

B. Requirements for System Membership

Any academic, public, school, or special library within the geographic boundaries of the North Suburban Library System (NSLS), that meets the appropriate provisions and requirements of the System and of the Illinois State Library and through the governing authority, is eligible for NSLS membership.

1. A library applying for membership in the System shall be a library of one of the types as authorized in Paragraph 112 of the Illinois Library Act:
 - a. "Public Library" - A tax-supported public library established by a governmental unit which either is authorized to levy a tax for library purposes, or which supports the library at least in part from local tax revenues other than federal revenue sharing. Such a library is established by a city, village, incorporated town, township, county or library district under Illinois Revised Statutes, chapter 81, paragraphs 2-, 2-2, 17, and 1001-02. This definition excludes free public libraries established by villages but not supported at least in part from local tax revenues, and incorporated free public libraries not established by a governmental unit.
 - b. "School Library" - The library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary schools under a single governing authority.
 - c. "Academic Library" - The library or libraries of an institution of higher education which is authorized to operate in the State of Illinois and which is accredited by a regional accrediting association.
 - d. "Special Library" - Any other library meeting the further requirements set forth herein and so authorized by the Illinois Library System Act, Chapter 81, Section 119.
2. To be a member, a library or the library's governing authority, as is appropriate, must:
 - a. Recognize that NSLS is a cooperative membership organization, that the System and the Illinois Library and Information Network (ILLINET) services are supplementary library resources and that considerations of equity require members to provide an acceptable maintenance of effort level, as further set forth in 2.c. below.
 - b. Understand that the governing authority will meet its current, ongoing, and basic library needs from the governing authority's own resources. As evidence of this recognition and understanding, the library or governing authority shall have for its library a written statement of the library's

purpose, indicating its responsibilities to its primary constituency, NSLS, and the Illinois Library and Information Network (ILLINET).

c. Provide maintenance of effort; i.e., a constant or increasing level of financial support and understand that maintenance of the level of support is a condition of continuing membership. In cases of mitigating circumstance, the requirement that the established level of effort be maintained may be waived by NSLS until the mitigating circumstance ceases to prevail.

d. House a readily identified, centrally located collection of books and other media, or, in lieu thereof, a centrally accessible information base in electronic form, of sufficient size to be significant and substantial in relation to the current and prospective library needs of the library's constituency.

All applicants for membership in NSLS shall be considered and evaluated on the basis of their individual merit and potential contribution to the regional and statewide system of interlibrary cooperation and resource sharing.

e. Be bibliographically organized, preferably according to LC MARC II standards, with the lists, catalogs or other instruments identifying the library's holdings and their specific locations accessible to NSLS and its members.

f. Upon the request of NSLS or the Illinois State Library, add the bibliographic records of its resources, when available in appropriate electronic format, to those of WorldCat and/or ILLINET Online.

g. Be serviced by a staff of one or more persons specifically identified as the library staff, which has as a primary responsibility the provision of library service to its constituency, with one of the staff designated chief librarian.

h. Provide release time for the designated chief librarian (or the chief librarian's designee) at least once in every 6-month period to attend NSLS meetings for chief librarians called by the System. Such meetings shall be of half-day or less duration.

i. Be staffed and open for use by its constituents and accessible by NSLS and its members at least 30 fixed and publicized hours over 5 days per week unless otherwise authorized by the NSLS Board of Directors.. Holidays, other schedules and emergency closures are expected.

j. Be accessible, at least by telephone and other electronic communication devices (i.e., fax, computer with modem, etc.), to other members of NSLS and of ILLINET. (The access telephone must be in the library or immediately adjacent thereto.)

k. Honor the Illinois Interlibrary Loan Code (latest version), lend and/or otherwise permit reasonable and significant use of the library's non-restricted resources in NSLS and in ILLINET.

l. Provide (if the member is not a designated delivery point on the System's regular or next day delivery vehicular delivery service) for at least twice weekly regular pickup of the materials addressed to that member and delivered by the System to the designated delivery drop-off point at another System member, and which drop-off point is mutually agreed to by the System and the member. In addition, subject to the mutual agreement of the member and the System, the member agrees to serve as a drop-off point for deliveries to other System members, should the System so request.

m. Supply an annual report of its library's activities and other data on a form supplied by the System, and provide from time to time such other library data as the System or the Illinois State Library reasonably may require for the purpose of evaluation or planning.

n. Designate a representative in accordance with NSLS bylaws.

