

REPORTER

ILLINOIS LIBRARY ASSOCIATION

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The Illinois Library Association Reporter

is a forum for those who are improving and reinventing Illinois libraries, with articles that seek to: explore new ideas and practices from all types of libraries and library systems; examine the challenges facing the profession; and inform the library community and its supporters with news and comment about important issues. The *ILA Reporter* is produced and circulated with the purpose of enhancing and supporting the value of libraries, which provide free and equal access to information. This access is essential for an open democratic society, an informed electorate, and the advancement of knowledge for all people.



ON THE COVER

Snacking on Snowflakes, painted in 2005 by Marwen student Bianca DeBardelaben. Marwen is a nonprofit arts education organization providing free visual art programs exclusively for underserved Chicago youth. Some of Marwen's most engaged students produce images that become unique and original holiday cards, and this one is included in Marwen's 25th Anniversary Assorted Pack. Learn more about Marwen and purchase your student-made holiday cards at www.marwen.org.

The Illinois Library Association is the voice for Illinois libraries and the millions who depend on them. It provides leadership for the development, promotion, and improvement of library services in Illinois and for the library community in order to enhance learning and ensure access to information for all. It is the eighth oldest library association in the world and the third largest state association in the United States, with members in academic, public, school, government, and special libraries. Its 3,200 members are primarily librarians and library staff, but also trustees, publishers, and other supporters.

The Illinois Library Association has four full-time staff members. It is governed by a sixteen-member executive board, made up of elected officers. The association employs the services of Kolkmeier Consulting for legislative advocacy. ILA is a 501(c)(3) charitable and educational organization.

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See ILA calendar for submission deadlines for the *ILA Reporter*. Copy should be submitted by e-mail to ila@ila.org. You are encouraged to include digital or film photos (black/white or color) and graphics (on disk or camera-ready) with your articles, which will be included on a space-available basis.

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- 19 2013 NATIONAL LIBRARY LEGISLATIVE DAY, MAY 7, 2013
- 20 2013 LIBRARY TRUSTEE WORKSHOPS, FEBRUARY 2, 2013 AND MARCH 23, 2013



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Robert P. Doyle

Volunteers: Adding Value on Both Sides

When you walk through the glass sliding doors and up the terrazzo stairs into the Arlington Heights Memorial Library (AHML), not everyone you encounter wearing an AHML name badge is a paid staff member. More than 220 volunteers play a vital role in providing top-quality service to our customers. Our volunteers are people of all ages who come from many cultures and have varied experience and backgrounds — people who support the mission of the library and want to lend a hand. Because we have so many willing volunteers, we are able to provide services to our community that would not otherwise be possible. And the added value for our volunteers comes in the form of making a new friend, adding a line on a resume, a chance to give back, a new skill, a place to be needed.

LOOKING FOR AN ANCESTOR?

Our volunteers have moved beyond the traditional roles of sorting or shelving books to roles such as researcher, tutor, host, or coach. They work in every department in the library and multiply the reach of the staff exponentially.

Twenty-one volunteer genealogists, some hobbyist and some professional, staff the desk in the Kathrine Shackley Room for Local History and Genealogy. Every day volunteers with expertise in genealogical research help customers use the library's book, microfilm, and database collections to locate their ancestors and other family members. Volunteers from the local chapter of the Daughters of the American Revolution (DAR) take the Tuesday afternoon shift, offering their special skills to the community. In addition, two volunteers have undertaken the task of compiling our community's history in a collection that includes church records, yearbooks, and information on people and events. Several volunteers, some with MLS degrees, helped with scanning and cataloging the Arlington Heights Historical Society collection as a part of the Digital Past project in the Illinois Digital Archive.

HELPING PATRONS FEEL LESS "FOREIGN"

Teachers, speech therapists, and business professionals volunteer to help the newest members of our community acclimate and assimilate while they improve their English-language skills. One-on-one tutoring by our volunteers assists students as they study for the TOEFL (Teachers of English as a Foreign Language) and professional certifications, or improve their reading and conversational skills. Small-group discussions led by a volunteer also help English-language learners gain more confidence in their speaking abilities. Our volunteer ESL (English as a Second Language) book discussion leader is currently training other volunteers to conduct book discussions in native languages represented in our community. These thirty-three volunteers work with an average of ninety students per week.

The gift of hospitality is exercised by our thirty-five VIPs (Volunteers in Programming), as they welcome our customers to programs and special events sponsored by the library. These volunteers assist with registration, answer questions, and then remain in the room during the program as a point of contact for the library and to assist with the program in any way needed.

The library offers a wide variety of technology classes taught by library staff as well as outside experts. Many of these classes are assisted by one of fifteen volunteer coaches who function as a second pair of eyes and hands in the classroom, helping to keep all the students on track with the instructor.

Seniors helping seniors — that's what happens every day at the reading room and computer lab operated by AHML at the Arlington Heights Senior Center. Forty-five volunteers provide circulation services in the reading room or teach and coach the classes held every morning in the computer lab. During the afternoon, volunteers monitor the computer lab during open computer time. Weekly and monthly discussion groups, on topics such as current events, film, foreign affairs, investing, memoirs, and travelogues, are all led by volunteers and provide a way for seniors to connect with their peers.

“Our volunteers have moved beyond the traditional roles of sorting or shelving books to roles such as researcher, tutor, host, or coach.”



VOLUNTEER

OPTIONS AND OPPORTUNITIES

While many of our volunteer positions require a weekly or monthly schedule, the VIP and computer coach positions do not. Volunteers receive the program or class schedule a couple of months at a time, and they sign up for the classes or programs with which they are able to assist.

