

Questions on the RAILS Membership Standards Data Collection Form (FY 2019)

This sheet is to help you prepare to complete the online form on the <https://standards.railslibraries.info> website. Do not mail or email this document back to RAILS.

* Indicates pre-populated field. Change only if incorrect.

Page 1 (General Information)

Library *

Control_Branch Number *

Library Type *

Population Served by Library - Public libraries: please indicate the number of people that reside within the legal service area of your library. Academic, school and special libraries: indicate the number of people in your school or organization who are eligible to use the library.

Library Operating Budget - Answer this question about the amount of money used to run the library for a fiscal year. Do not include capital expenditures. Public libraries should use the "total operating expenditures" from your most recent IPLAR.

Name *, Email *, and Phone of person completing the form

Page 2 (Standards regarding the library collection)

Content and Collection Expenditures - In this section, we are looking for a complete picture of how much the library agency spends on providing print and electronic materials to users, how much the agency spends on shared collections (such as materials bought through a consortium or cooperative like eRead Illinois or an Overdrive consortium), how much the library spends on membership or participation in a consortium, shared catalog, resource sharing software such as Link In and bibliographic utility such as OCLC or Skyriver. For the purposes of this survey, the total amount of these elements will be the library's collection and content expenditures.

- **Owned/Licensed for Library's Own Use** - Enter the amount that the library agency spends on physical formats, plus the library's own electronic purchases/subscriptions (i.e. for the library's own cardholders). Public libraries may enter the "total collection expenditures" from your latest IPLAR.
- **Access to Shared Collections** - Enter the amount that the library agency spends on shared collections (such as materials bought through a consortium or cooperative like eRead Illinois or an Overdrive consortium).
- **Shared Catalog** - Enter the amount that the library agency spends on membership or participation in a shared catalog consortium (e.g., SWAN, I-Share, etc.).
- **ILL/Resource Sharing Utility/Software** - Enter the amount that the library agency spends on resource sharing software such as Link In or Find More Illinois, and on bibliographic utilities such as OCLC or Skyriver.

Statements to check box if true:

- **The collection provides materials in a variety of formats, for all ages and abilities served by the library**
- **The collection includes electronic formats**
- **The library conducts ongoing evaluation and weeding of the collection**
- **The library participates in resource sharing by making collections discoverable and available to other Illinois library system members**
- **The library has a formal policy on intellectual freedom**
- **The library has a formal policy on circulation/borrowing/use of materials**
- **The library has a formal policy on collection development and management**
- **The library abides by the Illinois Library Laws & Rules**
- **The library abides by the ILLINET Interlibrary Loan Code**
- **The library abides by the ALA Interlibrary Loan Code for the United States**
- **The library abides by the RAILS Resource Sharing Plan**

Page 3 (Standards regarding customers)

This standard would be applied to the library's parent organization where applicable.

Policies can be individual – such as circulation policy, reference policy, etc. – or one general policy that applies to customer service across the library.

Statements to check box if true:

- **The library has policies that ensure consistent, courteous, and equitable customer service**
- **The library complies with ADA and has policies for reasonable accommodations to provide access to persons with disabilities**
- **The library uses processes to regularly gather input from the community on customer service needs and customer satisfaction**

Page 4 (Standards regarding facilities)

The facilities standard provides that a library is located in a facility that is designed for library purposes, follows all applicable codes, and is responsive to the needs of its customers.

Statements to check box if true:

- **The library facility provides sufficient, clean physical space**
- **The library facility is safe and secure**
- **The library facility has appropriate furnishings and equipment**
- **The library facility is compliant with all applicable local, state, and federal requirements (to the best of the library administrator's knowledge)**
- **The library facility provides internet access**
- **The library facility has convenient hours for all types of users**

Library Hours – You will be asked to check a box to indicate that the library is open a specified number of hours each week (conditional on library type and – for public libraries – population served). Public libraries may also be presented with checkboxes regarding morning, afternoon, evening, and weekend hours.

If your library has more than one branch, building or physical location of any kind, please complete this survey using agency-wide numbers.

For counting hours with multiple locations, count hours that are different in each location. For example, if branch A is open 9 to 5 Monday through Friday, and branch B is open 9 to 5 Saturday and Sunday, you should count all seven days for 56 hours. If branch A and B are open the same hours Monday through Friday 9 to 5, only count them once for 40 hours.

Use the hours that your library agency is open during a typical week between Labor Day and Memorial Day.

Page 5 (Standards regarding funding)

The funding standard requires that a library practice responsible budgeting which supports the services and resources required by its customers.

For public libraries, answer these questions for library agency, not individual branches. For school libraries, answer questions for the school district. For special and academic libraries, answer questions institution-wide for libraries and not the entire governing organization.

Statements to check box if true:

- **The library budget provides appropriate financial support for the library to meet other relevant system membership standards**
- **The library has adequate, dedicated funding to provide services and resources that meet the reasonable expectations of library customers**
- **The library has an annual budget approved by the governing authority (library board, parent organization administration, etc.)**
- **The library practices good stewardship and is accountable to its funders through regular budget monitoring, evaluation, and reporting**

Page 6 (Standards regarding professional leadership and training)

The professional leadership and training standard sets specific educational benchmarks for the library director based on population size or library type. These requirements ensure a minimum understanding of core library principles.

When we begin implementation of the new system membership standards, all incumbent library directors will be considered to be in compliance with the core professional leadership and training standard.

Statements to check box if true:

- **Library staff are trained in the library's mission, services, and policies**
- **The library has a permanent paid administrator**

Which of the following best describes the library administrator?

- The library administrator is a first-time library director who has been in the position for less than 2 years
- The library administrator is an experienced library director

Does the library administrator have a Master's degree in library science?

Conditional items, depending on library type and/or answers to the above:

- **The library administrator has attended Directors University or the Small Public Library Management Institute** (if public library)
- **The library administrator attended at least 6 hours of professional training during the past year** (if “experienced library director”)
- **The library administrator has a valid Illinois teaching certificate** (if school library)
- **Does the library administrator meet the requirements of the applicable accrediting body or professional association standards?** (if academic or special library, and no MLS)
- **Topics for which the library administrator has received training** (if no MLS) – checkboxes for topics include Budgeting and Finance, Cataloging, Collection Development, Human Resources, Intellectual Freedom, Reference and Information Services

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