



METROPOLITAN LIBRARY SYSTEM

BURR RIDGE, ILLINOIS

ACADEMIC LIBRARY MEMBERSHIP

PREAMBLE

Metropolitan Library System (MLS) accepts membership applications from academic libraries that have library facilities located within the MLS service area. Any academic institution with a library or information center located in the boundaries of the Metropolitan Library System is eligible for membership.

The Metropolitan Library System, the Illinois State Library and _____ (Academic Library) agree to the library'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.

GENERAL REQUIREMENTS

The academic library shall meet the following requirements:

- I. Contain a readily identified, centrally located collection of books, periodicals, and other print and non-print media of sufficient size to be significant and substantial in relation to current and prospective needs of its constituency.
- II. Be bibliographically organized, with lists, catalogs, and other means to identify the library's holdings and their specific locations accessible to the Metropolitan Library System and its members.
- III. Subscribe to the principles of interlibrary cooperation and resource sharing and make non-proprietary and non-restricted materials, or copies, available as requested within the guidelines of the ILLINET Interlibrary Loan Code 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. Statement of Purpose
Provide a written Statement of Purpose, with the application for membership that represents the library in the context of its colleges, university, or professional school.
 - B. Staff
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.

C. Hours

Maintain an open and staffed information service during the academic term when students are present and need service. Library hours will be posted on the website of the academic institution or other appropriate locations.

D. Financial Support

Recognize that the System is a cooperative membership organization and that the System and ILLINET are not to be used to supplant existing library services and materials, but as a supplementary resource. The library's budget must not be reduced as a result of System membership, and the maintenance of local effort is a condition of continuing membership.

E. Location

Maintain a library presence within the Metropolitan Library System boundaries.

F. Reciprocal Access

Participate in the Infopass Program of the Metropolitan Library System, providing reciprocal access to libraries not generally open to the public both as a referring and a resource library, if appropriate.

G. Collection

Contain a centrally located collection of information materials. Each academic library shall be encouraged to annually contribute its list of serial holdings to the OCLC SILO Project or to the MLS Union List of Serials, which is a sub-set of SILO.

H. Facilities

The library shall have adequate housing for its staff, collections and for the provision of services, programs and information literacy and library instruction.

I. Resource Sharing

1. Non-restricted material, or copies of these materials, shall be made available as requested within the guidelines of the Interlibrary Loan Code for Illinois, the U. S. Copyright Law and the Metropolitan Library System Reciprocal Access Policy as adopted.
2. The library staff shall share available expertise with the System for the benefit of its members.
3. Each academic library shall be encouraged to honor the Metropolitan Library System borrower's card (available system-wide) according to the Metropolitan Library System Reciprocal Access Policy.

J. Annual Review

Members will be contacted each year to discuss the period from July 1st to June 30th. Topics may include, but are not limited to: an update their member profile via the website of the Metropolitan Library System, verification that library services are still being supplied, verification that the library has sufficient funds to serve user needs, and member needs that the system can address.

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.
- B. Provision of System services as enumerated in the current MLS Long-Range Plan and the Annual Plan of Service.

**ACADEMIC LIBRARY MEMBERSHIP
BACKGROUND DATA**

LIBRARY OR ORGANIZATION NAME: _____

- I. Library Staff
 - a. Professional Staff _____
 - b. Total Staff _____
- II. Collection size (all items), current year _____
- III. Number of current Serial Subscriptions (As of ___/___/___) _____
- IV. Number of Current Electronic Journal Subscriptions (As of ___/___/___) _____
- V. Number of Current Electronic Databases (As of ___/___/___)
(Excluding state-funded databases) _____
- VI. Budget
 - 1. Total Library Operations, current year: _____
last year: _____
 - 2. Total Library Materials, current year: _____
last year: _____
- VII. Enrollment per September, current year:
 - 1. Total Undergraduate (FTE): _____
 - 2. Total Master Candidates (FTE): _____
 - 3. Total Doctoral Candidates (FTE): _____
 - 4. Total Other (FTE): _____
- VIII. Total Faculty (FTE): _____

Please substitute other relevant data or estimates where necessary.

Librarian

Title

Library / Information Center

Date ___/___/___

*Please attach Library/Information Center **Mission Statement** to application (if available).*