

LIBRAS Administrative Handbook  
Revised May 2006

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# **LIBRAS Administrative Handbook**

(revised May, 2006)

**Purpose:** The LIBRAS Administrative Handbook serves as a means for sharing with the membership the policies that govern the workings of the organization which are not specified in the by-laws. This handbook will also serve as the repository for forms which need to be completed in the conduct of LIBRAS business.

# **General Policies**

## **Conduct of Business**

LIBRAS libraries may be reimbursed for postage and photocopy costs incurred in the conduct of LIBRAS business. Submit a check request form with the invoice to the LIBRAS Treasurer. The funds are to come from the Miscellaneous Budget. (Revised 4/27/04)

## **Honoraria**

An honorarium of an appropriate amount should be given to NON-LIBRAS speakers as an acknowledgment of thanks. Out-of-town speakers also will be reimbursed for transportation and lodging when necessary. The funds are to come from the Program Budget. (Revised 5/8/96)

## Travel and Reimbursement Expenditures

1. Authorization for travel must be obtained from the LIBRAS Executive Committee prior to travel. The Executive Committee must have the completed Travel Claim/Request form before processing any travel advance or claim. The Travel Claim, together with required receipts, is submitted to the LIBRAS Treasurer.
2. Receipts are necessary for all expenditures exceeding \$7.00, except for meals. In the absence of required receipts, reimbursement will be authorized at the rate of \$25.00/diem.
3. The Executive Committee will determine what constitutes a "reasonable amount" for each travel request.

## Allowable Travel Expenses

1. **AIR TRAVEL.** Air travel should be by coach. Whenever possible, regular bus service should be used instead of limousine, taxi, or taxi rides shared. Round-trip mileage at the prevailing government rate for use on one's personal car from home to airport and return is allowable, as are tolls incurred (itemize) and airport parking fees (attach receipts).
2. **RENTAL CARS.** Sub-compact economy models must be used unless four or more people are traveling together. Receipts are necessary.
3. **PRIVATE AUTOMOBILES.** Reimbursement is at the prevailing government rate per mile, plus tolls (the latter should be itemized). In no case may automobile mileage reimbursement exceed the cost of coach air transportation to the same destination.
4. **LODGING.** Reimbursement is at the single standard room rate (at the prevailing federal rate) and receipts are necessary. Use of dormitories, room sharing and the like are encouraged when feasible as a means of controlling costs.
5. **MEALS.** LIBRAS will reimburse for the reasonable costs of meals, plus gratuities and applicable taxes, but not for liquor. Actual costs of meals up to a maximum of \$25.00 per day are allowable and may be reimbursed, with lower costs expected on many occasions. When a meal is scheduled as a part of a conference and has been paid for in the conference registration, meals eaten elsewhere cannot be reimbursed.
6. **OTHER ALLOWABLE EXPENSES.** Also allowable as itemized are charges for baggage handling, tips, local transportation and parking, phone calls on LIBRAS business, and conference registration and materials. Receipts are necessary for all expenditures listed on this sheet as requiring receipts plus all other expenditures greater than \$7.00, except meals.

## **NON-ALLOWABLE EXPENSES**

Reimbursements will not be made for laundry and valet services, travel insurance, traffic violations, or for expenses of spouses, dependents, or friends accompanying the traveler. LIBRAS will reimburse only for the time spent directly on LIBRAS business; if a person arrives at a destination earlier or departs later than necessary for such business, it is assumed that the time is for personal benefit and is not to be reimbursed.

## TRAVEL REQUEST/CLAIM FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

LIBRAS Institution: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Name and address of sponsoring organization: \_\_\_\_\_

Describe how this activity will benefit LIBRAS members?

### Expenses:

**Estimated  
expenses**

**Actual  
expenses<sup>1</sup>**

Registration/Fees: \$ \_\_\_\_\_  
Travel (Air, Car, Other): \$ \_\_\_\_\_  
Lodging (\_\_\_\_ nights): \$ \_\_\_\_\_  
Meals: \$ \_\_\_\_\_  
Other Expenses: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

### LIBRAS Use Only

Amount approved: \_\_\_\_\_

Date approved: \_\_\_\_\_

Receipts received: \_\_\_\_\_

Report received: \_\_\_\_\_

Applicant paid: \_\_\_\_\_

Payment amount: \_\_\_\_\_

<sup>1</sup> Receipts must be submitted to the LIBRAS Treasurer within 30 days of the event's conclusion. Please include a copy of the approved application with the receipts.

