

Illinois Heartland Library System
Application for Special Library Membership

Directory Information

Library Name: DCC Law Library

Company/Institution: Decatur Correctional Center

Mailing Address: 2310 E Mound Rd

City: Decatur Zip Code: 62526

County (Counties): Macon

Library Phone Number: 217-877-0353 Ext.: 469

Library FAX Number: _____

Library Staff: In order to be eligible for system membership, a library must have at least one employee who works a minimum of 15 per week as the librarian.

Staff person identified as the librarian: Stacey Carter

Librarian's e-mail address: Stacey.Carter@doc.illinois.gov

Hours worked per week: 37.5

Hours of Operation of the Library

<u>Day</u>	<u>Opening Time</u>	<u>Closing Time</u>
Monday	<u>8:00</u>	<u>4:00</u>
Tuesday	<u>12:00</u>	<u>8:00</u>
Wednesday	<u>8:00</u>	<u>4:00</u>
Thursday	<u>12:00</u>	<u>8:00</u>
Friday	<u>8:00</u>	<u>4:00</u>
Saturday	<u>closed</u>	<u>_____</u>
Sunday	<u>closed</u>	<u>_____</u>

Bibliographic Access: In order to maintain system membership, a library must have a bibliographically organized collection of library materials. The collection must have permanent financial support, be accessible centrally and occupy identifiable quarters in one principal location. **The state supports the DCC library with over \$61,000 annually for law books. We are able to scan and email requested laws, cases and judgements to Holdings the requesting library.**

Books (Number of Volumes): 2480 law books

Periodical Titles (Paper or Microform only): 0

Audio-Visual Titles: 0

Other: Federal Supplement 2D, Federal Supplement 3D, Federal Reporter 3D, US Supreme Court Reports,

Illinois Compiled Statutes
This library complies with the ILLINET Interlibrary Loan Code: Yes No

Is your library an OCLC member? Yes No If yes, OCLC symbol: _____

Does your library have an online catalog of library materials or an online patron access catalog (OPAC)? Yes No

If yes, which software program or automation vendor do you use? _____

If no, do you have plans to implement an online catalog or OPAC? Yes No

If yes, which software program or automation vendor are you thinking of using?

Approximate date of installation: _____

Are your bibliographic records in MARC format? Yes No

If none of the above, explain how your collection is organized.

Does your library have an Internet connection? Yes No

Person completing this form: Stacey Carter

Title: Library Associate Date: 4/9/2015

The General Library at DCC receives no financial support for books from the institution. We do receive funds for book repair and circulation supplies. All books are donated. We currently have 7298 books in our general collection. Inventory is in an Excel file. Approved January 2013