



Adopted: 9/17/2007
Amended 3/15/2010

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. A certified media specialist must be employed by the district/school for purposes of overseeing the library in order to qualify for full system membership. 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 in support of the Illinois Administrative Code Title 23 Chap. 1a Sect. 1.755. MLS does not accept the exceptions contained in letter (o)(4)(A) of the code for purposes of system membership requirements:

Grades K-8

Enrollment	Professional Staff	Paraprofessional Staff
Fewer than 300 students	At least 1 half-time certified media professional	
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.

- 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 determined through the School Annual Report, through the MLS School Advisory, or through concerns brought to the attention of MLS staff.
 - a. MLS staff, in consultation with the MLS School Advisory, can determine if the library non-compliance justification has merit and no further action will be taken.
 - b. If the non-compliance justification is found to be insufficient, the member will be recommended to the MLS board to be moved to developmental membership status.
 - c. In conjunction with the membership status change, a site visit will be set up between the MLS Consulting Department and the school administration to develop a developmental plan.
 - d. If the developmental plan is determined to have merit, the member will remain at developmental membership status for up to 5 years in which the member has to resolve the non-compliance issue(s). The member's developmental plan will be reviewed by MLS Consulting staff once a year. If no developmental plan is submitted within 6 months or a reasonable time from the date of the visit with school administration by MLS Consulting staff, or if the submitted plan does not satisfy the requirement of showing forward progress by the part of the school district to resolve the non-compliance issue(s), the school will be recommend to the MLS Board to be dropped from membership.
 - e. 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.

**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).*