.us](mailto:consultants@mls.lib.il.us).

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## **MLS Service: Adult and Youth Reference Core Lists for Public and School Libraries**

**by Christina Stoll, MLS**

In 2008, MLS saw the completion of several member group core reference lists covering Youth and Adult Reference, Elementary through High School, and print and electronic sources.

This article highlights the work from each of the committees that developed these reference resources which are all available on the MLS web site at

<http://www.mls.lib.il.us/consulting/reference.asp>.

The core references lists include:

- MLS Recommended Resources List for Adult Reference Collections
- MLS Core Electronic Resources List for Public Libraries Serving Grades K-12
- MLS Youth Services Recommended Reference Sources
- MLS School Library Grade K-8 Recommended Reference Resources
- MLS High School Recommended Reference Resources
- MLS High School Core Reference Wiki

### ***Metropolitan Library System (MLS) Adult Reference Recommended Resources List, 7th Edition 2008***

[http://www.mls.lib.il.us/consulting/adult\\_core.asp](http://www.mls.lib.il.us/consulting/adult_core.asp)

#### *Committee Members*

- Bonnie Reid, Reference and Information Services Coordinator, Downers Grove Public Library
- Fidencio Marbella, Adult Services Manager, Melrose Park Public Library
- Joseph Mullarkey, *Collection Management Librarian*, Moraine Valley Community College
- Kate Niehoff, Adult Services Manager, Forest Park Public Library

#### *Project Description:*

Work on revising the Adult Reference Recommended Resources List started with an initial meeting in November 2007 with work being completed in April 2008. Committee members were given the task of revising the list, which had not been updated in several years. Several of the sources were obsolete, out of date or no longer in print.

The Adult Reference Recommended Resource list covers reference books and on-line resources, divided into twenty-four categories. The five committee members were each assigned categories to revise based on affordability, availability in print or online and ease of use. For each category, out-of-date resources were deleted, new ones added, and prices updated on those resources which were kept on the list.

The committee recommends that the list should be used as a starting point and then adapted to each library's needs, depending upon their users. The committee realizes that not every library will be able to afford or will have a need for all of the items listed, thus see the list as only "recommendations".

Comments or suggestions for future additions to the Adult Reference Recommended Resource can be made on the MLS Reference Wiki at <http://mlsreference.wetpaint.com/>.

### ***Metropolitan Library System (MLS) Core Electronics Resources List for Public Libraries Serving Grades K-12, Created 8/2008***

<http://www.mls.lib.il.us/consulting/CoreElectronicResourcesListforPublicLibrariesServingGradesK-12.pdf>

#### *Committee Members:*

- Lindsey Kraft, Forest Park Library, Youth Services Librarian
- Sarah Schroeder, Oak Lawn Library, Youth Services Librarian
- Sharon Dudeck, Tinley Park Library, Youth Services Manager.

*Project Description:*

Work on the Core Electronics Resources List for Youth Services began in Spring of 2008 with completion in December 2008.

The committee tested, evaluated, and shared information on a variety of both subscription databases and free but reliable and reputable web sites for their usefulness in youth services departments.

The initial list was gradually whittled it down to a list organized by Dewey subject area, and a rating systems was applied using "highly recommended," "recommended," "good," or "free resource."

All of the free resources were web sites that the committee members felt provided solid, useful information, we're user friendly mainly by children in the appropriate age range, and had staying power, meaning they were from well known organizations that weren't likely to vanish at time soon.

***MLS Youth Services Recommended Reference Sources, Updated 1/2008***

[http://www.mls.lib.il.us/consulting/youth\\_services\\_core\\_2008.pdf](http://www.mls.lib.il.us/consulting/youth_services_core_2008.pdf)

*Committee Members:*

- Alice Krzak, Director of Youth Services, Lisle Library District,
- Mary Adamowski, Head of Youth Services, Orland Park Public Library,
- Meb Ingold, Children's Services Director, LaGrange Park Public Library
- Sheri Daun-Bedford, Head of the Children's Department, Woodridge Public Library

*Project Description:*

The official start of the Youth Services Recommended Reference Sources project goes back to 1994, when the then Youth Services Consultant Lois Schultz, first appointed a committee to create a list of recommended reference sources to help Youth Services librarians evaluate and develop effective reference collections for youth.

This resource has been updated since its initial conception by a committee from the current Youth Services Advisory Group ([http://www.mls.lib.il.us/members/ys\\_advisory.asp](http://www.mls.lib.il.us/members/ys_advisory.asp)).