Teens have the opportunity to volunteer at AHML as well. Most of them can be found assisting as a page aide or reserves aide on weekends and after school. These are year-round positions, and teens rotate in and out as their schedules change. Middle school students are given an opportunity to volunteer in our JLV (Junior Library Volunteer) program each summer. Working a total of ten hours over the summer, more than two hundred boys and girls assist with the summer reading program or work in various library departments.

The Friends of the Library (FOL) group collects, sorts, and sells library discards and community donations in large sales held four times a year, at various lobby sales, and in the Book Boutique. The group earns close to \$100,000 each year and donates the monies back to the library for special programs, events, and equipment. The FOL volunteers who work in the book room at the library on a regular basis are considered to be library volunteers as well. They go through the same application and background-check process as the rest of our volunteers and are eligible for the same recognition. People who only volunteer for the quarterly book sales are not registered as library volunteers.

What haven't I mentioned? There's the MLS student gaining real-life experience on the bookmobile, the disabled student learning what it would be like to have a job, the teen with community service hours to fulfill, the Newberry Library Independent Scholar leading an in-depth study of classic books, the retired cataloger assisting with authority cataloging. All of these people are library volunteers, too.

RECRUITING, RETAINING, RECOGNIZING

We maintain an open application policy for volunteers. People who are interested in volunteering at the library are invited to complete a Volunteer Interest Form found on the library's website (www.ahml.info). As positions are vacated or new needs are identified, the volunteer coordinator finds the best match between the volunteers' interests, skills, and schedule and the needs of the library. Interviews are conducted, background checks are done, and a new volunteer joins our staff.

Members of our community volunteer at AHML because they want to be there. They love the library and want to be a part of it. Our volunteers enjoy what they do and, once they become a volunteer, they tend to stay a volunteer. The average adult volunteer has been at the library for eight years. Many of our teen volunteers started out in our JLV program.

Volunteer Linda Cesario helps a customer choose a book at the Reading Room at the Arlington Heights Senior Center.



“Our volunteers have made it possible for us to become a five-star library.”

Volunteer recognition happens year-round at AHML. The highlight of the year is the annual Volunteer Recognition Luncheon. Sponsored by the Friends of the Library, the luncheon is held each May at a local banquet facility where the volunteers enjoy fellowship, a nice lunch, and receive service awards for hours and years of service. Each year, the volunteer with the greatest number of hours who has not previously received the award is recognized as the Volunteer of the Year.

We also recognize our volunteers by nominating them for community, state, and national awards. Illinois has state-level awards for volunteers including the Governor's Volunteer Service Awards (<http://www2.illinois.gov/serve/pages/volunteer-awards.aspx>), the Senior Illinoisan Hall of Fame (http://www.state.il.us/aging/2awareness/hall/hall_of_fame.htm), and the Spotlight on Service Award (<http://www.cyberdriveillinois.com/departments/library/literacy/spotlight-awards.html>). Nationally, we nominate volunteers with more than four thousand service hours over their lifetime for the President's Call to Service Award (www.presidentialserviceawards.gov). Birthday and holiday cards and treats at Valentine's Day and Halloween, as well as during National Volunteer Week, round out the overt recognition.

More subtle recognition happens in everyday interactions with our volunteers. Providing a volunteer position that is beneficial to the library and to the community, a thank you from a supervisor or customer, and the reward of knowing that as a volunteer, you were able to make a difference in someone else's life, all acknowledge the added value that our volunteers bring to the library. They are given the opportunity to join the Staff Association and are included in events such as the annual flu shot clinic and the AHML apparel sale. In short, we treat them as staff members in every way possible except actually paying them.

At the volunteer recognition luncheon in 2012, we celebrated 500,000 hours of volunteer service given to the Arlington Heights Memorial Library since the inception of the program more than thirty years ago. Our volunteers have made it possible for us to become a five-star library, offering programs and services to our community that would not be possible if we were to rely on paid staff alone. They make the Arlington Heights Memorial Library a truly special place. **ILA**



Teen volunteer Jaclyn Trauscht assists on Sunday afternoons in the Circulation Department.

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2012 ILA Annual Conference

Conference Statistics

Total attendees: 1,124

Exhibit booths: 124

Major Speakers: Opening General Session keynote speaker Kevin Carroll; Melanie Benjamin and Sally M. Walker; author and illustrator Anna Dewdney; Al Gini, Loyola University Chicago. The Out-of-Bounds Speakers' Series included Andy Burkhardt, Champlain College; Dawn Mushill, Customer Service and Beyond; and Laura Bollan, Sarah Bush Lincoln Health System.

Conference Registration

	2012 Peoria	2011 Rosemont	2010 Chicago	2009 Peoria	2008 Chicago	2007 Springfield	2006 Chicago	2005 Peoria	2004 Chicago	2003 Springfield	2002 Chicago
Full	538	623	673	460	767	580	844	616	736	527	699
Single day Tuesday	64	186	190	51	242	68	281	35	151	39	161
Single day Wednesday	123	219	191	77	269	109	233	122	282	119	258
Single day Thursday	10	238	194	10	77	12	66	24	98	8	83
Preconference only	0	0	0	0	16	5	32	6	108	151	151
SUBTOTAL	735	1,266	1,248	654	1,371	774	1,456	803	1,375	844	1,352
Speakers	84	80	147	65	83	74	100	27	105	78	133
Exhibits only	102	169	220	91	326	141	206	50	236	100	426
Exhibitor representatives	203	430	469	187	407	227	368	207	392	202	503
TOTAL	1,124	1,945	2,084	997	2,187	1,216	2,130	1,087	2,108	1,224	2,414

Hotel and Booth Statistics

Hotel Rooms Reserved by ILA	810	685	685	994	695	795	592	783	575	918	554
Hotel Rooms Used	729	432	384	737	611	939	690	945	626	1,169	605
Number of Companies	111	125	149	101	157	125	137	113	151	132	165
Number of Booths (including any paid canceled booths)	124	145	170	118	178	142	158	129	170	144	173
Total Square Feet	12,400	14,500	17,000	11,800	17,600	14,200	15,800	12,900	16,700	14,400	18,600

554 early bird registrations accounted for 75 percent (versus 76 percent last year) of final paid registration figures; 135 advance registrations accounted for 19 percent (versus 11 percent last year) of final paid registrations; and 42 late and on-site registrations accounted for 6 percent (versus 13 percent last year) of final paid registrations.