## LIBRAS PURCHASE REQUISITION

P.O. Number
Date
College
Address
College Contact
Telephone

Please purchase the following:

Quantity	Stock #	Description	Price Each	Total Price
		Estimated Total		

When exact prices are calculated by the group purchasing rate, the LIBRAS Treasurer will send you a Cooperative Purchasing Agreement for your signature before orders will be placed.

Approved by \_\_\_\_\_  
(College Library Budget Authority)

Payment is due to the LIBRAS Treasury within 30 days of receipt of goods by LIBRAS

APPROVED BY \_\_\_\_\_  
(LIBRAS Treasurer)

# LIBRAS CHECK REQUEST

As an officer or committee member of LIBRAS you may incur expenses on behalf of LIBRAS. To obtain reimbursement from the Treasurer for these expenses, please make a copy of the attached form and complete all the information requested. An authorizing signature should be obtained before submitting the request to the Treasurer. Documentation (e.g. receipts) should be attached.

## LIBRAS CHECK REQUEST

DATE \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IN PAYMENT OF

FUND NAME

AMOUNT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL CHECK

\$ \_\_\_\_\_

Person Issuing Request:

\_\_\_\_\_

APPROVED BY

\_\_\_\_\_

Committee Chairperson or Officer

PLEASE ATTACH INVOICE OR SUPPORTING DOCUMENTS

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## MELVIN R. GEORGE AWARD GUIDELINES

**BACKGROUND** In December 1992, the LIBRAS membership established the Melvin R. George Award. The Award honors Melvin R. George, second president of LIBRAS. He along with the other LIBRAS founding directors, by their example, have made a significant contribution to the development of interlibrary cooperation. The award consists of a certificate of recognition, and a plaque which will be arranged by the president. The president will initiate requests to the membership for annual nominations in September of each year. Guidelines for the nomination and selection of each year's recipient follow.

**PURPOSE:** To honor Melvin R. George and other LIBRAS founders who, by their example, have made a significant contribution to the development of interlibrary cooperation through the establishment of LIBRAS.

**RECIPIENT:** The award is given annually at the Annual Meeting to a LIBRAS library, librarian, or other individual currently or previously affiliated with LIBRAS who has made a significant contribution within LIBRAS to library service with special emphasis on library cooperation. A recipient can only receive the award once. (Revised 3/2003)

### SELECTION CRITERIA

- Active involvement in LIBRAS, evidenced by attendance at meetings, participation in committees, or other support for LIBRAS.
- Positive contributions to interlibrary cooperation.
- Positive influence on library colleagues, support staff and the academic community.
- Notable leadership, both in LIBRAS and the library community at large.
- Supportive concern for new members of the profession.

### SELECTION PROCESS:

Anyone within LIBRAS may nominate one candidate per year for this award. Self-nominations will not be accepted. If no nominee seems worthy of recognition in a specific year, the award will not be given. (Revised 3/2003)

The nomination must be submitted on the "Nomination for Recognition" form to the President of LIBRAS by February 1. The nominator must address the first three criteria listed on the form, plus at least one other, to allow for an informed selection recommendation. Supportive evidence (no more than two pages) may accompany the form. Supportive evidence might include, but is not limited to, course syllabi, program handouts, citations to published works, news articles, or other evidence of activity in academic, civic, or cultural organizations. (Revised 3/2003)

The President of LIBRAS will appoint an Award Committee to select the recipient of the Melvin R. George Award. No individual nominated for the award may be on the Award Committee. The President will make public the names of the individuals on the Award Committee.

The Award Committee will be responsible for asking each nominee to complete the "Nomination for Recognition" form. After the Award Committee has made their selection, they will submit the name of the recipient to the President of LIBRAS, who will then inform that individual of the award.

**FUNDING:** One percent of the LIBRAS annual membership fees will be used to fund the Melvin R. George Award. (5/96)

**MELVIN R. GEORGE AWARD  
NOMINATION FOR RECOGNITION**

**NAME OF NOMINEE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**AFFILIATION OF NOMINEE** \_\_\_\_\_

**NAME OF NOMINATOR** \_\_\_\_\_

**AFFILIATION OF NOMINATOR** \_\_\_\_\_

Please address the first three criteria plus at least one other criterion in sufficient detail. Supportive evidence may be attached (no more than two pages). Submit this form to the LIBRAS president not later than February 1.

