



## **METROPOLITAN LIBRARY SYSTEM**

### **BURR RIDGE, ILLINOIS**

### **SPECIAL LIBRARY MEMBERSHIP**

#### PREAMBLE

Metropolitan Library System (MLS) accepts membership applications from special libraries that have library facilities located within the MLS service area. Any corporation, institution, or organization that maintains a special library or information center or employs an information professional within the boundaries of the Metropolitan Library System is eligible for membership.

The Metropolitan Library System, the Illinois State Library and \_\_\_\_\_ (Special 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 special library or organization shall meet the following requirements:

- I. Serve the specialized library and information needs of its users with an identifiable and centrally accessible collection of appropriate online and print materials and to be significant and substantial in relation to the current and prospective needs of its constituency.
- II. Be bibliographically organized, with lists, catalogs, and other means to identify the library or organization's holdings and their specific locations accessible to the 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.
- IV. Provide accessibility to proprietary online and print resources at the discretion of the library or organization. Non-proprietary materials or copies of these materials shall be made available as requested within the guidelines of the ILLINET Interlibrary Loan Code (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. Statement of Purpose  
Provide a written Statement of Purpose, with the application for membership, which represents the library in the context of its corporation, institution, or organization.

B. Staff

Maintain a staff of adequate size and quality to meet the library and information needs of its users, headed by a specifically identified administrator whose primary responsibility is the provision of library/information services.

C. Hours

Staffed and available to by its users at least 20 fixed hours per week at times which allow interaction with the System and member libraries. Holidays, emergency and scheduled closures are expected.

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; and that the library's budget must not be reduced as a result of System membership, but that the maintenance of local effort is a condition of continuing membership.

E. Reference Collection

Maintain a physical or electronic collection of reference tools appropriate for a library of its type, size and responsibility, for the facilitation of interlibrary loan and information services. It is encouraged to annually contribute its list of non-proprietary serial holdings to the OCLC SILO Project or to the MLS Union List of Serials, which is a sub-set of SILO.

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. The InfoPass program is not intended to supercede institutional collection access policies.

G. Physical Facilities

Organization has a physical space for staff and resources sufficient for organizational information needs.

H. Location

Maintain a library presence within the proposed library system boundaries.

I. 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.

III. This membership agreement can be terminated in the following ways:

- A. "In the event that the board of library directors or trustees of any public library or the governing authority of any other type of library determines to withdraw from a library system, the board of library directors or trustees or the governing authority shall submit notice to the library system of the intent to withdraw and serve a copy thereof upon the State Librarian. Any such notice shall be filed

on or before April 1st of any year, and shall be effective on or before June 30th of the next ensuing year.” (75 ILCS 10/14)

- B. “The right to suspend a library from membership for failure to fulfill its obligations under law or by agreement is vested in the system...” (75 ILCS 10/9) In the event that the MLS Board finds it necessary to suspend System membership of the library, it shall do so following consideration of the library’s position. Suspension of a library’s System privileges shall be reviewed by the State Librarian in accordance with System Rules and Regulations. (Illinois State Library Rules for Systems, Section 3030.115.)

**METROPOLITAN LIBRARY SYSTEM**

\_\_\_\_\_  
Director Date

**ILLINOIS STATE LIBRARY**

\_\_\_\_\_  
Director Date

**SPECIAL LIBRARY**

\_\_\_\_\_  
Library Administrator Date  
(CEO, Pres., V. Pres., Director, etc.)

\_\_\_\_\_  
Administrator’s Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Company, Organization, etc...

\_\_\_\_\_  
Type of Org (*law, fin’l, med, etc....*)

\_\_\_\_\_  
Address

\_\_\_\_\_  
| Zip

(\_\_\_\_\_) \_\_\_\_\_  
Telephone

(\_\_\_\_\_) \_\_\_\_\_  
Fax

\_\_\_\_\_  
Web Address

## SPECIAL LIBRARY MEMBERSHIP BACKGROUND DATA

LIBRARY OR ORGANIZATION NAME: \_\_\_\_\_

I. Collection

1. Organization and Collection Description  
\_\_\_\_\_

2. Organization Type  
\_\_\_\_\_

3. Monographic Volumes \_\_\_\_\_

4. # of current Serial Subscriptions (As of \_\_\_\_/\_\_\_\_/\_\_\_\_) \_\_\_\_\_

5. # of Current Electronic Journal Subscriptions (As of \_\_\_\_/\_\_\_\_/\_\_\_\_) \_\_\_\_\_

6. # of Current Electronic Databases (As of \_\_\_\_/\_\_\_\_/\_\_\_\_) \_\_\_\_\_

II. Budget For last two [ ] calendar / [ ] fiscal years *Please check one*

1. Total Library Operations (\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_) \_\_\_\_\_

2. Total Library Materials (\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_) \_\_\_\_\_

III. Staff

1. Number of professional library staff (Full time equivalents) \_\_\_\_\_

2. Number of supportive library staff (Full time equivalents) \_\_\_\_\_

IV. Users For last two [ ] calendar / [ ] fiscal years *Please check one.*

1. Total number of regular library users \_\_\_\_\_

2. Total annual circulation (\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_) \_\_\_\_\_

*Please substitute other relevant data or estimates where necessary.*

\_\_\_\_\_  
Librarian's Signature

\_\_\_\_\_  
Library / Information Center

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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