

RAILS System Membership Standards  
Glossary of terms

**Academic library:** “Library or libraries of an institution of education beyond the secondary level that is recognized by the Illinois Board of Higher Education as either an Illinois academic institution or an out-of-state academic institution with a physical presence in Illinois.” [PART 3030 THE ILLINOIS LIBRARY SYSTEM ACT SECTION 3030.110 DEFINITIONS](#)

**Accomplished:** Library that meets and exceeds the membership criteria outlined in the core membership category. The library is capable and efficient in meeting the needs of the identified community served. Accomplished library members have the opportunity to make progress on the pathway to excellence to meet the membership criteria outlined in the exemplary category.

**ACRL:** Association of College and Research Libraries, a division of the American Library Association.

**ADA:** Americans with Disabilities Act

**AISLE:** Association of Illinois School Library Educators.

**ALA:** American Library Association

**Capital budget:** Major expenditures for tangible assets such as new or remodeled library buildings, extensive technology upgrades, or the purchase of expensive equipment or furnishings. Special fundraising efforts or municipal borrowing may be required.

**Circulation:** The process of checking books and other materials in and out of a library. Also refers to the total number of items checked out by library borrowers over a designated period of time and to the number of times a given item is checked out during a fixed period of time, usually one year. In public libraries, low circulation is an important criterion for weeding items from the collection. Books for which circulation is anticipated to be high may be ordered in multiple copies to satisfy demand or given a more durable binding to withstand heavy use. Some integrated library systems provide circulation statistics by classification and material type for use in collection development. Circulation is a fundamental service.

**Collections:** The total accumulation of books and other materials owned by a library, cataloged and arranged for ease of access, often consisting of several smaller collections (reference, circulating books, serials, government documents, rare books special collections, etc.).

**Consortium (consortia, plural):** An agreement, combination, or group (of libraries) formed to undertake an enterprise beyond the resources of any one member. Services provided by library consortia vary, but often include cooperative purchasing, shared software, shared collections, and/or training. A library may choose to participate in more than one consortium to take advantage of different services.

**Continuing education hours:** Education provided for adults after they have left the formal education system, consisting typically of workshops or short courses. In libraries, continuing education provides ongoing or specialized training for library staff so that they remain up to date in their skills and aware of trends.

**Core:** Library that meets the membership criteria to qualify as a full system member at the core membership level. Library operates at the essential yet basic membership criteria level in meeting the needs of the identified community served. Core library members have the opportunity to make progress

on the pathway to excellence to meet the membership criteria outlined in the accomplished and exemplary categories.

**Customer:** Recipient of a good or a service of a particular type of library.

**Discovery layer or system:** A single interface, providing integrated access to the multiple information resources (catalogs, publishers' e-book and e-journal collections, subscription databases, archival collections) to which a library has rights. Discovery systems use consolidated subject indexing and metadata. Search results are generally deduped and relevance ranked (examples: Find More Illinois, EBSCO Discovery Service, Ex Libris Primo).

**Exemplary:** Library that exceeds the membership criteria outlined in the core and accomplished membership categories. The library strategically anticipates the needs of the identified community served and continually develops services, collections and programs to meet these changing needs. Exemplary library members serve as models of the pathway to excellence for meeting the membership criteria outlined in the core and accomplished categories.

**ESSA:** The Every Student Succeeds Act: replaced and updates No Child Left Behind Act (NCLB).

**Governing authority:** "Body or individual that has the legal authority to enter into contracts on behalf of the institution desiring to become a member of a library system." PART 3030 THE ILLINOIS LIBRARY SYSTEM ACT SECTION 3030.110 DEFINITIONS

**HSLI:** Health Science Librarians of Illinois

**IACRL:** Illinois Association of College & Research Libraries

**ILA:** Illinois Library Association

**ILLINET (Illinois Library and Information Network):** A collective term for all academic, public, school, and special libraries belonging to an Illinois library system.

**ILLINET Interlibrary Loan Code:** The ILL Code, approved by the Illinois State Library (ISL) Advisory Committee, endorsed by the Illinois library systems, and adopted by the ISL, governs interlibrary loan policy within ILLINET. Revised in 2015, the ILL Code is based on the most current American Library Association (ALA) Interlibrary Loan Code for the United States.

**Illinois Library Laws and Rules:** Compilation reflecting all changes to laws affecting libraries passed by the Illinois General Assembly since the previous 2012 edition, including changes to administrative rules. Recommended for all library trustees, directors, and others charged with library administration and compliance.

**Illinois State Code:** The Illinois Compiled Statutes (ILCS) are a cumulative organization of Public Acts into a coherent framework.

**ILS or Integrated library system:** Multifunction library software that at a minimum tracks information on items owned, items checked out, and patrons, as well as providing a catalog for discovery of items

owned. Additional functionality, such as acquisitions or serials management, may be included. Also called a library management system (LMS).

**Intellectual freedom:** Rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. A publicly supported library provides free, equitable, and confidential access to information for all people of its community.

**ISBE:** Illinois State Board of Education

**Library administrator or director:** The employee who has overall responsibility for supervising the operations of a library or library system, including planning, budgeting, policymaking, personnel management, and program assessment. In public libraries, the library director is usually subject to the oversight of a board of trustees; in academic libraries, by a dean of academic affairs or provost.