**ACTIVE INVOLVEMENT IN LIBRAS, EVIDENCED BY ATTENDANCE AT MEETINGS,  
PARTICIPATION IN COMMITTEES, OR OTHER SUPPORT FOR LIBRAS:**

**POSITIVE CONTRIBUTIONS TO INTERLIBRARY COOPERATION:**

**POSITIVE INFLUENCE ON LIBRARY COLLEAGUES, SUPPORT STAFF AND THE  
ACADEMIC COMMUNITY :**

**NOTABLE LEADERSHIP, BOTH IN LIBRAS AND THE LIBRARY COMMUNITY AT LARGE :**

**SUPPORTIVE CONCERN FOR NEW MEMBERS OF THE PROFESSION:**

**OTHER SUPPORTIVE EVIDENCE (TO BE ATTACHED).**

## **SPECIFIC OFFICE POLICIES**

Contained here are policies specific to the Executive Offices which are not enumerated in the LIBRAS By-laws. The LIBRAS Officers' Handbook provides a detailed discussion for the procedures used in executing the policies. The policies set forth in the by-laws and the administrative handbook supercede the practices set forth in the officers' handbook.

### **PRESIDENT**

1. **QUORUM.** As presiding officer at business meetings, the President will establish whether a quorum is present, as stated in the Bylaws, Article V, Section 1.
2. **ELECTIONS.** As presiding officer at business meetings, the President will run elections with the assistance of the Communications Director (in the preparations of ballots) and the Nominating Committee (in the preparation of a slate of candidates).
3. **PAPERS.** At the end of the fiscal year the president will determine which papers are necessary for the continued performance as President. Those papers deemed no longer necessary shall be turned over to the Archivist.

### **VICE-PRESIDENT/PRESIDENT ELECT**

1. **PROGRAMS.** The Vice-President/President Elect shall be responsible for planning programs for the entire LIBRAS membership.
2. **PAPERS.** At the end of the fiscal year the vice-president will determine which papers are necessary for the continued performance as Vice-President/President Elect. Those papers deemed no longer necessary shall be turned over to the Archivist.

### **SECRETARY**

1. **MINUTES.** Distribution of Executive Committee minutes shall be to members of the Executive Committee only.
2. **PAPERS.** At the end of the fiscal year the secretary will determine which papers (i.e. minutes, correspondence, etc.) are necessary for the continued performance as Secretary. Those papers deemed no longer necessary shall be turned over to the Archivist.
3. **HANDBOOK.** The Secretary will notify the Communications Director in writing whenever any changes in LIBRAS administrative policy are made by the Executive Committee or the membership.

### **TREASURER**

1. **DUES.** Membership dues for new members shall be pro-rated based on the date of entry.
2. **RECORDS.** The Treasurer shall determine which records should be kept on file and for what period of time. Records that have lost their legal timeliness and importance should be sent to the Archivist.

## **COMMUNICATIONS DIRECTOR**

1. **ELECTIONS.** The Communications Director will prepare the ballot, based on the assistance of the Nominating Committee. A list of eligible voters should be kept and updated based on information supplied to the Communications Director by each Director. This list may also be used to help the President determine the presence of a quorum.

# LIBRAS CONTINUING EDUCATION PROGRAM GUIDELINES

## **Purpose:**

To provide partial financial support in order to further the professional development of LIBRAS library staff, both full and part-time but excluding student workers, so that benefits will accrue not only to the individual and his/her library but also to LIBRAS.

## **Types of Activities Covered and Funding Levels:**

The program covers, but is not limited to, the following activities (if a particular activity is scheduled for several locations, the nearest location must be chosen):

### **Category A**

Attendance at conferences that cover subjects of relevance to the operations of academic libraries -- specifically ACRL, IACRL, ILA, LOEX and ALA (annual conference only). The Executive Committee and the Past President/Continuing Education Coordinator will consider multiple requests for funding from each member institution.

- LIBRAS will pay the registration, only at the early bird rate, for anyone who is eligible.

