

2023 Illinois State Library Annual Certification

School Library Checklist

During this year's Annual Library Certification, school library members are asked to provide additional information specific to their library type. This information allows us to learn more about school libraries in Illinois so that we may better connect with, support, and advocate for them.

Below is a list of the items you'll need to collect for all branches within your agency to complete the certification form:

Library Staff Information

For each staff member, you'll need to know the following:

(Note: staff names are not required)

- Job Title
- Building/Location Name
- Library FTE (calculated by dividing number of hours worked by the total number of hours in the work week)
- Whether the staff member holds a Library Information Specialist Endorsement (yes or no)
- Highest Level of Education
- Field of Study (associated with the highest level of education)
- Informal Library Education and Training (e.g., professional conferences, continuing education, college coursework)

Total Collection Budget for All Libraries in the School District

If you're unsure of the collection budget or you have no library budget, please check the box provided on the form.

Budget-related information

- If your library budget is part of other district budget categories (e.g., Technology, Administration)
- If your total district library collection budget includes funding from outside sources (e.g., grants, public events, foundations)

Do all schools in your district conduct a physical inventory? (yes or no)

Library Collection and Resource information

- A list of library memberships and subscription services in which any or all schools in your district participate
- District library collection totals for items in the following categories:
 - Print Books
 - Print Serial Subscriptions
 - eBooks
 - Audio Recordings (physical)
 - Audio Recordings (digital)
 - Video Recordings (physical)
 - Video Recordings (digital)
 - Equipment
 - Realia
- A list of the item types included in the Equipment category

Note: Please do your best to answer each question as accurately as possible to the best of your ability. Questions? Please contact Leah Gregory (IHLS) at lgregory@illinoisheartland.org or Janette Derucki (RAILS) at janette.derucki@railslibraries.info.