

Survey of School Library Media Centers in Iowa, July 2001-May 2002

Direct questions to Media Directors at your AEA or Gerry Rowland, State Library of Iowa, 515-281-7573 or growlan@mail.lib.state.ia.us

The survey is to be completed on the web at: www.silo.lib.ia.us/for_ia_libraries/statistics/schools

8/13/02

Due Date: November 15, 2002

- ALL shaded areas require a response!

PART A - RESPONDENT INFORMATION

- Please identify your school by Name, Level, and District, and provide **all contact information** for the individual who responded to this survey.
- *Report current information.*
- Complete a separate questionnaire for **each** school.
- **Do not** combine data for multiple schools in one survey.

AEA Name		AEA #	
School Name			
School Level (Mark one) <input type="radio"/> Elementary <input type="radio"/> Jr. High/Middle <input type="radio"/> High <input type="radio"/> Combined			
Grades in school (circle all that apply) Pre-K 1 2 3 4 5 6 7 8 9 10 11 12			
District Name			
School Address		County	
City		Zip code	
The number of Library Media Centers you manage in your building :			
The number of Library Media Centers you manage in your district :			
Name of Respondent		Title:	
Three ways to contact the respondent:			
Phone ()		Fax ()	e-Mail

PART B - SERVICE HOURS PER TYPICAL WEEK

Please report the typical **weekly** number of hours this library media center is open for use. Report hours during school, before and after school hours, and during the summer. Report data from July 2001-June 2002

<i>Item</i>	<i>Line</i>	Number of Hours per Typical Week
Number of hours open per typical school week during school hours	1	
Number of hours open per typical school week before school hours	2	
Number of hours open per typical school week after school hours	3	
Number of hours closed per typical school week during school hours	4	
Number of hours open per typical summer week	5	

PART C - SCHOOL LIBRARY MEDIA STAFFING - PAID

- Please report the levels of **paid** staff for this library media program. Report data from July 2001-June 2002
- Include both the **number** of people at each level (Col. A) and the **total number of staff-hours** per typical **week** for each staff type (Col. B).
- **Do not report more than 40 hours per week per person.**
- Count each individual only once.
- Do **not** include volunteers or student workers or their hours, if any.

Example: If two people are reported as "All other paid staff" on line C 2 (a) and one works 20 hours per week and the other 10, enter 30 on line C 2 (b).

<i>Paid Staff</i>	<i>Line</i>	Col. A Number of People (head count, not FTE)	Col. B Total Staff-Hours per Typical Week
Library media specialists	1		
All other paid staff	2		
TOTALS (Add lines 1 and 2 in both columns →)	3		
<i>Education Levels and Endorsement</i>			
Highest education level attained by the library media specialists in this building	4	Drop-down menu on web BA, BA-15, BA-30, MA, MA-15, MA30, MA-45, EDS, Ph.D	
Does the person responsible for this library have school library endorsement?	5	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Does the person responsible for this library have a teaching certificate?	6	<input type="checkbox"/> YES <input type="checkbox"/> NO	

PART D - PAID STAFF ACTIVITIES PER TYPICAL WEEK

- Report your best estimate of the **number of hours** per typical **week** all staff spend on **each** of the following activities. *Report data from July 2001-June 2002*
- Include **all** staff hours, not just professional staff.
- Col. B is **OPTIONAL**. **Only** complete it if you wish to report voluntary unpaid overtime.

Activities	Staff-hours/typical week		
	Line	Col. A Regular, Paid hours	Col. B Voluntary Unpaid hours
Collaboration			
Hours spent weekly identifying materials for and planning instructional units with teachers	1		
Hours spent weekly teaching students <u>cooperatively</u> with teachers	2		
Hours spent weekly providing information skills instruction to students—individually or in groups (e.g., locating information, citations, copyright/plagiarism, evaluating Internet sources, note-taking)	3		
Hours spent weekly providing in-service training to teachers and/or other school staff (includes informal one to one and formal group sessions)	4		
Hours spent weekly implementing reading and literacy incentive activities for students and/or promoting reading guidance (e.g., reader's advisory services, book talks, book clubs, story times, author visits, puppet shows)	5		
Hours spent weekly on collection development (e.g., selecting materials)	6		
Leadership	7		
Hours spent weekly meeting with school library staff from building, district, or beyond			
Hours spent weekly meeting with principal and/or other building or district administrators	8		
Hours spent weekly attending general faculty and/or staff meetings	9		
Hours spent weekly with meeting standards and/or curriculum committees/teams/task forces	10		
Technology			
Hours spent weekly managing computers/library automation/computer network	11		
Other	12		
Hours spent weekly on All other library activities (e.g., processing, retrieving, checking in and out, re-shelving/re-storing)			
Extra duties unrelated to school library services (e.g., monitoring restrooms, lunch, etc.)	13		
TOTAL WEEKLY HOURS OF PAID STAFF (Add Lines 1 through 13 →)	14		