ILA expresses its sincere appreciation to the following sponsors and donors of this year's conference:

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Reaching Forward
Sikich LLP
Today's Business Solutions Inc.
Rob Zimmers, Quality Books, Inc.

ILA wishes to thank our sponsors and all those individuals and organizations who have given generously of their time and talents to make this conference a success. **ILA**



Keynote Speaker Kevin Carroll



DiversiTEA Speaker Tema Okun



Illinois Authors' Dinner Speakers Melanie Benjamin (r) and Sally Walker (cr), with moderator Steve Tarter (l)



Hugh C. Atkinson Memorial/DEMCO Award
ATLAS (Area Training for Librarians and Staff)
Award presented by Janet Nelson (l), DEMCO, Inc., to Megan Millen (c), and Kathy Parker (r) representing ATLAS.



Crosman Memorial Award
Megan Buttena (cr), Palatine Public Library District
Award presented by (l to r) Lynn Elam, ILA Immediate Past President; Donna Schaal, Membership Committee chair; and Carrie Mandelin, Mortenson Construction.



Davis Cup Award
Susan Quinn (r), River Forest Public Library
Award presented by Sheri Daun-Bedford (l), Youth Services Forum.



DEMCO Library Innovative Award
Oak Park Public Library
Award presented by (l to r) Janet Nelson, DEMCO, Inc., to Deirdre Brennan, Monica Harris, and James Madigan, representing Oak Park Public Library.



Robert P. Doyle ILA Conference Grant for Support Staff Award and Oberman and Rich Reaching Forward Conference Grant for Support Staff
Sayaka Suzuki (cr), Deerfield Public Library, and Claire Osada (r), Lake Bluff Public Library
Award presented by Su Erickson (l), ILA Vice President/President-Elect and Lynn Elam, ILA Immediate Past President.



Golden Ticket Award
Victoria Rakowski (r), Lisle Library District
Award presented by (l to r) Lynn Elam, ILA Immediate Past President; Donald Stout of Quality Books, Inc.; and Christy Kepler, Youth Services Forum.



Illinois Academic Librarian of the Year Award
Charlotte Johnson (r)
Award presented by Elizabeth Clarage (l), IACRL Forum, and Susan Singleton (c), CARLI.



Intellectual Freedom Award
2009 Helen Matthes Library Board
Award presented by ILA President Pam Van Kirk (l); Donald Stout (c), Quality Books, Inc.; and John Latta (r), representing Helen Matthes Library in Effingham.



Librarian of the Year Award
Sally Decker Smith
Award presented by Patrick Ferguson, Sikich LLP.

Awards



Robert R. McClarren Legislative Development Award
State Senator Edward D. Maloney
Award presented by Kathy Berggren, Public Policy Committee.



Deborah Dowley Preiser Marketing Award
Tina Viglucci (r), Gail Borden Public Library
Award presented by Deirdre Brennan (l), Oak Park Public Library.



Reference Services Award
Batavia Public Library
Award presented by (l to r) Britt Isaly, Ancel, Glink and Bruce Brigell, Reference Services Forum, to Stacey Peterson and George Scheetz, representing Batavia Public Library.



Alexander J. Skrzypek Award
Camille Caffarelli (r), Horizons for the Blind
Award presented by Anne B. Craig (l), Illinois State Library.



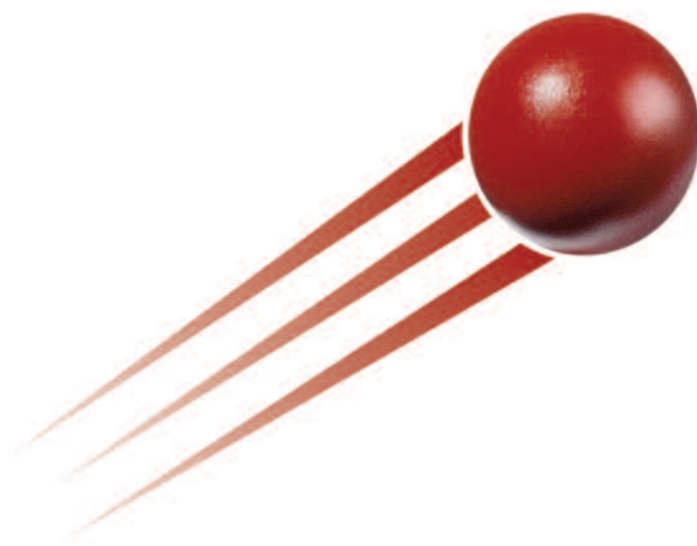
TBS, Inc. Technical Services Award
Myung Gi Sung (r), St. Charles Public Library
Award presented by Nathan Handlon (l), Today's Business Solutions Inc. and Joy Anhalt, Resources and Technical Services Forum (c).



Trustee of the Year Award
Carol Vaughan Kissane (r), Brookfield Public Library
Award presented by Peggy Danhof (l), Library Trustee Forum.



