**Section 3030.10 Definitions**

"Academic Library": The library or libraries of an institution of education beyond the secondary level.

"The Act": The Illinois Library System Act [75 ILCS 10].

"Constituent": An individual who is legally eligible to borrow materials from a specific library by virtue of his or her relationship to the library or its parent institution.

"Contracting Library": A library or libraries with which a library system board contracts to provide system members with services.

"Developmental Member Library": A library that meets the definition of "Library" in this Section and the requirements of developmental membership cited in Section 3030.35(a) of this Part.

"Encumbrance": An obligation arising from the issuance of purchase orders and/or contracts chargeable to system budget allocations.

"Fiduciary Funds": Funds that are used to report assets held in a trustee or agency capacity for others and that, therefore, cannot be used to support the government's own programs.

"Full Member Library": A library that meets the criteria for library system membership as defined by the library system board, subject to approval by the State Librarian.

"Governing Authority": The body or individual that has the legal authority to enter into legal contracts on behalf of the institution desiring to become a member or affiliate of a library system.

"Governmental Funds": Funds that are used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

"Intra-system Reciprocal Borrowing": The right of a person holding a valid library registration card from a full member public library or a library system to borrow on site from other public libraries that are full members within the library system without using interlibrary loan mechanisms.

"Library": Unless otherwise defined as a public library by statute, an entity that serves the basic information and library needs of its constituents through a bibliographically organized collection of library materials and has at least one employee who works at least 15 hours per week as the librarian. The collection must have permanent financial support, be accessible centrally, and occupy identifiable quarters in one principal location. These requirements can be met through contractual services provided by another library.

"Library Interests": The characteristics of member libraries of systems, and the communities and constituents they serve, that affect representation on system boards. Library interests include, but are not limited to, types of libraries and size and geographic distribution of communities served.

"Long Range Plan": The component of the system plan of service, that details the program for system headquarter's operations and for the development of the library system over a three to five year period of time, states the assessed needs of libraries the system will meet, and sets forth the programs, goals, objectives, and strategies designed to meet those needs.

"Management Letter": A letter from an auditor accompanying a financial audit that discusses the library's accounting practices, internal controls and operating procedures.

"Non-resident": A person who resides outside the taxing area of a public library.

"Plan of Service": The system plan of service describes *the specific purposes for which the system is formed, and the means by which such purposes are to be accomplished* (Section 4 of the Act). The system plan shows how the library system will achieve the objectives and standards of the Illinois Library System Act and this Part.

"Proprietary Funds": Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

"Public Library": A tax-supported public library established by or as a governmental unit that either is authorized to levy a tax for library purposes, or supports the library at least in part from local tax revenues other than federal revenue sharing. Such a library is established by a city, village, incorporated town, township, county or library district under the Illinois Local Library Act [75 ILCS 5], the Village Library Act [75 ILCS 40], Division 5-38 of the Counties Code (Public County Library Service) [55 ILCS 5/Div. 5-38], the Village Library Conversion Act [75 ILCS 45], the Library Property Sale Act [75 ILCS 55], and the Public Library District Act of 1991 [75 ILCS 16]. This definition excludes free public libraries established by villages but not supported at least in part from local tax revenues, and incorporated free public libraries not established by a governmental unit.

"Reciprocal Access": The means by which the library resources of all full member libraries of a library system are made available to all constituents within the system area. These means may include some necessary and reasonable restrictions, approved by a library system board, as, for example, by information passports, interlibrary loans, photocopy service, reference service, use on site and courtesy cards.

"Reciprocal Borrowing": The right of a person holding a valid library registration card from a full member public library to borrow on site from all the other public libraries that are full members of the library system without using interlibrary loan mechanisms.

"School Library": The library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary schools under a single governing authority.

"Should": Recommended, not mandatory action.

"Special Library": The library of, or under, the governing authority of any body or institution not defined elsewhere in this Part.

"State Institutions": Penal institutions, reformatories, residential training schools, orphanages, hospitals, residential schools for the physically handicapped operated or substantially supported by the State of Illinois.

"State Librarian": The Secretary of State of Illinois.

"System Administrative Headquarters": The facility that is identified by the system as its administrative headquarters.

"System Service Area": The land area within the geographic boundaries of a library system.

(Source: Amended at 36 Ill. Reg. 12377, effective July 18, 2012)