Creation of the list began with the original committee members bringing their top five favorite reference sources to the first meeting. From this initial list, decisions were made as to what should be included in the list, and in some cases additional titles were added

With each revision, the committee members look at their community's needs, those often dictated by the school district curriculum or special interest groups. Every title is researched for updates, and then the entire list is evaluated based on what is too old or no longer relevant, with newer items that have been published since the last update being added.

While primarily containing print resources, this list is still very relevant, and when the larger MLS Reference Advisory Committee ([http://www.mls.lib.il.us/members/reference\\_advisory.asp](http://www.mls.lib.il.us/members/reference_advisory.asp)) talked about combining all of the lists into one, several members of the group, both public and school librarians agreed that each of the lists fill a specific need for its serving population. A combined list may not specifically address the specialized needs of Youth Services, so the separate lists are being maintained for now

A spring 2009 workshop to promote this list is being planned in conjunction with the Electronic Youth Services core list. Check the MLS CE Calendar (<http://www.librarylearning.info/?LibSys=MLS>) for more information.

***MLS School Library Grade K-8 Recommended Reference Resources & Subscription Database***

## **Addendum, Revised 11/2008**

[http://www.mls.lib.il.us/consulting/MLSElementaryCoreList\\_2008\\_11.pdf](http://www.mls.lib.il.us/consulting/MLSElementaryCoreList_2008_11.pdf)

Metropolitan Library System (MLS) Core Reference List for School Libraries Serving Grades K-8

### *Committee Members:*

- Alice Krzak, Director of Youth Services, Lisle Library District
- Ingrid Niinemae, Library Media Specialist, S. E. Gross Middle School
- Judith Bauman, Library Resource Center Director, Tate Woods School
- Victoria Maxwell, Library Media Director, St. Isaac Jogues School

### *Project Description:*

Revision of the School Library Grade K-8 Recommended Reference Resources took about a year to complete, beginning with the committee reviewing the 1997 document, looking at categories as well as individual titles. The list was divided up among the committee members according to Dewey numbers and each member was asked to use their own and public library collections, recommended reference lists and publisher websites to bring titles to the group for review and discussion.

The committee perused each book or set to get a hands-on impression of quality and usefulness in a K-8 environment. Committee members would often recommend titles outside of their assigned Dewey sections. An addendum of online subscription databases, which included titles that were used and recommended by committee members, was also developed.

Having a detailed recommended list can be beneficial in that it can be invaluable for building new collections, adding titles to an existing collection, or as an evaluation tool. Print materials offer resources that can be more accessible or more in-depth than online resources; they can also be more appropriate for certain student learning styles.

Most helpful to the review process was having a committee member who, as a youth services director at a public library, had extensive experience collaborating with school librarians. Her large reference collection was a great resource for the project as were her insights into what worked for school assignments.

## **Metropolitan Library System (MLS) High School Recommended Reference Resources, Updated 9/2008**

<http://www.mls.lib.il.us/consulting/HighSchoolRecommendedReferenceSourcesList091008.pdf>

Wiki - <http://mlshsresources.wetpaint.com/?t=anon>

### *Committee Members:*

- Alicia Duell, Librarian, Riverside Brookfield High School
- Jane Harper, Library Media Specialist, Homewood-Flossmoor High School
- Mari Smith, Librarian, J. Sterling Morton East High School

### *Project Description:*

The committee members, all members of the larger MLS School Advisory Group, volunteered to work on updating the list starting in January 2008 and work continued through September 2008.

The High School Recommended Reference Resources list had not been updated since 1998. Obviously, reference sources have changed quite a bit in ten years! Many of the 1998 resources were out of print or in the less commonly used CD-ROM format. In addition, the 1998 list did not have electronic sources, such as subscription databases and web sites. This list needed to be updated to reflect the changing face of reference resources and services. The committee had other considerations such as the 1998 list being in two parts: a core list recommending subject areas for which high school libraries should have at least one reference source, and a supplemental list which recommended specific titles in each area. The group knew they wanted a core list that recommended subject areas, but they weren't sure about a list of specific titles for the following reasons:

- The changing nature of reference publishing – titles go in and out of print frequently.
- Recommended lists of titles are often outdated quickly, sometimes as soon as they are published.
- No two high schools are alike – all have individual budgets, curricula, and student populations. That makes it difficult to do a “one size fits all” list of titles.
- Subscription databases complicate list making -- a comprehensive subscription database can provide coverage in many areas.
- Individual school library media specialists, with their extensive training, expertise and knowledge of collection development, know the reference sources that will work best for their school population, curriculum, and budget, are in a better position to choose individual titles than an outside recommender.