These two boxes MUST equal each other. Part C 3 (B) and Part D 14 (A). Activity hours must equal total paid staff hours.

PART E - SCHOOL LIBRARY MEDIA TECHNOLOGY

- FIRST, determine the number of computers located *in* or *under supervision of* the school library. This might include some computers not located *in* the library.
 - **(Note:** For this question, the terms “computer”, “terminal”, and “workstation” are considered synonymous.)
- Enter this number on Line 1 in Col. A.
- THEN, determine the number of computers that are:
 - located elsewhere in the school (like a computer lab, mini-lab, administrative office, etc.), and
 - are *not* under supervision of the school library, and
 - *are* connected to LMC resources. (Do *not* include any that are *not* connected to LMC resources)
- Enter this number on Line 1 in Col. B.
- On Lines 2 through 6, enter the number of the Line 1 Totals, in *each* column, that have the accesses, options, etc. specified on each of Lines 2 through 6.
- A computer in either of the Line 1 Totals may be included on as many of Lines 2 through 6 as necessary.
- For example, a computer in the school library might have Internet access *and* a school home page. This computer would be counted on both Lines 2 *and* 5 under Col. A.
- Report data from July 2001-June 2002

<i>Computer Connections and Access</i>	<i>Line</i>	Number of computers in school	
		Col. A <i>Located in or under supervision of school library</i>	Col. B <i>Located elsewhere, not under library control, but connected to LMC resources</i>
TOTALS: FIRST, enter on this line the <i>TOTAL</i> number of computers in each of the Col. A and Col. B categories:	1		
THEN, enter the number of each of the Line 1 TOTALS that have...			
Internet access	2		
Access to the school library catalog	3		
Access to school library databases (e.g., ProQuest, EBSCO, e-Library, SIRS, Gale Group, etc.)	4		
Access to digital streaming for curriculum content or professional growth (e.g., AP classes, textbooks, etc.)	5		
Access to district or school home page to guide users to library resources	6		
Menu option or bookmark to a public library catalog	7		
Menu option or bookmark to the Area Education Agency website.	8		

PART F - SCHOOL LIBRARY MEDIA USAGE PER TYPICAL WEEK

- Please report the following types of usage of the library media program **per typical WEEK**.
Report data from July 2001-June 2002.
- *If annual totals are available, divide the annual total by 36.*
- If these figures must be estimated, and it is easier to estimate for a month or a year:
 - estimate for a month and divide by four; or
 - estimate for a year, and divide by the number of weeks the library media center is open annually.

<i>Type of Usage per Typical Week</i>	<i>Line</i>	<i>Number per Week</i>
Total Visits to the school library , scheduled or unscheduled, by:		
Individuals (students, teachers, administrators, parents, student aides, volunteers, others). Do <i>not</i> count people who are in the LMC in groups	1a	_____ people
Classes or other groups (e.g., the number of classes or groups of teachers, administrators, parents, or students touring your library)	1b	_____ groups
Information skills instruction contacts , scheduled or unscheduled, for purposes like locating information, citations, copyright/plagiarism, critical thinking, evaluating Internet sources, or note-taking by:		
Individuals (students, teachers, administrators, parents, others) Do <i>not</i> count people who are in the LMC in groups	2a	_____ people
Classes or other groups (e.g., the number of groups of teachers, administrators, parents, or students touring your library)	2b	_____ groups
Total circulation of materials, including all formats, in a typical week	3	
In-library use of materials in a typical week (estimate based on re-shelving count)	4	
Inter-library loans <u>to</u> any other library , outside of your district, in a typical week	5	
Inter-library loans <u>received</u> from any other library , outside of your district, in a typical week . Contact your AEA for average circulation to your building.	6	
Inter-library loans <u>to</u> any other library , in your district, in a typical week	7	
Inter-library loans <u>received</u> from any other library , in your district, in a typical week	8	

