

SSCTA BOCES SCHOOL LIBRARY SYSTEM

Member Plan 200__ - 200__

Name(s) of Library Media Specialist(s) _____

Name of School _____

Name of District _____

Library Address (Street) _____
(City/Zip) _____

LMS(s) Email Address(s) _____

Library Telephone No. _____ Direct line? ___Y -or- ___N

Fax No. _____

Assurances

I have read the attached Member Plan of the library resources and services, as required by the Commissioner's Regulations 90.18. We will use this self-assessment tool to improve the library media center program. I assure the State Education Department that we will make every effort to provide adequate qualified staff to administer the library media center program, including School Library System responsibilities.

Directions/Notes:

- *Before starting this report, find copies of your annual report from last year and this year's BEDS forms. Both of those documents have information that may be useful. All questions should be answered from the perspective of items in the library media center or under the direct responsibility of the library media specialist – not shared building resources.*
- *Some questions may be answered easily, while other questions may be more difficult or time consuming. If the question cannot reasonably be answered, please leave the field blank rather than guessing.*
- *If there are any questions regarding the Member Plan, please call the School Library System at 281-3199.*

Basic Information

➤ How many library media specialists are assigned to the library in your school? _____

Are all of the above certified by New York State: YES NO

➤ How many paid support staff are assigned to your library (clerk, staff, aide) _____
 (If you have someone for half of the day, that person should be reported as .5)

Has this staffing been changed in the past year? If so, how? _____

What is the total enrollment in your school? _____

What is your grade configuration? (K-12, K-6, 9-12, 6-9, etc.) _____

➤ = indicates a response from the BEDS forms

Documents and Policies

Does the district have an officially adopted:

	Yes	No	In Student Handbook
Copyright Policy			
Collection Development Policy			
Acceptable Use Policy			
Materials Reconsideration Form			
Discipline Policy			

Library Facility

➤ How many students can be seated in your library? _____

What is the average daily attendance in your library? _____

➤ How many hours is the library media center staffed and open for student use?

- Fewer than 10 hours a week
- 10-20 hours a week
- Open during all school hours
- Open during all school hours and before and/or after school
- Open during all school hours, before and/or after school and evenings

How many hours per week is the library unavailable for use by teachers and students without prior scheduling? (i.e., closed lunches, preps, conflicts)

- 0 hours (none)
- Fewer than 5 hours a week
- 5-10 hours a week
- 10-20 hours a week

Budget

Total amount of budget provided through:

District Funds _____ State Aid Funds _____

Please enter whole dollar amounts for the purchase of:

Print Resources _____ Periodicals _____

Non-Print Resources _____ Online Resources _____

Supplies _____ Equipment _____

Please check all that apply:

Are your online resources funded by: technology budget library budget BOCES Co-Ser

Are your automation costs, if applicable, funded from the: district budget library budget
 BOCES Co-Ser

Overall this year has your funding increased decreased or stayed the same?

Collection

➤ Total number of print volumes in your collection (per BEDS form) _____

Total number of non-print items (per BEDS form) _____
(Including: Videos, DVD's, Filmstrips, Slides, Audio Cassettes, Audio CD's, Maps, Games, Puppets, Books in Bags, Kits, Realia – not software)

What is your Average Age of Collection/Average Copyright Date?

Fiction _____

Non-Fiction _____

Online Resources

Do you provide instruction in the use of databases for:

Students – Individually.....Yes No

Students – ClassesYes No

Faculty/Staff – IndividuallyYes No

Faculty/Staff – Groups or MeetingsYes No

Do your staff and students know about and use the NOVEL
databases at school?Yes No

Do your staff and students know about and use the NOVEL
databases at home..?Yes No Unsure

Are students and staff provided with web addresses and
passwords for remote usage?Yes No

How many additional databases (beyond NOVEL) does your library
provide? _____

Usage Statistics

What was your total circulation, from the previous school year September 200__ to June 200__? _____

Total ILL Requests for resources BORROWED FROM other locations for 200__ -200__? _____

Total ILL Requests for resources FILLED or LOANED to other locations for 200__ -200__? _____

Databases:

The SLS is not requesting this information. However, you should be monitoring the usage statistics of your online databases. Is the usage going up or down? Are some databases not being used at all? Why do you think that is?

Instruction

Number of classes taught in the library per week by the Library Media Specialist(s) (LMS) alone

Average _____

Number of classes taught in the library per week by teachers or others (no LMS involvement)

Average _____

Number of classes taught per week collaboratively – LMS(s) and teacher(s) together

Average _____

What percentage of these classes are part of a fixed schedule? Fixed _____%

What percentage of these classes are part of a flexible schedule? Flexible _____%

Technology

Note: The equipment listed below refers to equipment housed in the library/media center and under the jurisdiction of the library media specialist.

