

# Survey of School Library Media Centers in Iowa, July 2003-June 2004

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

The survey is to be completed on the web at [www.silo.lib.ia.us](http://www.silo.lib.ia.us)

**Due Date: June 30, 2004**

- **ALL shaded areas require a response!**
- **All fields are pre-filled with data from FY2003**
- **Update all fields that need to be revised for FY2004**

## 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 for FY 2004 (July 1, 2003-June 30, 2004).*
- Complete a separate questionnaire for **each** School Library Media Center (SLMC).
- **Do not combine data for multiple SLMCs in one survey.**
- **Include in the survey all buildings which are served by the SLMC**

1. AEA Name:		2. AEA #
Building in which SLMC was located		
3. New school in FY 2004 _____		4. Closed after FY 2003 _____
5. Enrollment _____		
6. School Building Name:		
7. School Address:		8. County:
9. City:		10. Zip code:
11. District Number		12. Building Number
13. DE Building Code:		
14. Type of school: <input type="radio"/> Public <input type="radio"/> Private Accredited <input type="radio"/> Private non-accredited		
Other school building served by this SLMC (if applicable)		
15. New school in FY 2004 _____		16. Closed after FY 2003 _____
17. Enrollment _____		
18. School building name:		
19. School Address:		20. County:
21. City:		22. Zip code:
23. District Number		24. Building Number
25. DE Building Code:		
Other school building served by this SLMC (if applicable)		
26. New school in FY 2004 _____		27. Closed after FY 2003 _____
28. Enrollment _____		
29. School building name:		
30. School Address:		31. County:
32. City:		33. Zip code:
34. District Number		35. Building Number
36. DE Building Code:		
Center Information		
37. Total enrollment for all school buildings served by this SLMC (FY 2004):		
38. Grades in all school buildings (circle <b>all</b> that apply) Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12		
39. School Level for all buildings (Mark one) <input type="radio"/> Elementary <input type="radio"/> Jr. High/Middle <input type="radio"/> High <input type="radio"/> Combined		
40. District Name:		
41. The number of Library Media Centers you managed in your <b>building</b> :		
42. The number of Library Media Centers you managed in your <b>district</b> :		
Respondent Information (current year)		
43. Name of Respondent:		
44. Title:		
Three ways to contact the respondent:		
45. Phone ( )		46. Fax ( )
47. e-Mail:		

## PART B - SERVICE HOURS PER TYPICAL WEEK

- Please report the typical **weekly** number of hours this library media center was open. *Report data from July 2003-June 2004.*

<i>Item</i>	<i>Line</i>	
Number of hours open for library services to students and staff per school week	1	
Number of hours during the school day that the library is closed for library services per school week	2	
Number of weeks open in the summer	3	
Number of hours open per summer <b>week</b>	4	

## PART C - SCHOOL LIBRARY MEDIA STAFFING - PAID

- Please report the levels of **paid** staff for this library media program. *Report data from July 2003-June 2004.*
- 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).
- Endorsement defined: Persons with the title Library Media Specialist hold endorsements 108, 109 or 174 from the State of Iowa Teacher Licensure board. To be eligible for licensure, a school library media specialist shall be a certified teacher and shall have received training in selection, utilization and evaluation of equipment and of library media materials in all formats; information retrieval, reference services and networking; planning, evaluation and administration of media programs and other areas, from an accredited college or university.

<i>Paid Staff</i>	<i>Line</i>	<b>Col. A</b> Number of People (head count, <b>not</b> FTE)	<b>Col. B</b> Total Staff-Hours per Typical <b>Week</b>
Library media specialists	1		
Library media associates	2		
All other paid staff	3		
Totals (add lines 1-3 in both columns)	4		

<i>Education Levels and Endorsement</i>			
Highest education level attained by the library media specialists in this building	5	<b>Drop-down menu on web</b> BA, BA-15, BA-30, MA, MA-15, MA30, MA-45, EDS, Ph.D, NA	
Does the person responsible for this library have school library endorsement?	6	<input type="radio"/> YES	<input type="radio"/> NO
Does the person responsible for this library have a teaching certificate?	7	<input type="radio"/> YES	<input type="radio"/> NO