Sylvia Murphy Williams Fund Winners (l to r)
Liza Booker, University of Illinois at Urbana-Champaign
Jose Miguel Ruiz, University of Illinois at Urbana-Champaign
Anthony Bishop, University of Illinois at Urbana-Champaign
Charlotte Roh, University of Illinois at Urbana-Champaign
Thomas Padilla, University of Illinois at Urbana-Champaign



2013 ILA Public Policy Initiatives

Introduction: Illinois libraries provide a high rate of return on investment to the taxpayers they serve. They link people to information, act as a focal point of the communities they represent, and level the playing field by making resources equally available to all members of their constituency. As Illinois residents have become more diverse, libraries have developed collections and services to meet the unique and varying needs of these distinct populations. This committee works with the Illinois State Library and the broader library community to maintain open communications with state officials.

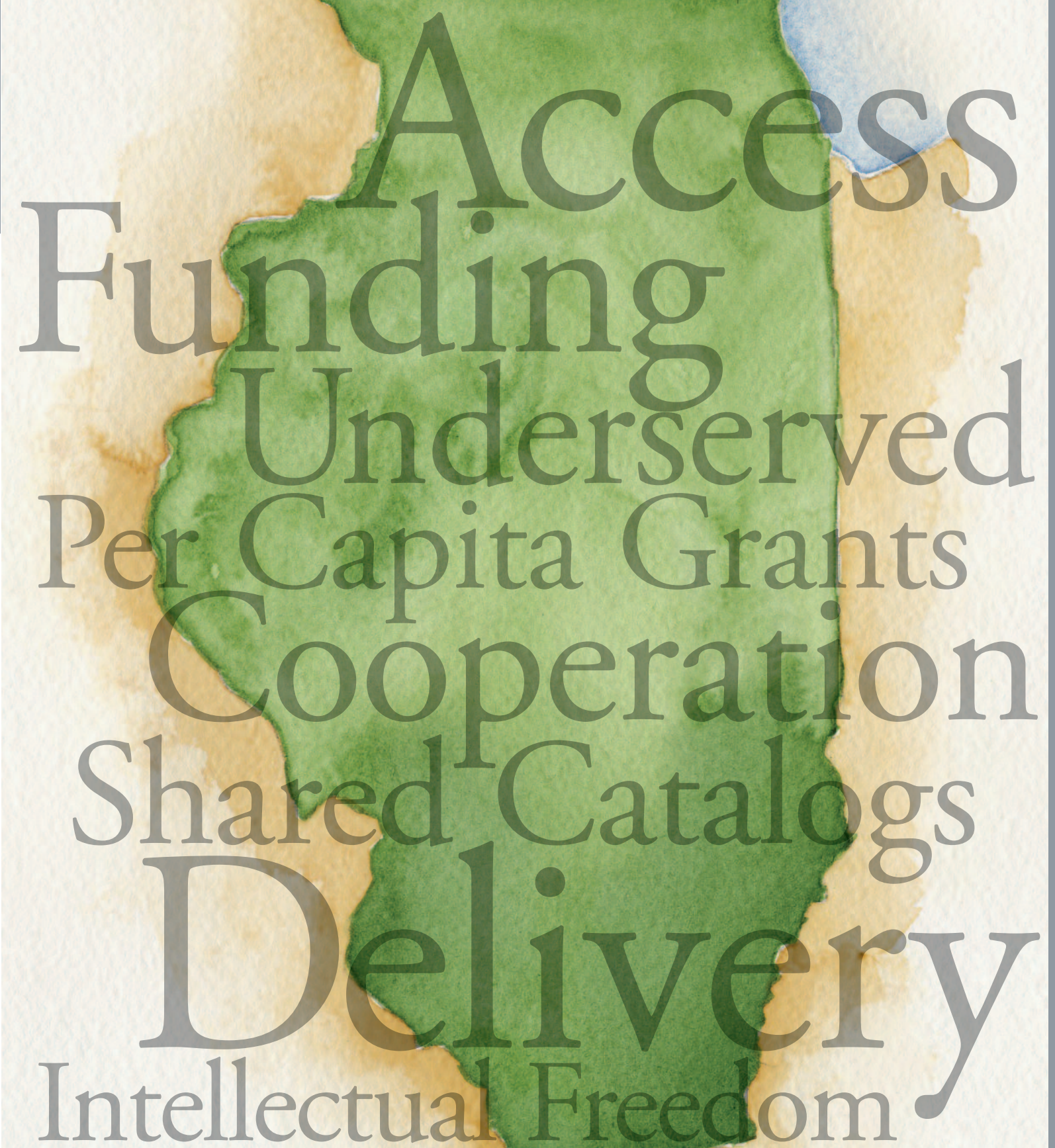
The Illinois State Library provides guidance and grants to all libraries. It negotiates contracts and serves as a resource for all libraries in the state.

Public and school libraries receive per capita grants from the state that provide critical services. For smaller, less affluent libraries, these grants may be the only funding for materials or technology. These grants are even more important during difficult economic times when other revenue sources have been eliminated.

One way libraries provide a healthy return on investment is by having skilled and knowledgeable librarians to answer questions, organize information, and guide customers through the maze of available data. In order to keep and attract highly skilled staff, libraries need to offer pay and benefits packages that compete with private industry.

Libraries are the access point to the Internet for many Illinois residents. Again, skilled staff is needed to provide basic training to the public in new and emerging forms of communication, and to maintain the equipment. The three-to-five-year replacement span for maintaining updated hardware — and the ever-increasing need for added bandwidth — imposes a significant cost upon libraries.

The ILA Public Policy Committee (PPC) meets regularly throughout the year to review all legislation with potential beneficial or harmful consequences for the library community. Working with legislative counsel, the committee pays attention to issues ranging from library funding to intellectual freedom to pension reform for public employees. Its work is shared with members through ILA's communication channels, and all members are encouraged to be active participants in keeping libraries on the agenda in their local communities and in Springfield.



Access
Funding
Underserved
Per Capita Grants
Cooperation
Shared Catalogs
Delivery
Intellectual Freedom

2013 ILA Action Agenda

The Illinois Library Association serves as an advocate for libraries by developing legislative initiatives that: improve funding for libraries; protect intellectual freedom and patron confidentiality; expand access to information and library resources to all Illinois residents; and increase the effectiveness of Illinois libraries through cooperation, collaboration, and resource sharing.

