

SCKLS Membership Eligibility Policy
Authorized May 2013

South Central Kansas Library Systems Membership Eligibility is defined by applicable state statutes and administrative regulations. This policy enumerates the primary applicable state statutes and administrative regulations and other authoritative sources that correspond with each official category of SCKLS Membership and/or service outlet contract. In some instances, other statutes and regulations may be applicable and those statutes and regulations may be identified as needed. Categories of SCKLS Membership shall include the following: Public, School District, Academic and Special. In addition and by annual authorization of the SCKLS Executive Committee, Service Outlet contracts for SCKLS Rotating Collections and/or Summer Reading Program may be provided to municipalities or 501 (c) 3 educational and literacy not-for-profit entities in the SCKLS twelve county service area. Service Outlet and Other are categories for services that SCKLS may offer but are not categories of membership. Once a library completes the eligibility process and becomes an official member, SCKLS reserves the right to determine and require terms and conditions for any grants or services it offers.

Membership Definitions

- **Public Library**

To be eligible to petition for membership as a Public Library Member of SCKLS, a public library must be established and operating under Kansas Statutes Annotated 12-1215 and following and shall meet the statutory and regulatory requirements of Kansas Statutes Annotated 75-2549 and following, as well as KAR 54-1-3, 8, 17, 21 and 22. On the basis of the Legal Service Area Population as identified by Institute of Museum and Library Services, Washington, D.C., official public library members of SCKLS are further categorized as according to Standards for Kansas Public Libraries, 2012 and as follows:

Population	Category
0 - 500	Gateway
501 - 1,000	Linking
1,001 - 2,500	Service Center I
2,501 - 10,000	Service Center II
10,001 - 25,000	Major Service Center I
25,001 - 100,000	Major Service Center II
100,001 +	Major Resources Center

In addition, a Public Library Member is recognized as a single entity. Multiple public libraries branches in a public library system are not considered as individual members of SCKLS, only the public library district as a whole.

- **Public School District Library**

To be eligible to petition for membership as a public School District Member of SCKLS, a public school district shall meet the statutory and regulatory requirements of Kansas Statutes Annotated 75-2549, KAR 54-1-19, KAR 54-1-3 and 8. In addition, a public School District Member is recognized as a single entity. Multiple school libraries in a public school district are not considered as individual members of SCKLS, only the public school district as a whole. A public school district member of SCKLS must meet and maintain accreditation standards of the Kansas State Board of Education, Topeka as well as Kansas Administrative Regulations 91-31-32(c) (9) (e) Library Services, Quality Performance Assessment Manual p.28 (2013).

- **Academic Library**

To be eligible to petition for membership as an Academic Library Member of SCKLS, an academic library shall meet the statutory and regulatory requirements of Kansas Statutes Annotated 75-2549, KAR 54-1-19, KAR 54-1-3 and 8. In addition, an Academic Library Member is recognized as a single entity. Multiple academic libraries of an academic institution are not considered as individual members of SCKLS, only the academic library institution as a whole. An Academic Member Library must meet and maintain the accreditation standards of the North Central Association (NCA) of colleges and secondary schools. On the basis of the Full Time Equivalency (FTE) for student enrollment, faculty and staff as reported on the 20th day after the beginning of the Fall Semester, academic library members of SCKLS are further categorized according to their service population. Official service population is identified by Kansas Board of Regents, Topeka, Kansas Higher Education Enrollment Report (KHEER).

Student, Faculty and Staff FTE	Category
0 - 500	Gateway
501 - 1,000	Linking
1,001 - 2,500	Service Center I
2,501 - 10,000	Service Center II
10,001 - 25,000	Major Service Center I
25,001 - 100,000	Major Service Center II
100,001 +	Major Resources Center

- **Special Library**

To be eligible to petition for membership as a Special Library Member of SCKLS, a library shall meet the statutory and regulatory requirements of Kansas Statutes Annotated 75-2549, KAR 54-1-3 and 8. In addition, membership eligibility as Special Library Member shall be limited to libraries that are affiliated as part of a State of Kansas correctional facility, a United States Department of Defense Armed Services Military Base or a combined school district/public library established through an Interlocal Agreement in accordance with KSA 12-2904.

Furthermore, a Special Library Member of SCKLS must be administered by a full-time Master's of Library Science library director or a Kansas licensed school library media specialist. If the administration of a special library is contracted to any entity other than a State of Kansas correctional facility, a United States Department of Defense Armed Services Military Base or the entities identified in its Interlocal Agreement, SCKLS eligibility shall be revoked. Multiple libraries that are part of a correctional facility or military base or combined public/school library are not considered as individual members of SCKLS, only the correctional facility, military base or combined public/school library as a whole.

- **Service Outlet**

To be eligible for Rotating Collections and/or Summer Reading Program services from SCKLS, a Service Outlet shall meet the statutory and regulatory requirements of KSA (Kansas Statutes Annotated) 75-2549, KAR 54-1-3 and 8. A Service Outlet must be administered by a municipality, public school district or 501 (c) 3 educational and literacy non-for-profit entity. A Service Outlet contract must be annually authorized by the SCKLS Executive Committee and the responsible administrative entity for the Service Outlet. A Service Outlet is only eligible for the services identified in its service contract and is not eligible for SCKLS membership, grants or services.

- **Other**

To be eligible for fee-based contractual services from SCKLS, any club or private library shall meet the statutory and regulatory requirements of KSA (Kansas Statutes Annotated) 75-2549, KAR 54-1-3, 8 and 18 and the provisions of KSA 12-2904. Any club or private library is only eligible for the services identified in its fee-based service contract and is not eligible for SCKLS membership, grants or services.