### **Category B**

Attendance at pre-conferences, conferences and workshops of specialized interest that are not sponsored by LIBRAS. Ordinarily, only one person per library will be funded for a given event in this category.

- For any conference, or workshop, where the registration is less than \$50.00 and where LIBRAS funded travel, lodging, and meals are not necessary, LIBRAS will fund the entire registration fee.
- For any pre-conference, conference, or workshop where the registration is more than \$50.00 and where travel, meals and/or lodging is necessary, LIBRAS will fund up to half the total to a maximum of \$500.00. (Refer to the Travel and Reimbursement Policy in the Administrative Handbook for further details regarding travel and lodging.)

### **Category C**

Online continuing education courses that cannot be counted toward a degree.

- LIBRAS will pay up to half of the registration fee to a maximum of \$500.00 for online continuing education courses.

**Eligibility:**

- All LIBRAS staff members, full and part-time but excluding student workers, are eligible to apply. The applicant must have direct job responsibility for the subject area covered by the activity.
- Each year, a LIBRAS staff member may apply for funding for more than one continuing education activity; however, the requests may or may not be funded depending on the availability of funds.
- The LIBRAS Executive Committee will attempt to distribute continuing education funds in an equitable manner among the member institutions.

**Accountability:****Category A**

- The recipient is required to submit final receipts and a one-two page written report on the content of his/her continuing education experience to the LIBRAS Past President/Continuing Education Coordinator within 30 days after the conclusion of the continuing education activity funded by LIBRAS. This report will be shared with all LIBRAS members on the LIBRAS website and will be filed with the original application as an official LIBRAS document.
- Failure to submit this report within the 30 day period will mean forfeiture of reimbursement funds from LIBRAS for this continuing education activity and will prevent any future funding of continuing education requests from LIBRAS to that individual.

**Category B**

- Proof of conference registration and a one-two page written report on the content of his/her continuing education experience must be submitted to the LIBRAS Past President/Continuing Education Coordinator within 30 days after the conclusion of the continuing education activity funded by LIBRAS. This report will be shared with all LIBRAS members on the LIBRAS website and will be filed with the original application as an official LIBRAS document.
- Failure to submit this report within the 30 day period will mean that the registration fee must be refunded to LIBRAS for this conference and will prevent any future funding of continuing education requests from LIBRAS to that individual.

**Category C**

- Proof of course completion and a one-two page written report on the content of his/her continuing education experience must be submitted to the LIBRAS Past President/Continuing Education Coordinator within 30 days after the conclusion of the continuing education activity funded by LIBRAS. This report will be shared with all LIBRAS members on the LIBRAS website and will be filed with the original application as an official LIBRAS document.
- Failure to submit this report within the 30 day period will mean that the tuition fee must be refunded to LIBRAS for this online course and will prevent any future funding of continuing education requests from LIBRAS to that individual.

Additionally, for any continuing education activity, the LIBRAS Executive Committee may ask any recipient to share his/her experience with other LIBRAS members if the content of the funded activity would be beneficial to the rest of the membership. This sharing may include, but is not limited to, a presentation at any type of LIBRAS meeting.

**Application and Notification:**

- Submit a completed application, approved by the applicant's director, together with a brochure or description of the activity to the Past President/Continuing Education Coordinator.
- Members may apply for LIBRAS Continuing Education funds at any time prior to the requested event or activity.
- Members may not apply for LIBRAS Continuing Education funds after an event or activity.
- The LIBRAS Executive Committee will approve or deny the request, determine what constitutes a "reasonable amount" of funding, and notify the applicant via email within 10 business days.

# LIBRAS

## Continuing Education Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

LIBRAS Institution: \_\_\_\_\_

Event Category (If selecting Category B, complete date and location of event, then skip to the signature section of the application.)

**A**     ACRL     IACRL     ILA     LOEX     ALA (annual only)

**B**     Pre-Conference, Conference, Workshop \_\_\_\_\_

**C**     Online Continuing Education Course: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Name and address of sponsoring organization: \_\_\_\_\_

Describe how this activity will benefit your library and other LIBRAS members. (Skip this section for category B.)