LIBRARY FUNDING

The Illinois Library Association will work with a broad coalition of library advocates to improve funding for libraries. The association will:

1. Work to maintain legislated funding levels such as the public and school library per capita grants, and explore alternative sources of library funding.
2. Support legislative proposals to mitigate the harmful effects of the tax cap limitation act.
3. Work with the legislature to increase the Secretary of State's budget in order to increase the funding for the Illinois State Library.
4. Work with the legislature to protect pension funds.

INTELLECTUAL FREEDOM AND PRIVACY

The Illinois Library Association is committed to protecting intellectual freedom and privacy while providing open access to information for all Illinois residents. The association will:

1. Continue to educate the public on the safe use of the Internet by children, including interactive web applications.
2. Continue to oppose legislation mandating the use of Internet filters in libraries.
3. Encourage governing boards of schools and libraries to develop an Acceptable Internet Use Policy with input from their community.
4. Support the American Library Association's efforts to expand access to digital content for libraries and the public.
5. Continue to oppose legislation that erodes the privacy of library users.

ACCESS TO LIBRARY SERVICES

The Illinois Library Association believes access to library services should be a right and responsibility of every Illinois resident. The association will:

1. Oppose legislation that would erode public library service areas.
2. Develop a plan to extend tax-supported public library service to the 9 percent of Illinois residents currently unserved.
3. Work to ensure libraries are established in good faith with intentions to operate as a library.
4. Work to ensure that school library legislation is expanded to equip all school libraries with certified media personnel.

INCREASE EFFECTIVENESS OF ILLINOIS LIBRARIES

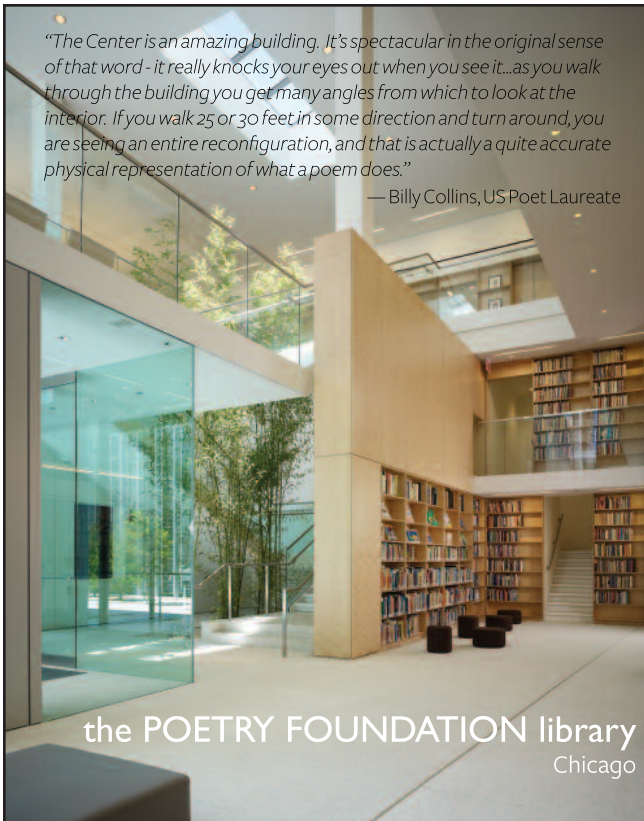
The Illinois Library Association is committed to promoting legislation that will increase the effectiveness of Illinois libraries. The association will:

1. Develop library legislation that is comparable to legislation benefiting other entities of government.
2. Develop initiatives that improve the ability of Illinois libraries to provide library services to the citizens of Illinois.
3. Provide measured, thoughtful direction for legislation that provides administrative cooperation, public service enhancement and economies of scale to publicly supported or tax-supported libraries in the "new normal," specifically by identifying next steps on the Future of Illinois Library Cooperation study and developing a plan to continue to move forward in the following areas:
 - Delivery
 - Shared catalogs
 - Group purchasing
 - Continuing Education
 - Advocacy/Marketing

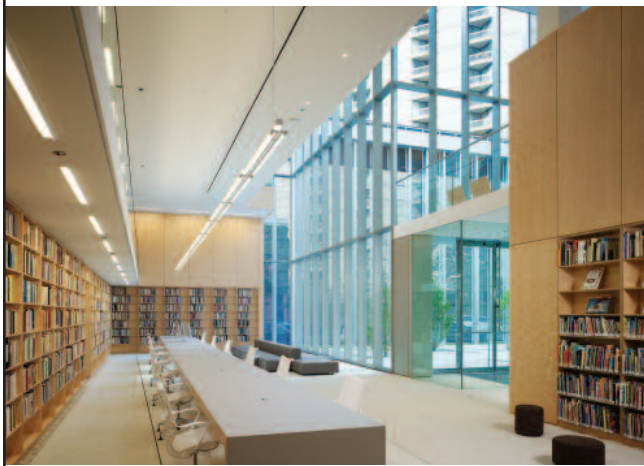


"The Center is an amazing building. It's spectacular in the original sense of that word - it really knocks your eyes out when you see it...as you walk through the building you get many angles from which to look at the interior. If you walk 25 or 30 feet in some direction and turn around, you are seeing an entire reconfiguration, and that is actually a quite accurate physical representation of what a poem does."

— Billy Collins, US Poet Laureate



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Dear Elsie,

I know you wrote about series once before, but could you clarify how series and series tracings work? For example, if I want to find all the *Harry Potter* books, do I just enter “*Harry Potter*” in a series search?

