

# LONG ISLAND LIBRARY RESOURCES COUNCIL

Melville Library Building, Suite E5310

Stony Brook, NY 11794-3399

631- 632-6650

Fax: 631-632-6662

E-mail: director@lilrc.org

## MEMBERSHIP APPLICATION FORM

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Date \_\_\_\_\_

**I. ORGANIZATION** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

\_\_\_\_\_ **Fax** \_\_\_\_\_

\_\_\_\_\_ **E-mail** \_\_\_\_\_

**Library or Organization Director** \_\_\_\_\_

**Voting Representative & Title** \_\_\_\_\_

(If different from above)

**Head of Reference Department** \_\_\_\_\_

### Dues based on the following information:

Please indicate your library or membership unit's total annual operating expenditures, including salaries, materials, and other expenses:

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

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II. **Does organization maintain an organized library?** \_\_\_\_\_

Number of volumes held \_\_\_\_\_

Number of periodical titles currently received \_\_\_\_\_

Number of non-periodical titles currently received \_\_\_\_\_

Annual expenditures for library materials in the last fiscal year \_\_\_\_\_

Annual total library operative expenditures \_\_\_\_\_

Library Staff: Number of professionally trained librarians \_\_\_\_\_

Number of non-professional staff \_\_\_\_\_

Service: Number of hours library is open \_\_\_\_\_

Is library open to public? \_\_\_\_\_

State how proposed member will improve library resources available to research community in the area of the system\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe proposed member's user clientele who will benefit from improved reference and research services\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Must be completed

**LILRC Membership Application Form**  
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III. **Check all statements below which indicate the access any LILRC member institution may have to your library's collection:**

- \_\_\_\_\_ Interlibrary Loan
- \_\_\_\_\_ In library use, no circulation \_\_\_\_\_ appointment required
- \_\_\_\_\_ Circulation through Research Loan Program (RLP)\*

\*See attached

IV. **Research Loan Program Participation**

Subject note, if any, should read (see RLP Procedures):

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Is appointment required? \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

V. **FEE**

See Membership Fact Sheet

VI. **Names to be added to the LILRC mailing list:**

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## LILRC Membership Fact Sheet

**Background** The Long Island Library Resources Council (LILRC) is chartered by the New York State Board of Regents. The Council received its absolute charter in 1971 as the Reference and Research Library Resources Agency (3R's Council) for Nassau and Suffolk counties. A multi-type library system of over 160 institutions, LILRC has a membership which includes county public library systems, public libraries, colleges and universities, school library systems, school libraries, research institutes, hospital libraries, corporate and legal libraries, and other special libraries.

The Council serves as agent for state administered programs such as Coordinated Collection Development, Hospital Library Services, and Regional Bibliographic Database and Interlibrary Resource Sharing (regional automation).

**Eligibility** Membership in LILRC is open to any institution that can demonstrate a need to provide improved reference and research services to its users and/or can demonstrate how it can contribute to the improvement of library resources presently available.

**Dues** See attached dues schedule.

**Interlibrary Loan** A basic operating service of LILRC is the interlibrary loan location and delivery service. Materials not located in Nassau and Suffolk counties are sought through the New York State Library Interlibrary Loan Network (NYSILL) and beyond, for an overall fill rate exceeding 94%. Processing requests and receiving materials is greatly enhanced by electronic access to such services as OCLC, DOCLINE, and the British Library Document Supply Centre. Interlibrary Loan service is free to all member libraries.

**Research Loan Program** See attachment.

**Group Purchasing Program** See attachment.

**Committees** Council committees are composed of staff of member libraries who serve in areas of interest to themselves and to their institutions. Standing committees include: Conservation & Preservation, Documentary Heritage, Government Information, Legislative, Regional Automation, Resource Sharing, Services to Health Science Libraries, and Serials. Committee members are appointed by the President of the Board of Trustees; members are urged to recommend suitable additions to the committees.