How many of each of the following do you have in the library for patron use?
(Do not include circulation terminals or staff terminals in your count.)

*Desktop IBM or IBM-compatible Pentium 1 or greater..... _____

*Desktop PowerPC/MAC or greater..... _____

*Laptop IBM or IBM-compatible..... _____

*Laptop Macintosh computers..... _____

Does the school library have: (please check all applicable)

- CD-ROM equipment
- DVD equipment
- CD-ROM burner equipment
- DVD burner equipment
- Computer projection equipment
- Digital camera equipment
- Digital video camera equipment
- Portable storage devices
(examples: Zip, thumb, portable floppy, CDRW)
- Portable computing devices
(examples: PDA (Palm), Alphasmart, Dana)
- Color printer
- Computer scanner equipment
- Mobile lab (laptop cart)
- Thin Client Technology (i.e. Citrix)
- Wireless (WiFi) technology
- Telephone
- Share a phone line with other departments
- Telefax equipment in the library
- Internet connection in the library
- E-mail in the library
- Copy machine in the library
- Video conferencing capabilities in the library

Is there a computer lab in or adjacent to your library? _____ Yes _____ No

Communication Tools

Do you produce a newsletter from your library to your users, distributed on a regular basis – can be print, non-print, or both? _____ Yes _____ No

Do you provide a webpage for your users that provides information about your library and links to relevant resources? _____ Yes _____ No

Are you responsible for the library website? _____ Yes _____ No

Are you responsible for building the website? _____ Yes _____ No

What methods do you use to report or communicate about your library program? (please check all applicable)

	Dist. Admin.	Bldg. Admin.	Faculty	Students	Parents	Board of Ed.
Annual Report						
Monthly Report						
Email						
Website(s)						
Newsletters						
Memos						
Flyers						
Bookmarks						
Posters						
Displays & Exhibits						
Bulletin Boards						
School Newspaper						
Community Newspapers						
Back of School Lunch Menus						
Formal Presentations						
AV Productions						
Informal Meetings						
Faculty Meetings						
Curriculum Meetings						
Team/Dept. Meetings						
School Handbooks						
Telephone						
Open House Activities						
Television						
Radio						
Other: Specify						

What obstacles do you face in the area of communication and/or promotion of your school library media program?

What has/have been the most effective communication tool(s) for you?

Professional Development

Please copy and add to report for each library media specialist in your facility.

Organization	Member (Y/N)	Attend Events? (Y/N)	Funded by District? (Y/N)
SLS			
ALA/AASL			
NYLA			
SLMS/NYLA			
SLST WEST			
OTHER (SPECIFY)			

SLS – School Library System
ALA/AASL – American Library Association/ American Association of School Librarians
NYLA – New York Library Association
SLMS/NYLA – School Library Media Section of New York Library Association
SLST WEST – School Librarians of the Southern Tier West

Do you participate in any of the following:

School Library System Conferences ___ Yes ___ No

School Library System Workshops ___ Yes ___ No

BOCES/Teacher Center Workshops ___ Yes ___ No

District Workshops ___ Yes ___ No

College/graduate courses ___ Yes ___ No

Other – please specify _____

Please list any school committees or other professionally related activities or organizations you are involved with:

Communication

What methods do you use to report to your building principal/administration on library programs, resources and needs?

	YES	NO
Monthly Report		
Annual Report		
Weekly Meeting/Conference		
Monthly Meeting/Conference		

Directions for the rubric (attached):

This rubric is part of a self-assessment tool. The rubric was developed by the New York State Education Department and is used to assess library programs throughout the State. Ideally, librarians and principals will work together to complete this process and, in so doing, have a conversation about the direction of the library program in the school.

Look at each of the TARGET INDICATORS, then place a checkmark under the rubric which best describes this area of the program. Some schools may be “exemplary” in one area, but “in progress” in another area. These rubrics can be used not only as an evaluation tool, but to help guide school decision-makers in determining where they should be directing their resources.

LMS = School Library Media Specialist

LMC = Library Media Center

Based on the results of the Library Media Program Matrix, and the adopted Vision and Mission statements, please list your Goals and Objectives for the _____ school year.

Vision

“The ability to find and use information is the keystone of lifelong learning. The school library media program combines effective learning and teaching strategies and activities with information access skills.”

-Information Power: Building Partnerships for Learning (1998), p.1

Mission

“The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished:

- By providing intellectual and physical access to materials in all formats
- By providing instruction to foster competence and stimulate interest in reading, viewing and using information and ideas
- By working with other educators to design learning strategies to meet the needs of individual students.”

-Information Power: Guidelines for School Library Media Programs (1988), p. 1

Goals & Objectives:

1. _____

a. _____

b. _____

c. _____

2. _____

a. _____

b. _____

c. _____