Have you received LIBRAS Continuing Education funds in the past?  Yes  No

List activities, dates, and any reports given:

Is your library willing to contribute monies toward this activity?  Yes  No    How much? \$ \_\_\_\_\_

Expenses:	Estimated expenses	Actual expenses	<b>LIBRAS Use Only</b>	
Registration/Fees: \$ _____	\$ _____	\$ _____	Amount approved: _____	_____
Travel (Air, Car, Other): \$ _____	\$ _____	\$ _____	Date approved: _____	_____
Lodging (_____ nights): \$ _____	\$ _____	\$ _____	Receipts received: _____	_____
Meals: \$ _____	\$ _____	\$ _____	Report received: _____	_____
Other Expenses: \$ _____	\$ _____	\$ _____	Applicant paid: _____	_____
<b>TOTAL:</b> \$ _____	\$ _____	\$ _____	Payment amount: _____	_____

**Signatures:**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

In signing this application, I agree to comply with the LIBRAS Continuing Education policies and procedures.

\_\_\_\_\_  
**Library Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Continuing Education Coordinator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Treasurer**

\_\_\_\_\_  
**Date**

# LIBRAS Professional Development Grant

**Purpose:**

To assist LIBRAS members in furthering their formal library education at the LTA, masters or doctoral level.

**Amount of Grant:**

\$750.00 paid to the grant recipient contingent on available funds

**Number of Grants:**

LIBRAS will award up to 2 grants per membership year

**How to Apply:**

Complete the attached application form and mail to the LIBRAS Past President/Continuing Education Coordinator (address can be found on the LIBRAS website).

**Deadline:**

August 15 of current calendar year

**Eligibility Requirements:**

- Currently employed by a LIBRAS library, either full or part-time
- Have approval of library director to apply for grant
- Acceptance into an LTA program, master's degree program of an American Library Association accredited graduate library school, or doctoral degree program of an American Library Association accredited graduate library school
- Compliance with the entrance requirements of the selected institution
- Have not received this LIBRAS grant previously for the same program

**Selection:**

- Candidates must make a written application on the attached form.
- Only those candidates whose completed applications (including all necessary supplementary material) meet the August 15 deadline will be considered.
- Each applicant will be notified of the action taken on the application within 30 days of its consideration by the LIBRAS Grant Review Committee.
- Final selection or rejection of the applicants rests with the LIBRAS Executive Committee.

**Conditions of Grant:**

- Must show proof of completion of coursework (i.e. copy of transcript)
- If, for any reason, the recipient is unable to complete the coursework, the recipient must refund the total amount of money received.

**Funding:**

Recipients can expect to receive their grant payment no later than October 15 of the membership year

**Application for LIBRAS Professional Development Grant**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LIBRAS Institution:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Type of Program:**            **LTA**                            **Masters**                            **Doctoral**

**Name of school you are entering:** \_\_\_\_\_

**Date of Entrance:** \_\_\_\_\_

**Anticipated Date of Graduation:** \_\_\_\_\_

**Date accepted by the above institution:** \_\_\_\_\_

**Are you presently enrolled? If yes, attach documentation.**            **Yes**                            **No**

Schools Attended

**High School:** \_\_\_\_\_ **Graduation Date:** \_\_\_\_\_

**Colleges:** \_\_\_\_\_

<b>Name of College</b>	<b>Location</b>	<b>Dates Attended</b>	<b>Degree(s)</b>
------------------------	-----------------	-----------------------	------------------

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* A copy of all college or university transcripts must be submitted to LIBRAS by August 15 of the membership year.**

**College Extracurricular Activities (include any offices held):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Administration of Grant**

- Completed grant applications are due to the Past President/Continuing Education Coordinator by the August 15<sup>th</sup> deadline to be considered for the award.
- The Past President will notify the LIBRAS President concerning the number of applications received.
- The President will form a committee to review the grant applications. The committee will consist of three members, who have not submitted an application. The committee will be equally divided among directors, librarians, and staff.
- The committee will review the grant applications selecting the two best applications to be submitted to the LIBRAS Executive Committee by September 8.
  - The Grant Review Committee should try to be equitable in terms of awarding the grants to all levels of scholarship (LTA, Masters, Doctoral).
  - The Grant Review Committee should try to be equitable in terms of distributing the award among the LIBRAS institutions.
- The LIBRAS Executive Committee will review the recommendations of the Grant Review Committee and make a final decision.
- The Past President will notify the applicants of the Executive Committee's decision no later than September 15.
- The Treasurer will remit payment no later than October 15.
- At the end of the course, the grant winner(s) must submit a copy of their transcript to the LIBRAS Past President to show proof of course completion.

