

April 19, 2019

TO: RAILS Board

FROM: Jane Plass, RAILS Associate Executive Director

SUBJECT: FY2019 Certification Results

## Certification Process

The annual certification process requires that system members complete both the Interlibrary Loan (ILL) Traffic Survey [23 Ill. Adm. Code 3030.200 (a)(2)(O)] and the questions on the Illinois State Library's certification portal [23 Ill. Adm. Code 3030.200 (a)(2)(I)]. The portal opened on January 2, 2019 and closed on March 31, 2019.

RAILS informed members of the requirements through an alert on the RAILS website and through articles in multiple issues of RAILS *E-News*. As the deadline grew closer, the RAILS certification team (Emily Fister, Karen Goyer, Jody Rubel, and Margae Schmidt) also contacted (via email and/or phone) member libraries that had not already successfully certified to remind them of the deadline, to assist them as needed, and to follow up on unexpected responses (i.e. answering *no* to a membership requirement). I also assisted libraries that had unexpected responses or that requested withdrawal from RAILS membership. In addition, on March 27, Illinois State Library staff emailed login information to all libraries that had not yet completed the ILL Traffic Survey. (RAILS staff do not have direct access to ILL Traffic Survey information.) RAILS staff were also available by phone and email on the final weekend (March 30 and 31).

During the first week of April, RAILS and ISL staff compared information on libraries that had not yet completed the ILL traffic survey and/or the certification questions and made final attempts to work with these libraries.

## Recommendations for Suspension

By April 8, all but three RAILS libraries had successfully completed the ILL Traffic Survey and certification or had requested withdrawal. On April 9, the remaining three agencies were sent certified letters notifying them that the RAILS Board would be asked to recommend suspension of their RAILS membership. Their representatives were also invited to attend the board meeting on April 26, 2019. On April 16, one of these agencies successfully resolved its unexpected certification responses.

We ask that the RAILS Board recommend suspension of the following libraries to the Illinois State Library:

Agency Name	Location	Type	Reason for Suspension
Baker & McKenzie LLP	Chicago	Special	Did not certify
Reed Smith LLP	Chicago	Special	Did not certify

## Withdrawn Members

The following agencies either closed completely or chose to withdraw from RAILS membership voluntarily. This list is informational only, as closures and withdrawals do not require board action. The Illinois State Library has been notified.

Agency Name	Location	Type	Reason for Withdrawal
Alexian Brothers Medical Center AMITA Health Care	Elk Grove Village	Special	Voluntary withdrawal; no longer has a librarian
Argosy University	Chicago	Academic	University ceased operation
Bishop McNamara Catholic High School	Kankakee	School	Voluntary withdrawal
BP America	Naperville	Special	Voluntary withdrawal; library closed in December 2018
Brother Rice High School	Chicago	School	Voluntary withdrawal; no longer has a librarian
Dairy Management	Rosemont	Special	Voluntary withdrawal
Hollister Incorporated	Libertyville	Special	Voluntary withdrawal; library is no longer staffed
Illinois Institute of Art	Chicago and Tinley Park	Academic	Agency ceased operation
Illinois Institute of Art	Schaumburg	Academic	Agency ceased operation
Navistar	Lisle	Special	Voluntary withdrawal; library was decommissioned due to lack of space
Providence St. Mel School	Chicago	School	Voluntary withdrawal; does not have a librarian at this time
Rochelle Zell Jewish High School	Deerfield	School	Voluntary withdrawal
Silver Cross Hospital Medical Library	New Lenox	Special	Voluntary withdrawal; library closed in August 2018
South Beloit CUSD 320	South Beloit	School	Voluntary withdrawal
St. Edward Central Catholic High School	Elgin	School	Voluntary withdrawal; no longer has a physical library

## Other Membership Changes

UTC is now Collins Aerospace.

On August 6, 2018, Kendall College finalized the transfer of its programs to National Louis University. The Kendall College of Culinary Arts and Hospitality Management remains a RAILS member, but as a building of National Louis University rather than a separate agency.

These changes do not require RAILS Board action. The Illinois State Library has already been informed.