**Library facility:** The physical structure housing a library, or part of a library, as distinct from the collections and equipment it contains, and the personnel who operate and maintain it. A library facility can be stand-alone or a multi-purpose structure of which the library is one of two or more components.

**Linking for Learning:** The professional guidelines published by the Illinois School Library Media Association. *Linking for Learning* focuses on the integration of information and technology into learning. *Linking for Learning* provides an implementation framework that emphasizes planning and assessment. <https://www.aisled.org/linking.htm>

**LLSAP:** Local Library System Automation Program, a term used by the Illinois State Library to identify library consortia that receive financial support from Illinois library systems.

**LMS:** Library management system. Multifunction library software that at a minimum tracks information on items owned, items checked out, and patrons, as well as providing a catalog for discovery of items owned. Additional functionality, such as acquisitions or serials management, may be included. Also called an integrated library system (ILS).

**Online presence:** The appearance of an organization on the World Wide Web.

**Operating budget:** A combination of known expenses, expected future costs, and forecasted income over the course of a year. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. For academic, school, and special libraries, some of these expenses may be included in the operating budget of the parent organization and not reflected in the library's budget.

**Public library:** "A tax-supported public library established by or as a governmental unit that is authorized to levy a tax for library purposes or supports the library at least in part from local tax revenues. Such a library is established by a city, village, incorporated town, township, county or library district under the Illinois Local Library Act [75 ILCS 5], the Village Library Act [75 ILCS 40], Division 5-38 of the Counties Code (Public County Library Service) [55 ILCS 5/Div. 5-38], the Village Library Conversion Act [75 ILCS 45],

the Library Property Sale Act [75 ILCS 55], and the Public Library District Act of 1991 [75 ILCS 16]. A library that receives no income from local tax sources but does receive ongoing income from other sources at least sufficient to qualify for per capita grants provided in Section 8.1 of the Act, and provides library service to the residents of a city, village, incorporated town, township or county through contractual agreement, may also be considered a public library.” PART 3030 THE ILLINOIS LIBRARY SYSTEM ACT SECTION 3030.110 DEFINITIONS

**Resource sharing** : “Making the collections of one library available to the patrons of another library efficiently and effectively. Resource sharing encompasses the technical capabilities, staff expertise and policies necessary to achieve that objective. Resource sharing incorporates activities related to automated discovery tools (including bibliographic library databases), collection management, bibliographic description, delivery, interlibrary loan, reciprocal access and reciprocal borrowing. Resource sharing is a core system service.” PART 3030 THE ILLINOIS LIBRARY SYSTEM ACT SECTION 3030.110 DEFINITIONS

**Resources**: A stock or supply of money, materials, staff, and other assets that can be drawn on by a person or organization in order to function effectively.

**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.” PART 3030 THE ILLINOIS LIBRARY SYSTEM ACT SECTION 3030.110 DEFINITIONS

**School library information specialist**: A librarian trained to deliver library services to students in a school library media center on a walk-in basis or at the request of the classroom teacher. In addition to managing daily operations, the library media specialist supports the curriculum through collection development, teaches research and library skills appropriate to grade level, assists students with reading selections appropriate to reading level, helps classroom teachers integrate library services and multimedia materials into instructional programs, establishes standards of behavior for the library, and assists students in developing information-seeking skills and habits needed for lifelong learning. Certification is required in many states. Synonymous with school librarian.

***Serving Our Public***: *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*

**SLA**: Special Libraries Association

**SLA-IL**: Special Libraries Association, Illinois chapter

**Special library**: “A library with a unique collection or specialized services recognized by the Illinois State Library that does not meet the definition of academic, public or school library.” PART 3030 THE ILLINOIS LIBRARY SYSTEM ACT SECTION 3030.110 DEFINITIONS

**Staff**: The entire group of paid employees responsible for the operation and management of a library or library system, including its director, librarians, paraprofessionals, technical assistants, clerical personnel, and pages or student assistants. In academic libraries at institutions that grant librarians faculty status, a distinction is usually made between faculty members and non-faculty staff. In other types of libraries, a distinction may be made between professionally trained librarians and support staff.

**Stewardship:** “Administration, management, control including [the] responsible use of resources” (*OED Online*, 2005). Stewardship implies mission, responsibility, integrity, trust, accountability, service, and preservation and sustainability for future use.

**Trustee:** A member of an appointed or elected board responsible for overseeing the growth and development of an organization, including long-range planning and policymaking, public relations, and fundraising. Public library trustees are usually library advocates but may sometimes be political appointees.

**Unserviced residents:** For public libraries: Nonresident “means an individual residing in Illinois who does not have his or her principal residence within a public library service area.” PART 3030 THE ILLINOIS LIBRARY SYSTEM ACT SECTION 3030.110 DEFINITIONS

**Virtual collection or digital collection:** A special collection with a focus on digital objects that can include text, visual material, audio material, video material, stored as electronic media formats (as opposed to print, microform, or other media), along with means for organizing, storing, and retrieving the files and media contained in the library collection.

**Weeding:** The removal of materials (books, periodicals, encyclopedias, videos etc.) from a library collection in a planned and systematic way. The deselection process is an ongoing part of collection development, a deliberate and thoughtful activity that will keep the library current and vital.