A Muggle in Monmouth

Dear Muggle,

We did discuss series several years ago, after MARBI discontinued field 440 and LC stopped establishing new series. But series are a tricky aspect of cataloging, so it's good to review them once in a while.

First of all, what is a series? The definition in both AACR2 and RDA is:

“A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.”

Strictly speaking, then, a book or other item belongs to a series only if we find on it a title shared by other titles. The seven *Harry Potter* novels are certainly related, but in their original British and U.S. editions they bore no titles besides their individual titles. Thus in terms of AACR2's and RDA's definitions they do not constitute a series.

So how are such related works brought together in a catalog? In this case, the seven titles all beginning with “*Harry Potter and the ...*” give us a convenient collocation, but related works don't always have such titles. A more reliable method for fiction, when multiple works feature a recurring character, family, place, or organization, is to establish and apply subject headings, e.g.,

650 _0 \$a Potter, Harry (Fictitious character) \$v Fiction.
650 _0 \$a Hogwarts School of Witchcraft and Wizardry (Imaginary place) \$v Fiction.



But back to true series. The first thing to realize is that a series has a dual character, bibliographically speaking. It is part of the bibliographic description, and it can be the basis of an access point (tracing).

EXAMPLES OF TRUE SERIES

Example 1: A book whose title page reads:

Jack Kerouac
On the Road
Introduction by Ann Charters
Penguin Books

On the cover is the title “Penguin Classics.” This is a title shared by other books published by Penguin, thus, it is a series.

Example 2: An audiobook on CD. On the surfaces of the discs we find:

Dance of the Gods
by Nora Roberts

And on the container insert we find the phrase, “Book Two of the Circle Trilogy.”

The first thing we do with these series statements is record them just as they are found (with one exception to be noted):

Penguin classics
The circle trilogy ; bk. 2

The second statement contains an exception. When the series numbering appears before the series title, as here, AACR2 instructs us to transpose it to the end and follow the normal rules for transcribing series numbering (use abbreviations; record numbers as arabic numerals).

So those are the series statements — part of the bibliographic description. What about the series access points?

ACCESS POINTS

Unlike series statements, series access points come under authority control. It's like the difference between a person's name in a statement of responsibility and the same name as an access point. The first is part of the description, recorded as found because it is one of the distinguishing characteristics of the edition (manifestation, to use the RDA term) you're cataloging. The second needs to be in a consistent and unique form, and in some cases that means you have to change it in some way.

The first thing we do when constructing a series access point is check the series against an authority file (commonly Library of Congress Authorities¹) and perhaps a local file as well. The first series turns out to be easy: **Penguin classics** is in the authority file; the record confirms that we've got the right series by telling us that it is published by Penguin Books; and the form of the heading is **Penguin classics**, just as in the series statement.

Under the MARC tagging conventions followed until June 2008, this series would have been recorded in a field 440, which would have generated data for both the description and the access point; now the statement and access point are in fields 490 and 830 respectively, with the same text in both fields:

```
490 1_ $a Penguin classics
830 _0 $a Penguin classics.
```

AUTHOR HEADINGS

When we search “Circle trilogy” in the authority file, we encounter a new wrinkle. The form we searched turns out to be a reference directing us not to one authorized heading but to two, and both of them begin with a personal name heading:

```
Roberts, Nora. Circle trilogy
Roberts, Nora. Circle trilogy (Brilliance Audio (Firm))
```

Why the name heading? Because Nora Roberts wrote all the works in the Circle Trilogy. When one person is responsible for all the works in a series, AACR2 rule 21.1A2 applies: “Enter a work by one or more persons under the heading for the personal author (see 21.4A), the principal personal author (see 21.6B), or the probable personal author (see 21.5B).” We consider the whole

series (or what we know of the whole series) when evaluating and choosing access points, so at this point in our deliberations we are treating the series as a work.

(Sometimes one author starts off writing all the works in a series, the series is established under that author's heading, and then other authors begin contributing works to it. When we cataloging types see that this has happened, we revise the series authority record to make the authorized heading a title heading.)

Why two authorized headings? Because these are actually two series: the first for the print edition of the trilogy, and the second for the audiobook edition, published by **Brilliance Audio**.

Remember that the series statement is recorded as we find it. The statement may be just the same on the print and CD editions, and in this case apparently it is.

PRINT AND AUDIO

But the series access point is a controlled heading, and the heading for the audiobook series must be distinguished from the heading for the print series. Most often, we do so by making an addition to one heading or the other. There is no single correct way to do this. Sometimes you will find the place of publication added as a qualifier, sometimes a word or phrase such as (Compact disc), and often, as here, the name of the publisher.

Note that when you choose this last option, the publisher's name is in its authorized (authority-controlled) form. This publisher's name appears in Library of Congress Authorities as Brilliance Audio (Firm). This heading is added as a parenthesized qualifier to the series title to create the heading for this series.

In the bibliographic record for our second example, then, the series statement will be

```
490 1_ $a The circle trilogy ; $v bk. 2
and the access point will be
800 1_ $a Roberts, Nora. Circle trilogy (Brilliance Audio
(Firm)) ; $v bk. 2.
```

Under RDA, some details of series treatment will change. Notably, terms used in series numbering (such as “volume,” “book,” or “number”) will be transcribed as they appear rather than abbreviated, and in series statements at least, the form of numbers will be preserved (so “volume VI,” transcribed as ... ; **\$v v. 6** under AACR2, will be ... ; **\$v volume VI** under RDA). But the basic principles, including the important distinction between series statement and series access point and the use of authority control in establishing the access point, will remain in place.

Bibliographically yours,
Elsie
IIA

¹Library of Congress Authorities, <http://authorities.loc.gov/webvoy.htm>

ILA Welcomes New Members

We would love to welcome your friends and colleagues, too. By sponsoring a new member, you share the benefits of membership with others ... and help create a stronger and more effective voice to promote the highest quality library services for all people in Illinois.

