

RAILS Membership Application

Updated March 2020

Instructions

This application is required for membership with the Reaching Across Illinois Library System (RAILS). More information on the membership application process can be found at: www.railslibraries.info/membership/become-a-member

Directory information

Type of library [check box]

Academic

School

Public

Special

Library name

Company/institution/school name

Mailing address

City

Zip Code

County (counties)

District # (for public school libraries only)

Library phone number

Fax number

Institution URL

Director/administrator information

Name

Job title

Email

Phone

Fax

Bibliographic access

By ticking the boxes below, you are acknowledging that your library meets system requirements.

Library has bibliographically organized collection

Library is staffed by paid employees at least 15 hours/week

Library has permanent financial support

Library is accessible centrally

Library occupies identifiable quarters in one principal location

Holdings

Please indicate the total number of holdings your library offers for the following formats.

Books

Audiovisual Titles

Periodical titles

Other

Access

If your library is an OCLC member, please provide your symbol (not required)

If your library has an online catalog of library materials or online patron access catalog (OPAC), please indicate what software/automation program you use (i.e. Follett, Sirsi/Dynex)

If you do not currently have an online catalog, please indicate your future plans and approximate date of installation

Are your bibliographic records in MARC format? (yes/no)

If none of the above, explain how your collection is organized (long answer format)

Does your library have an internet connection? (yes/no)

Hours of Operation

Please list your library's hours of operation below (must be staffed by a paid employee at least 15 hours per week);

Day	Opening Time	Closing Time
------------	---------------------	---------------------

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Total number of hours per week library is open and staffed:

Representative to the RAILS Board of Directors

Each member library of RAILS is required to name one representative to the system.

Name of representative

Relationship to library - please choose from the following:

Library staff member

Library board member

School district employee not in library

School district administrator

School board member

Corporation board member

Corporate employee not in library

Academic institution employee not in library

Academic institution board member

Other (please specify)

Full time address

Street

Phone

City

Fax

State

Email

Zip code

Person authorized to complete this form

By ticking the box below you are acknowledging that you are authorized to complete this form.

Name

Title

Date

Company/Institute/School Name

Phone

I am authorized to complete this form.

Return application to:

Dan Bostrom

Member Engagement Manager

Reaching Across Illinois Library

System 125 Tower Drive

Burr Ridge, IL 60527

Fax: 630.734.5050

Email: dan.bostrom@railslibraries.info