PART G - SCHOOL LIBRARY MEDIA COLLECTION

- Report in Col. A and Col. B on *all* holdings (except N/A on Line 4).
- Include all circulating and non-circulating items, *but*
- *Exclude* any materials that are *not* available for use by teachers or students, such as materials reserved for library media staff, the principal, counselors, etc.
- Report average copyright dates in Col. B. If these dates cannot be obtained from an electronic catalog, randomly select 25 items in the category (e.g., one per range or section, every third item, an item from every fifth shelf), and *average* their copyright dates.
- *Report items in the collection as of the end of the 2001-2002 school year.*

<i>Item</i>	<i>Line</i>	Col. A <i>Number</i>	Col. B <i>Average Copyright Year</i>
Books of all types except reference books	1		
Reference books only	2		
Encyclopedias & reference titles on CD-ROM or laser disk	3		
Current print subscriptions to magazines & newspapers	4		N/A
Audio materials (cassettes, CDs, LPs)	5		
Video materials (cassettes and discs)	6		
Computer software packages for use in school library by students	7		
Does the school library have access to any online or CD-ROM services (e.g., EBSCO, ProQuest, InfoTrac, UMI, SIRS, Newsbank)?	8	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PART H - ANNUAL OPERATING EXPENDITURES

- Report the annual operating expenditures for this library media program from school or district funds *for the 2001-2002 school year.*
- Exclude major one-time capital outlays for computers, furniture, and other equipment.
- Exclude labor costs and fees and salaries of personnel assigned to media responsibilities.
- Exclude spending from income from book fairs, bake sales, donations, and other volunteer efforts.

<i>Item</i>	<i>Line</i>	<i>Whole dollars only</i>
TOTAL ANNUAL OPERATING EXPENDITURES	1	
Amount of annual operating expenditures from Title 6B (Contact building principal for information)	2	

PART I - SCHOOL LIBRARY MEDIA MANAGEMENT

- Please mark YES or NO for each of the following questions.
- If there is no library media professional, mark N/A on line 4.
- Report information as of the date the survey is completed.
- *Report data from July 2001-June 2002*

Does the library media staff submit an annual budget request?	1	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the library media program have an advisory committee?	2	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the library media professional or staff submit an annual report?	3	<input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> N/A
Does the library media professional direct, supervise, or coordinate support staff?	4	<input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> N/A
Does the library have a selection policy and reconsideration policy to prepare itself for challenges?	5	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PART J - PARTNERSHIP BETWEEN SCHOOL LIBRARY AND PUBLIC LIBRARY

- In this Part and in Part K following, please mark YES or NO for each question.
- *Report data from July 2001-June 2002*

Do you have a local public library?	1	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your library media program have a working relationship with the local public library?	2	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>In which of the following ways do your school library media center and the local public library work together?</i>			
Are there electronic access links (such as shared catalog access) between your library and the local public library?	3	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the public library staff present booktalks at the school library?	4	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the school library provide homework alerts to the public library?	5	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the school library direct reference questions to the public library?	6	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the school library receive bulk loans from the public library?	7	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is there a summer reading program at the public library?	8	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PART K - PARTNERSHIP BETWEEN SCHOOL LIBRARY MEDIA PROGRAM AND AEA INSTRUCTIONAL MEDIA SERVICES

Do you take advantage of staff development activities at your AEA?	1	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your library media program acquire databases through the support of your AEA?	2	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your library media program use reference information and services from the AEA media program?	3	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your library media program utilize instructional resource materials from the AEA media program?	4	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you request consulting services from the AEA media program? (by phone, e-mail, face-to-face)	5	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your library media program participate in the cooperative purchasing opportunities offered through the AEA media program? (e.g.; ACEM - AEA Collaborative for Educational Media)	6	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the library media professional regularly receive communication from the AEA Instructional Media staff?	7	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your library media program use production services offered by the AEA media program? (e.g.; slides, video duplication, lamination, printing)	8	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your library media program request technical assistance from AEA media services? (e.g.; professional development of instructional media services, how to request materials online, navigation of online resources, or utilization a particular piece of software or hardware operation)	9	<input type="checkbox"/> YES	<input type="checkbox"/> NO