**Publications** The LILRC Newsletter, together with Healthline and DHP News, appear six times yearly.

**Digitization** May participate in Regional Digitization Program.

**Free Webmail Account**

**Free Website Hosting**

*Rev. 01/24/07*

## DUES SCHEDULE

At the LILRC Board meeting on March 16, 2006, on a **motion** by J. Franzen, seconded by J. Thresher, it was unanimously agreed to propose the following dues schedule which will include three categories:

1. Public and School
2. Historical societies and museums
3. All other members

### **PUBLIC AND SCHOOL LIBRARIES**

<b>Annual operating expenditures of membership units (salaries, materials and other expenses)</b>	<b>2007</b>	<b>2008</b>
Under \$50,000	\$110	\$120
Between \$50,000 and \$499,999	\$220	\$240
Between \$500,000 and \$799,999	\$440	\$480
\$800,000 and over	\$660	\$720

### **HISTORICAL SOCIETIES AND MUSEUMS**

	<b>2007</b>	<b>2008</b>
All	\$50	\$50

### **ALL OTHER MEMBERS**

<b>Annual operating expenditures of membership units (salaries, materials and other expenses)</b>	<b>2007</b>	<b>2008</b>
Under \$50,000	\$165	\$180
Between \$50,000 and \$99,999	\$275	\$300
Between \$100,000 and \$249,999	\$440	\$480
Between \$250,000 and \$499,999	\$605	\$660
Between \$500,000 and \$749,999	\$825	\$900
Between \$750,000 and \$999,999	\$1,100	\$1,200
Between \$1,000,000 and \$1,999,999	\$1,650	\$1,800
\$2,000,000 and over	\$2,200	\$2,400

# LILRC

## Research Loan Program (RLP)

### 1. What is the Research Loan Program?

The Research Loan Program (RLP) enables a library which belongs to the Long Island Library Resources Council (LILRC) to refer a qualified library user to borrow books from another LILRC member library which also participates in RLP.

The program is reciprocal. Participants arrange for their users to borrow materials from other libraries, and agree to extend borrowing privileges to users of other participating libraries.

### 2. Why does a library participate in RLP?

Referring library:

A library participates in RLP because it can provide an added service to its clientele. It can refer users to collections which have the materials needed to fulfill a particular research or study need. In some cases, this is more appropriate than interlibrary loan.

Supplying library:

A library can participate in regional resource sharing with confidence, knowing that only borrowers believed to be responsible are issued RLP cards. It can be certain that LILRC registers RLP users, monitors use of the program, and issues notices to ensure return of overdue items. It is assured that the referring library ultimately bears responsibility for the return of library materials.

RLP involves reciprocity. A library may refer its users to other libraries and may also supply materials to users of other libraries.

### 3. How does RLP work?

When assisting a user, a staff member at a participating library determines that the user's needs can best be met by borrowing materials from another participating library. In some cases, it is the library user who requests this service.

The RLP contact person or authorized representative determines that the borrower is in good standing, and completes the RLP three-part form and RLP card. It may be appropriate to call the supplying library to assure that the needed materials are available.

4. What about overdue or lost books?

Libraries are expected to refer only patrons in good standing. Supplying libraries are expected to send the overdue notice to the LILRC office. LILRC notifies the library issuing the RLP card that materials are overdue and fines must be paid.

The referring library assures that the borrower complies with the requirements of the supplying library. Referring libraries understand they are ultimately responsible for unpaid fines and fees incurred by their patrons.

Supplying libraries know that responsible patrons are referred, and that the home library is ultimately responsible for the return of the books or for any fines and fees incurred. Libraries should send any overdue notices to LILRC promptly.

5. Which libraries participate in RLP?

Libraries indicate on LILRC's annual membership form if they wish to participate in RLP. Each participating library designates a contact person for the Research Loan Program. This person is responsible for seeing that all staff members comply with the program's policies and procedures.

LILRC's Membership List/Research Loan Program Directory is distributed to the RLP contact person at each participating library and it is also available on LILRC Web site. Check the List carefully. RLP Participant denotes libraries which are part of the program. Avoid referring users to libraries which do not participate in the program.