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National Library Legislative Day

May 7, 2013 Mark your calendar for National Library Legislative Day, Tuesday, May 7, 2013. With state cuts and more federal dollars being used for per capita grants, this is a very critical and exciting time for us to get our message out to Congress. A variety of activities have been designed to prepare National Library Legislative Day participants for an informed and effective day of congressional visits.

Accommodations: ILA has reserved a block of rooms at the Capitol Hill Suites, 200 C St., SE, Washington, DC 20003; phone: (202) 543-6000; fax: (202) 547-0883; \$269 junior suite and \$299 superior, 14.5 percent sales taxes are not included. Room rates include continental breakfast. High-speed wired and wireless Internet access are available complimentary within guest suites. When making reservations, please mention the **National Library Legislative Day**. The cut-off date for reservations is March 29, 2013. At that time any unsold rooms will be released to the hotel for general sale. Reservations received after the cut-off date will be on a space-and-rate available basis only.

MONDAY, MAY 6

- 9:00 A.M. Participants may want to attend the ALA briefing day to be held at the Liaison Capitol Hill, an Affinia Hotel, 415 New Jersey Ave., NW, Washington, DC 20001. This full day (9:00 A.M.–3:30 P.M.) of issues briefings is designed to prepare participants for congressional visits.
- 5:00 – 7:00 P.M. The National Library Legislative Day Committee has scheduled a Congressional Reception (location to be announced). All representatives and senators will be sent invitations to attend the reception. Congressional staff is also being invited.
- 6:00 P.M. This day's events will continue with a cocktail hour (6:00–7:00 P.M.) and dinner (7:00 P.M.) at the Capitol Hill Club, 300 First St., SE, Washington, DC 20003; phone: (202) 484-4590. Attendance at dinner is optional. Our invited speaker is Arne Duncan, U.S. Secretary of Education.

TUESDAY, MAY 7

- 8:30 – 9:45 A.M. A kickoff with a brief summary of key issues has been scheduled at a location to be announced on Capitol Hill.
- 9:45 A.M. The delegation will "Hit the Hill," with scheduled congressional appointments.
- 3:00 P.M. Currently, the tentative scheduled meeting with Illinois Senators Dick Durbin and Mark Kirk.



Deadline for registration is April 1, 2013.

Cancellations must be received in writing before April 1. No refunds will be given for cancellations received after April 1. Confirmations and additional information will be sent after the registration deadline. Send payment to the ILA Office, 33 W. Grand Ave., Suite 401, Chicago, IL 60654-6799, fax: (312) 644-1899, <http://www.ila.org/events>.

REGISTRATION FORM

Name: _____
Institution: _____
Address: _____
City, State, Zip: _____
Daytime Phone: _____ Fax: _____
E-mail: _____

Your registration fee includes legislative materials, coffee breaks at the briefing sessions, and the Congressional Reception on Monday evening, organized by the National Library Legislative Day Committee. \$30 of your registration fee goes to the ALA for coffee breaks, room rental, and speakers; \$15 goes to ILA for registration, organizing the packets, dinner, and congressional appointments; and speaker and guest expenses.

- \$45 for ILA Members \$55 for nonmembers
- \$55 for dinner** on Monday night at the Capitol Hill Club, 300 First St., SE, Washington, DC 20003; phone: (202) 484-4590. All dinners will be served with warm breads; seasonal garden greens (baby spinach, bib lettuce, red oak, tomatoes, cucumbers, dates, walnuts, dried cranberries, herb vinaigrette); Ghirardelli chocolate truffle cake, pomegranate coulis, whipped cream; coffee, decaffeinated coffee, and a selection of fine teas. A cash bar will be available.

Price includes 10 percent District of Columbia sales tax and 20 percent gratuity. Please choose one of the following menu options:

- Classic chicken piccata, sautéed with lemon, capers, and butter, roasted mushroom potatoes, asparagus, baby carrots
- Herb crusted mahi mahi, lemon beurre blanc, roasted potatoes, julienne carrots, green beans
- Fine herb risotto, roasted asparagus, seasonal grilled vegetables tomato jus, parmesan cheese (vegetarian)

Method of Payment:

- Check or money order for \$ _____ made payable to ILA or
- MasterCard VISA Discover AmEx

Credit Card Number: _____
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Signature: _____

While attending the 2013 National Library Legislative Day, I will be staying at _____ (name of hotel or other accommodations).



Illinois Library Trustees: Charting a New Course in Times of Change

ILA Library Trustee Forum 2013 Workshops

Saturday, February 2, 2013
Chicago Marriott Oak Brook
1401 W. 22 St.
Oak Brook, IL 60523

Saturday, March 23, 2013
Crowne Plaza Springfield
3000 South Dirksen Parkway
Springfield, IL 62703

Join the ILA Library Trustee Forum for our annual workshops, designed specifically for library trustees.

For more information on the program, and to register online, please visit <http://www.ila.org/conference-and-events/trustee-workshop>.

For those requiring an overnight stay, a block of hotel rooms has been reserved for each location.

Chicago Marriott Oak Brook: The single/double room rate is \$79, plus tax, per night. Please call 800-228-9290 or 630-573-8555 to make your reservation. Reservations must be made by Friday, January 11.

Crowne Plaza Springfield: The single/double room rate is \$109, plus tax, per night. Please call 877-834-3613 or 217-529-7777 to make your reservation. Reservations must be made by Friday, March 1.

Registration Form

Remember to contact the hotel directly for room reservations!

ILA Member Registration: \$125*

Non-Member Registration: \$150*

Registration includes breakfast and lunch, two snack breaks, and the workshop.