3. Applications for membership must be made over the signature of an official duly authorized to (a) enter into a membership contract on behalf of the library or the organization whose library desires membership in the System, as is appropriate, and (b) commit the organization to the fulfillment of the stated or implicit obligation of the cooperative condition.
4. Any NSLS member library that falls below or fails to meet any of the membership requirements duly adopted by NSLS agrees to notify the System Director.
5. If a library participating as a full member should become noncompliant with the obligations of membership, including but not limited to submission of annual reports, the NSLS Board of Directors will have the option of:
 - a. Moving the library's status from full to developmental membership with the understanding that the library will be given five years to become fully compliant, or
 - b. Suspend such member's participation in all NSLS services until such time as the member again is in compliance. Suspended members will submit a written request and agree to an on-site visit by NSLS staff to be considered for reinstatement.

In both instances, the Board will notify the governing authority of the change in membership status.

Developmental membership is extended to those libraries which currently do not meet all the criteria for full membership, as defined by Section B.2 of NSLS Policies and Regulations, but is working toward this goal. Members in this category are given five years to be fully compliant. After five years, they may request to extend their status for an additional year upon approval by the NSLS Board of Directors.

As stated in section 23 IL ADC 3030.35 of the Administrative Code Regulations, libraries identified as developmental members are entitled to utilize the NSLS consulting services, participate in all NSLS continuing education opportunities, receive NSLS communications, and apply for school or public library Per Capita Grants.

Libraries identified as developmental members are not eligible to use existing system delivery service, access the electronic resources provided by the Illinois State Library, apply for LSTA grant funding, or hold an NSLS board seat.

During the period of developmental membership, System staff will work with the developmental member to create a written plan, including goals, objectives and a projected timeline for compliance. A short report describing accomplished goals and/or deviations from goals and timeline should be included with their annual report. If at any annual review period, the NSLS Board of Directors determines that the library is not making sufficient progress toward the goal of meeting the minimum standards of full membership, the institution's developmental membership may be terminated and the appropriate governing authority of the that member will be notified.

6. NSLS for reasons of a member's non-compliance with the obligations of membership, including but not limited to submission of annual reports, may suspend such member's participation in NSLS services and of ILLINET until such time as the member again is in compliance.
7. Discontinuance of its academic, school, or special library by a corporate authority automatically terminates the NSLS membership of the member institution.
8. An academic, school, or special library may, upon written notice and upon the satisfaction of any and all obligations to NSLS and to ILLINET, if any, terminate its membership in NSLS.
9. Public library service may be provided by a local public library for persons residing on a U.S. military installation located within NSLS, which installation operates and maintains a non- library that is a member of the NSLS, by agreement of the installation and of the local public library providing the service. Such agreement shall be developed by the local public library or libraries providing the service. It shall at a minimum:

- a. Provide that the use of the service is upon the presentation of the military installation's identification form (ID);
 - b. Provide that the use of the local public library by the military installation's residents under the agreement is limited to the local public library or libraries party to the specific agreement;
 - c. Specify the local public library services to be provided;
 - d. Specify that the services are limited to the residents of the installation; and
 - e. Designate a representative of the military installation library in accordance with NSLS bylaws.
10. The NSLS Board of Directors shall, unless there be substantial reason not to do so, approve for NSLS membership the application of a library which cannot immediately meet one or more of the requirements of Section B.2 of [NSLS Policies and Regulations](#).

Such a library shall:

- a. Identify and document those requirements which are met.
- b. Identify those requirements which cannot be met immediately and provide a specific plan enumerating when and how those requirements will be met.

The library's membership will be considered "developmental" until the requirements of Section B.2. have been met. A library admitted under this provision will be limited to the rights and services extended to developmental members described in number 5, however, and have all of the responsibilities of membership in the System. If at any time during this period, the NSLS Board of Directors determines that the library is not making sufficient progress toward the goal of meeting the minimum standards of full membership, the institution's developmental membership may be terminated.

If all requirements have not been met within five years from the date of membership, the Board may renew the subject library's membership for an additional year.

11. The North Suburban Library System Board of Directors shall, approve applications from organizations for affiliate status in NSLS unless there is substantial reason for denying the application. Such affiliate organizations of NSLS shall:

- a. Be an organization that shares some aspect of vision or services with NSLS.
- b. Offer services or value to NSLS and/or be willing to compensate for services or value received.
- c. Receive services from NSLS.
- d. Not be an established library in Illinois
- e. Follow all applicable policies and procedures related to any services received.
- f. Affiliate members may or not be physically located within the boundaries of NSLS. Affiliate members will not appoint representatives and, therefore will not serve on the NSLS Board of Directors.

Amended: September 27, 2004