

Policy and Membership Committee Report

Tuesday, April 14, 2015

1. **After** the 2015 Library Certification Process, it appears that three school districts no longer meet the membership criteria.

Those districts are:

- Ashley CCSD #15 (Washington County)
- Webber Township HSD #204 (Jefferson County)
- The High School of St. Thomas More (Champaign)

Each of the above districts indicated that they were not staffed the minimum of 15 hours per week. Webber Township and The High School of St. Thomas More indicated that they had no permanent financial support for the collection and Webber Township also indicated that the district was not compliant with the ILLINET Interlibrary Loan Code.

I had done a site visit to Ashley in September of 2014 and expected this result from the certification process. The paraprofessional who had been in the library had been pulled out as a special education aide and nothing was being done in the library. The district is also struggling financially.

I spoke with the Superintendent at Webber Township High School who verified that there was no real staffing in the library.

I also had the opportunity to speak with the Principal at the High School of St. Thomas More. This school is a SHARE member and participates in My Media Mall. He indicated that they were going "electronic" and didn't need system membership any longer. I also have the impression that after the retirement of their school librarian at the end of the 2013-2014 school year, the position was not filled. A letter was sent to the principal from Chris Dawdy and I explaining in detail what the loss of system membership would entail.

Finally letters were sent to the persons completing the certification and administrators of each agency explaining how the suspension process would work. Those were mailed at the end of last week.

2. **The** Certification process also alerts us to school districts that might be dealing with consolidations. Two districts Jamaica CCSD #12 and Catlin CUSD #5 will be merged as of July 1, 2015. It will be called the South Fork School District.

3. We have received a membership application from the Decatur Correctional Facility. Their application is included with this report. To the best of our knowledge, this facility has never been a part of a regional library system. The newly hired librarian is a former school librarian and is familiar with SHARE. She is doing programming with her patrons and is interested and will to participate in resource sharing.

Submitted by Ellen Popit, IHLS Staff
April 14, 2015

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