Regardless of these concerns, the committee was mindful of the fact that many people, particularly new librarians, would appreciate a list of specific titles in addition to a core list of subject areas. Thus instead of a “static” list, the group created a wiki so that high school librarians throughout the state could add specific reference titles within the recommended core areas. In addition, librarians could begin or add to threaded discussions. The committee presented the updated list and wiki at the 2008 ISLMA conference and will repeat their presentation at a future MLS workshop later in 2009.

Questions about this article or any of the resources mentioned can be emailed to the MLS Consultants at [consultants@mls.lib.il.us](mailto:consultants@mls.lib.il.us).

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## **Member Spotlight: Glenwood-Lynwood Public Library District**

**by Christina Stoll, MLS**

On Monday September 22, 2008, the Glenwood-Lynwood Public Library District (<http://www.glpld.org>) opened the doors of its new building. The new library was the result of a successful referendum that passed a rate increase. With the new building project complete the library staff look back at some of the major hurdles they overcame to open their doors.

The biggest challenge facing the library staff was moving from a one-room building of 3,800 square feet to a large space with over 19,000 feet.

The old library housed 30,000 volumes with the new building having capacity for 70,000. The new building would look empty without the addition of new items, and the old building didn't have the ability to accommodate the needs of the newer building. Prior to the move the library only had a part-time position dedicated to the ordering and processing of new materials and only had enough space to store up to 3 boxes of newly purchased books at a time. The new library required thousands of new items to fill its shelves.

Library Director, Kathy Parker, in discussion of her dilemma with several other Metropolitan Library System (MLS) library directors, they directed her to investigate an opening day collection. In 2006, Kathy attended the American Library Association Conference where she had the opportunity to speak with representatives from Baker & Taylor (<http://www.btol.com>), the library's current book and material vendor, about an opening day collection, which ended up being the perfect solution.

### **Opening Day Collection**

The opening day collection that the Glenwood-Lynwood Public Library District (GLPLD) purchased allowed them to select the new materials they wanted, oversaw all material processing, storage of the new items until delivery at the new library, and even supplied Baker & Taylor staff to assisted with the unpacking and shelving of the new materials.

The GLPLD staff started selecting materials in early 2008. Based on criteria that Baker & Taylor took from GLPLD the library staff were able to select materials either missing from their current collection or they started to grow new collections for the new building. In total, over 7,000 new books and audio visual materials were purchased with the opening day collection; the entire project costing \$110,000.

Being a SWAN library, GLPLD notified the MLS staff early in the project and thus MLS staff were able to work with Baker & Taylor, so that when the new items appeared on the library's shelves they were also in the library's online catalog. Baker & Taylor was even able to use GLPLD's own barcodes, stickers, and labels during their processing of the new materials, returning any leftovers to the library.

In early September 2008, the library's current collection was moved over to the new building. Then a week later a truck with 9 pallets each 5 to 6 feet high pulled up in front of the new library building with their opening day collection. The GLPLD staff along with Baker & Taylor representatives were able to get the new collection up-packed and on the shelving in less than a day and a half.

Library Director Kathy Parker states that the opening day collection "was invaluable to the library", given the limited staffing and storage resources required to complete such a project. She is considering using the service again to grow some of the weaker parts of the library's collection, and she strongly recommends this service to any library with a similar need.

### **New Collection in a New Space**

The new collection and new library building have had a huge positive reaction from its community. Despite initial concern for the move of the library from one part of the community to another, the feedback of the new building has been overwhelmingly positive.

In addition, the library has the positive numbers to show their impact. Circulation statistics are 2.5 times higher than normal, including the library becoming a net lender for the first time in its history. The number of patrons inside the library has doubled since it opening. Teenagers can be seen in the library after school, while adult patrons work on their laptops in the café or in the quiet reading room. These sights were almost impossible sight at the old building when these activities and patrons would have occupied the same space.

Questions about this article or the Glenwood-Lynwood Public Library District can be emailed to Kathy Parker, Library Director at [parkerk@sslic.net](mailto:parkerk@sslic.net).

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