## SERVICES

### Direct Borrowing

1. A student or faculty member from any LIBRAS library may use any other LIBRAS library and may check out materials provided he/she has a properly validated I.D. card and adheres to the regulations of the “lending library. Materials that are checked out via “Direct Borrowing” may be returned to any LIBRAS library. LIBRAS libraries that are members of ILCSO should use the direct borrowing features in Voyager to complete any borrowing transactions.
2. When materials are kept past the due date, the loaning library should send notices to the patron first and then to the school if the patron does not respond. After three (3) notices, the borrower’s library will assume the responsibility of getting back or paying for the overdue material. If any item is assumed lost, the borrower’s library will assume responsibility for the replacement or reimbursement of that item and then charge items to the patron’s account. For LIBRAS libraries that are also members of ILCSO, these guidelines supercede ILCSO rules for overdue or lost items.
3. Libraries may request a properly validated sample current I.D. card from other libraries for their record.

## **Interlibrary Loan**

Students and faculty from LIBRAS institutions may use resources at any LIBRAS library during regularly scheduled hours. Materials may be borrowed in person or requested through interlibrary loan. LIBRAS libraries provide free photocopies to member libraries.

### **INTERLIBRARY LOAN POLICY**

LIBRAS libraries are committed to the interlibrary loan of books and provision of photocopies to all member libraries in accordance with ALA guidelines; the Illinois Interlibrary Loan Code, July, 1988; and copyright law (Title 17, U.S. code). The following guidelines are designed to enhance interlibrary cooperation.

### **METHODS OF DELIVERY**

1. All requests may be sent by FAX.
2. Ariel is the preferred method of document delivery. If Ariel is unavailable, each lending library shall FAX articles of 10 pages or less to the borrowing library. The lending library shall decide if articles of more than 10 pages should be faxed, sent via ILDS or mailed.
3. Books are to be shipped via ILDS.

### **BORROWING/LENDING INEQUITIES**

Interlibrary Loan inequities involve periodical article lending inequities in terms of time and expense. While each library is committed to serving all libraries in LIBRAS, the goal is to minimize inequities by spreading out request to different libraries.

### **SPEED OF SERVICE**

1. Lending libraries shall initiate processing of requests within one working day of receipt and shall complete the transaction within three working days of receipt. (Illinois Interlibrary Loan Code, July 1988, II.3.)
2. The lending library shall notify the borrowing library within 2 working days if material is not being sent.

### **ACCURACY**

1. Materials requested shall be described as completely and accurately as possible, following accepted bibliographic practice. Verification shall utilize standard bibliographic tools and sources of verification shall be cited. (Illinois Interlibrary Loan Code, July 1988, III.2)
2. Requests must be typed or legibly printed in black ink.
3. OCLC, Worldcat, or the lending library's catalog must be checked to verify the lending library's volume holdings.

4. The lending library should send an article in its entirety even if only part of the article is cited unless the request specifically states otherwise.

## **PHOTOCOPY QUALITY**

1. If copy quality is poor, it should be sent via ILDS or mailed rather than faxed. The borrowing library should be notified if the decision is to mail.
2. If copy quality is poor, the lending library should write “best copy available” on the photocopy.

## **ACCOUNTABILITY**

Accountability is to the LIBRAS Executive Committee. Violations of these guidelines should be reported to the Executive Committee who will arbitrate the issue. During alternate years, the Circulation/ILL SIG should review, and, if necessary, revise these guidelines.

## **PROCEDURES**

### **BOOK AND PERIODICAL INTERLIBRARY LOANS**

For LIBRAS libraries who are not members of ILCSSO, each institution may use its own FAX form providing all information specified in the policies. Many LIBRAS libraries FAX a copy of their local interlibrary loan forms, or an ALA form.

## **Microfiche Duplication Services**

LIBRAS has purchased and installed a microfiche copier at Concordia University for LIBRAS use. The following procedures are in effect.