** Register multiple trustees and save! Register one trustee at the full price and each additional trustee from your institution will receive a \$10 registration discount. Please send a separate form to register each trustee.*

Name: _____

Institution: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Please select your session:

Oak Brook, February 2:

Springfield, March 23:

Payment Information:

Registration Amount: \$ _____

Method of Payment:

Check MasterCard VISA Discover AmEx

Credit Card Number: _____

Expiration Date: _____

Name on Card: _____

Signature: _____

Deadline for registration is January 23, 2013 for Oak Brook and March 15, 2013 for Springfield.

Cancellations must be received in writing before January 23 or March 15, respectively. Cancellations received after January 23/March 15 and before February 2/March 23, will receive a 50% refund. No refunds will be given for cancellations received after February 2/March 23. All cancellations are subject to a \$15 processing fee. Confirmations and additional information will be sent prior to the workshops. Send conference registration and payment to Illinois Library Association, 33 W. Grand Ave., Suite 401, Chicago, IL 60654-6799; phone: 312-644-1896, fax: 312-644-1899.

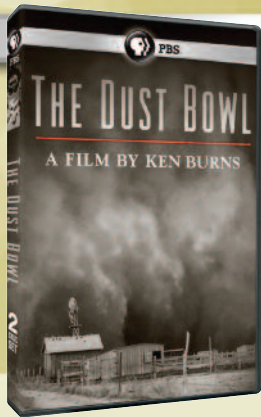
Library Jobline of Illinois



<http://www.ila.org/jobline>

Positions for Librarians and Support Staff

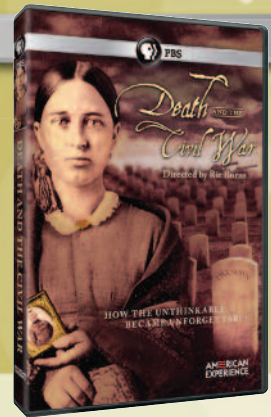
All employer job openings are listed on the ILA Web site (www.ila.org/jobline) for 30 days and the cost is \$100.



Two Exciting New Titles from PBS

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American Experience: Death and The Civil War
From acclaimed filmmaker Ric Burns, Death and the Civil War explores an essential but largely overlooked aspect of the most pivotal event in American history.



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| Kelly A. Hayden, Management Association |

Volunteers Need Management, Too

Every library wants, needs, appreciates, and can't imagine the library without volunteers. Their contributions to the library world are too numerous to count. But, as with every good thing, utilizing them in the wrong way or failing to consider potential pitfalls could lead to bad news.

So, how can your library continue to use volunteers while at the same time avoid legal issues that could lead to costly litigation? The key is to think about the volunteer relationship from its inception and consider issues that could arise before they actually do.

IT'S A HIRING DECISION

So you have decided to utilize volunteers. That's great! Where will you find them? How will you know if they are qualified? Who are they? The recruiting process for volunteers may look similar to the process for employees. Should it?

Consider that volunteers are performing important tasks for your library and you need to know whether they are ready, willing, and able to do so. Therefore, you should have applicants fill out an application for the position for which they wish to volunteer to find out who they are and what they can do. If the position involves regular contact with the public (particularly minors), a background check is likely in order. In this respect, the application and interview process will closely mirror the process that you utilize for filling paid staff positions.

Once "hired," volunteers should be given clear direction concerning their duties, hours of work, and other expectations. In this respect, an orientation, position description, and volunteer manual will be helpful to the success of the volunteer. Sounding familiar? Yes, it should! These are likely the same things that you do when you bring a new employee on board.

ESPECIALLY FOR VOLUNTEERS

It is true that a volunteer orientation and position description may not be as extensive as the orientation and job descriptions that you have for new employees. However, volunteers should be made to feel comfortable in the library in the same way that a new employee would be welcomed, shown the basics, advised of job expectations, and provided with basic information about working at the library.

Customize your employee manual to be more applicable and useful for volunteers — they don't need the library's entire employee handbook/manual, as much of this information will not be applicable to the volunteer. However, there will be many policies that are relevant and/or could be included with some revisions, such as:

- Hours of work/call-off procedure, attendance requirements
- Breaks/lunchroom
- Cell phone/telephone use
- Computer/e-mail/Internet use
- Discipline/rules of conduct
- Drug/alcohol
- Dress code
- Anti-harassment
- "How Am I Doing?" (brief performance appraisal)
- Acknowledgment of receipt

Note that most anti-discrimination/harassment laws do not cover non-employees. Nevertheless, we certainly do not want our volunteers to be harassed when they are in our library, nor do we want them harassing our own employees or patrons. There could still be potential liability for the library under criminal or other state laws. Therefore, a somewhat modified version of the general harassment policy is recommended for inclusion in the volunteer manual.



With respect to performance appraisal, volunteers should know that their performance as volunteers is important. Again, while the format you use for providing this feedback will not be as extensive as the one you use for employees, volunteers should know how they are doing. It just makes sense that good volunteers should receive positive feedback and poor volunteers should have their performance documented and be shown the door, if necessary.

BETTER SAFE THAN SORRY

Thought should be given to accidents, both those affecting volunteers and those that they might cause. To ensure that volunteers who get hurt on the job are covered, check with your workers' compensation carrier. You may be able to pay extra to cover them or purchase a separate rider.

What about volunteers who cause accidents or injure others? In this regard, volunteers are similar to your employees, in that they receive the protections of the Tort Immunity Act. The Tort Immunity Act does include volunteers within the definition of "employee" and protects public employees from liability that may arise in certain instances while performing their jobs.

With careful thought and consideration, volunteers can be an asset to your library. However, grabbing a few people off the street and asking them to shelve some books or greet patrons will no doubt lead to unhappy volunteers, patrons, and employees. Don't let that happen to your library. Give your volunteers the attention they deserve and their contributions will allow your library to flourish. **ILA**



Illinois Library Association

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