

## Membership Report

December 1, 2015

Note: What follows is the report that was shared with the Policy and Membership Committee in November. However, the overview of the membership process might be helpful to the board as a whole.

### Current Numbers:

Academic Libraries:	35 Agencies/9 represented in SHARE
Public Libraries:	227 Agencies/201 represented in SHARE
School Libraries:	239 School Districts/108 represented in SHARE
Special Libraries:	36 Agencies/13 represented in SHARE
Total	537 Separate Agencies/331 represented in SHARE

### Membership Criteria can be found at:

<http://www.illinoisheartland.org/sites/default/files/MembershipCriteria.pdf>

### Key Points:

- Library has to have a physical space.
- Library has to have permanent financial support.
- Library collection must be bibliographically organized and discoverable by users.
- Library has to be staffed by paid employees of the agency for a minimum of .fifteen hours per week.
- Library must be compliant with the ILLINET Interlibrary Loan Code.
- Library must compete annual certification, which this year includes the completion of the Interlibrary Loan Traffic Survey.

### Application Process

1. A site visit by system staff
2. Completion and submission of application
3. Committee Review and Board Approval with signatures on a Memorandum of Agreement
4. System Notification to ISL

5. Completion and submission of Illinois Library System Membership Form by IHLS to ISL, along with copies of application.
6. ISL reviews membership and gives final approval in writing to the system and the agency.

**Current Applications:**

Hoopeston Area CUSD #11---Five Buildings and a plan to move ahead quickly to SHARE membership. Jacki Gregory, District Librarian.

Rantoul CSD #137----Elementary District comprised of five buildings. Donna Minor, District Librarian

**Certification Process:**

2016 will be the fourth year this process has been undertaken.

Window is open between January 4, 2016 and March 31, 2016.

Libraries must complete process to maintain system membership.

Certification information can be found at:

[https://www.cyberdriveillinois.com/departments/library/libraries/librarycertification\\_data.html](https://www.cyberdriveillinois.com/departments/library/libraries/librarycertification_data.html)