

RAILS New Director Checklist

Welcome to RAILS! As a new public library director, please use this checklist to ensure that you are taking advantage of the many member benefits that RAILS has to offer.

My library participates in the following available to libraries without charge:

- Explore More Illinois – *Cultural attraction pass program*
- Inkie.org - *Statewide local content creation/publishing resource*

My library participates in the following advantageously priced programs:

- Find More Illinois – *Statewide ILL platform*
- eRead Illinois – *Cooperative e-book/audiobook program*
- HR Source – *Employment/HR support discount program*

I have:

- Subscribed to the Director's Only email list
- Created and/or updated my info on L2 (Library Directory & Learning Calendar)
- Used RAILS' FOIA/OMA Hotline
- Spoken to trustees about trustee training available on the RAILS website

My staff and I have:

Communications & Networking

- Explored the RAILS website using individual L2 account logins for full access
- Subscribed to the weekly *RAILS E-News*
- Subscribed to RAILS email lists of interest
- Joined RAILS networking groups of interest
- Used the member directory or event calendar in L2

Continuing education

- Used L2 to sign up for upcoming live RAILS webinars *
- Accessed archived RAILS webinars from the RAILS website*

Resource sharing

- Viewed the RAILS Deals & Discounts page*
- Used the RAILS Policies/Procedures/Plans/Job Descriptions collections
- Initiated or answered a RAILS Fast Facts Survey
- Used the RAILS Free/For Sale/Wanted section on the RAILS website

Delivery

- Used the RAILS Delivery Help Desk email

My Library Is...

- Used the My Library Is... website

* - Requires L2 login to access

Other RAILS communication channels & social media:

Sparks! Podcast | RAILS Facebook | RAILS Twitter | RAILS Instagram | RAILS LinkedIn | RAILS YouTube

Have a question? Contact us!

RAILS Communications, communications@railslibraries.info, 630.734.5000