1. Orders for ERIC fiche may be placed by fax between 9:00 a.m. and 4:00 p.m.
2. When placing an order FAX (708) 209-3175 with the following information: ED number, the name of the requesting library and that the order is for microfiche duplicate copies.
3. Orders received are usually processed within 2 working days and are mailed to the requesting library.
4. Questions about orders or the service can be directed to (708) 209-3057

## **COLLECTIONS**

### **Archives**

The LIBRAS Archives are administrated at North Park University and are open to the public for research. These records include annual reports, meeting minutes, correspondence files, directories/handbooks, membership files, financial records, and copies of promotional material. The records date from the year of formation, 1965. Please contact the archives for specific information on the contents of this collection.

Researchers are welcome to consult the records on-site at North Park University by appointment with the Director of Archives and Special Collections. Additions to the collection are accepted by North Park based on schedules and by pre-arranged appointments. For all questions regarding deposit or to make a research appointment, please contact the Director of Archives and Special Collections at North Park University.  
(773) 244-6224

# SHAKESPEARE VIDEOTAPES

LIBRAS has purchased thirty-seven PBS Shakespeare videotapes for use by LIBRAS members. Formerly housed by SAVS, these tapes are now housed by Concordia University. The Concordia Educational Technology Center handles the booking schedule.

1. When placing an order, call the Educational Technology Center at (708) 209-3055 (or leave a complete voice mail message). Orders by FAX are also accepted at (708) 209-3175. Specify the name of the requesting library. Use the order # listed below, and the videotape title, to request a tape; specify show date.
2. The Center can confirm by phone whether your booking dates are available when you call.
3. Orders are sent via ILDS. If you wish to use an alternative shipping method, please arrange to reimburse Concordia for shipping costs. Make checks payable to Concordia University - Klinck Memorial Library.

This is a list of LIBRAS-owned PBS Shakespeare videotapes and their corresponding order numbers:

#1	Midsummer Night's Dream	#20	Much Ado About Nothing
#2	All's Well that Ends Well	#21	Othello
#3	Antony and Cleopatra	#22	Pericles
#4	As you Like It	#23	Richard II
#5	Coriolanus	#24	Richard III
#6	Cymbeline	#25	Romeo and Juliet
#7	Hamlet	#26	The Comedy of Errors
#8	Henry IV, Part I	#27	Merchant of Venice
#9	Henry IV, Part II	#28	The Merry Wives of Windsor
#10	Henry V	#29	The Taming of the Shrew
#11	Henry VI, Part I	#30	The Tempest
#12	Henry VI, Part II	#31	Timon of Athens
#13	Henry VI, Part III	#32	Titus Andronicus
#14	Henry VIII	#33	Troilus and Cressida
#15	Julius Caesar	#34	Twelfth Night
#16	King Lear	#35	Troilus and Cressida
#17	Love's Labour's Lost	#36	The Winter's Tale
#18	Macbeth	#37	King John
#19	Measure for Measure		

# DEACCESSION GUIDELINES

The underlying philosophy of these de-accessioning guidelines is the strong community spirit of LIBRAS libraries, which allows us to "share the wealth" as a benefit of membership in the organization. The guidelines are designed to assist LIBRAS member libraries in developing de-accessioning strategies that will effectively allow them to reach their individual goals without weakening the overall collection strength of the LIBRAS community.

These guidelines are intended for major de-accessioning projects. Individual libraries retain the right to make decisions about weeding older editions of books when newer editions arrive, discarding materials that are damaged or of questionable physical quality, or discarding audio-visual materials when there is no easy access to equipment needed to use them.

Items of potential scholarly value should be checked on OCLC to make sure that the library is not the sole lending owner in the State of Illinois. Unique bibliographic items, whenever possible, should remain in the collection. If unique items must be discarded, every effort should be made to find another LIBRAS library that would provide a suitable home for the material.

Familiarity with member library collection development goals through sharing of policy statements, library visits, and other modes of communication will facilitate relocation opportunities for discarded but valuable materials from one LIBRAS library to another.

Runs of unique and scholarly periodical titles are of particular concern when weeding. If a library must discard such periodicals, every effort should be made to give them to another LIBRAS library to keep the title available to the membership as a whole.

Notice of collections of materials under consideration for deaccessioning should be published in LIBRAS Lines, the LIBRAS Serials SIG discussion list, LIBRASer, and the Technical Services SIG discussion list, TechSig-L. Material should be made available for three (3) weeks. After three weeks, if no library as asked for the material, it may be discarded. Canceled serial titles are updated in SILO and the local OPAC.