This program is only for those LILRC member libraries which select this option. It is not open to libraries which are not members of LILRC.

6. For more information call Connie Litcher at LILRC, 631-632-6650.

- To enter your library in the Research Loan Program
- To determine whether a library participates in RLP
- To request more RLP forms and cards

# LILRC

## Group Purchasing Program

The LILRC Group Purchasing Program offers substantial discounts to electronic databases from Britannica, EBSCO, Elsevier, OCLC, WALDO (Westchester Academic Library Directors Organization, a statewide database aggregator), etc. Please visit LILRC Web site at [http://www.lilrc.org/progsvce/electronic\\_resources.php](http://www.lilrc.org/progsvce/electronic_resources.php) for further information.

The Group Purchasing Program is available to all academic, public, special and schools libraries either as a member or non-member of LILRC. While LILRC is offering these subscription services at a significant discount, a small administrative eligibility fee is added to partially offset our costs. Non-member libraries pay an additional surcharge for all services.

Currently, LILRC offers access to the following electronic databases or database packages:

### **OCLC FirstSearch (Base Package and Wilson Select Plus Full-text Database)**

Since 1996, LILRC has offered Long Island libraries a low cost group subscription to OCLC FirstSearch package. The current LILRC FirstSearch package includes 12 OCLC base package databases and the *Wilson Select Plus Full-text* database. Our FirstSearch subscribing libraries also receives the newly created regional group catalog, LILCat (Long Island Library Catalog) at no additional charge. LILCat is the replacement of the old *Long Island Union List of Serials* and it is an OCLC *WorldCat*-based real time product.

### **WALDO**

Members of LILRC are eligible to take advantage of WALDO's consortial contracts with over 50 database vendors. Academic libraries are eligible for all WALDO databases. Many databases are also available to public, hospital and special libraries. Please visit WALDO Web site at <http://www.waldolib.org/databases.asp> for database availability information.

### **LILRC Direct Contracts**

- Britannica (*Encyclopedia Britannica Academic Edition, Public Edition and School Edition*)
- EBSCO (*Alt-HealthWatch*)
- Elsevier (*MDConsult*)
- Information Today (*Fulltext Sources Online Directory*)
- Sports Business Research Network (*SBRnet*)
- World Book (*World Book Online*)

## **NOVEL Databases (New York Online Virtual Electronic Library)**

LILRC encourages and assists member libraries in getting free access to NOVEL Databases, which is supported by Federal Library Services and Technology Act (LSTA) funds, awarded to the New York State Library by the Federal Institute of Museum and Library Services (IMLS). Please visit NOVEL Web site at <http://www.nysl.nysed.gov/library/novel/> for further information.

Currently NOVEL provides online access to the following databases.

- ***Business & Company Resources Center***
- ***Gale Virtual Reference Library***
  - **Health**
    - *Gale Encyclopedia of Alternative Medicine*
    - *Gale Encyclopedia of Cancer*
    - *Gale Encyclopedia of Genetic Disorders*
    - *Gale Encyclopedia of Medicine*
    - *Gale Encyclopedia of Nursing and Allied Health*
  - **History**
    - *American Revolution Reference Library*, 4 volumes plus index
    - *American Civil War Reference Library*, 4 volumes plus index
    - *Major Acts of Congress*, 1st Ed., 3 volumes
    - *History Behind the Headlines*, vol. 1-6 set
  - **Business**
    - *Encyclopedia of Small Business*
    - *Gale Encyclopedia of E-Commerce*
    - *Business Plans Handbook*, volumes 5-10
- ***General Science Collection***
- ***Health and Wellness Resource Center***
- ***InfoTrac Custom Newspapers***
- ***InfoTrac Junior***
- ***¡Informe! Revistas en Español***
- ***MasterFILE Select***
- ***National Newspaper Index***
- ***Primary Search via Searchasaurus***
- ***Topic Search***
- ***Twayne's Author Series***

For further information about the various electronic resources LILRC offers, please contact LILRC Office at (631) 632-6659.