<i>Management of the Media Center</i>			
Highest education level attained by the person directly managing the media center on a day-to-day basis?	8	<b>Drop-down menu on web</b> HS, JR COLL/ASSOC, BA, BA-15, BA-30, MA, MA-15, MA30, MA-45, EDS, Ph.D, NA	
Title of person directly managing the media center on a day-to-day basis?	9	<b>Drop-down menu on web</b> Media Specialist (holding endorsement) Media Associate Other paid staff NA	
Does this school have a district level media center coordinator?	10	<input type="radio"/> YES	<input type="radio"/> 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 2003-June 2004.*
- Include **all** staff hours, not just professional staff. **Column B includes Media Associates and Other Paid Staff.**

<i>Activities</i>	Staff-hours/typical <b>week</b>		
	<i>Line</i>	<b>Col. A</b> Media Specialist hours	<b>Col. B</b> Other Paid Staff hours
<b>Collaboration</b> Hours spent <b>weekly</b> 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		
<b>Leadership</b> Hours spent weekly meeting with school library staff from building, district, or beyond	7		

These two boxes MUST equal each other: Part C 3 (B) and Part D 16 (A and B). Activity hours must equal total paid staff hours.

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		
<b>Technology</b> Hours spent weekly managing computers/library automation/computer networks in the library	11		
Hours spent weekly managing computer technology outside the library	12		
<b>Other</b> Hours spent weekly on <b>All other library activities</b> (e.g., processing, retrieving, checking in and out, re-shelving/re-storing)	13		
<b>Hours spent outside the library</b> teaching in a classroom	14		
<b>Extra school duties unrelated to school library services</b> such as study halls, monitoring restrooms, lunch, etc.)	15		
<b>TOTAL WEEKLY HOURS OF PAID STAFF</b> (Add Lines 1 through 15 → )	<b>16</b>		
Total number of volunteer hours by <b>non-paid staff</b>	17		

## 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 9, enter the number of the Line 1 Totals, in *each* column, that have the accesses, options, etc. specified on each of Lines 2 through 9.
- A computer in either of the Line 1 Totals may be included on as many of Lines 2 through 9 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* 6 under Col. A.
- Report data from July 2003-June 2004.

<i>Computer Connections and Access</i>	<i>Line</i>	<b>Number of computers in school</b>	
		<b>Col. A</b> <i>Located in or under supervision of school library</i>	<b>Col. B</b> <i>Located elsewhere, not under library control, but connected to LMC resources</i>
<b>TOTALS: FIRST, enter on this line the TOTAL number of computers in each of the Col. A and Col. B categories:</b>	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. Digital streaming involves video from stored sources (tape or disk), delivered over the Internet	5		
Access to district or school home page to guide users to library resources	6		
Access to the school library web page	7		
Menu option or bookmark to a public library catalog	8		
Menu option or bookmark to the Area Education Agency website.	9		
School library web page URL	10		

## 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 2003-June 2004.
- If annual totals are available, divide the annual total by 38.
- 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.

Type of Usage <i>per Typical Week</i>	Line	Number per Week
<b>Total Visits to the school library</b> , scheduled or unscheduled, by:		
<b>Individuals</b> (students, teachers, administrators, parents, student aides, volunteers, others). Do <i>not</i> count people who are in the LMC in groups	1a	_____ people
<b>Classes</b> or other <b>groups</b> (e.g., the number of <b>classes</b> or <b>groups</b> of teachers, administrators, parents, or students)	1b	_____ groups
<b>Information skills instruction contacts</b> , scheduled or unscheduled, for purposes like locating information, citations, copyright/plagiarism, critical thinking, evaluating Internet sources, or note-taking by:		
<b>Individuals</b> (students, teachers, administrators, parents, others) Do <i>not</i> count people who are in the LMC in groups	2a	_____ people

<b>Classes</b> or other <b>groups</b> (e.g., the number of <b>groups</b> of teachers, administrators, parents, or students touring your library)	2b	_____ groups
<b>Total circulation</b> of materials, including all formats, in a typical <b>week</b>	3	
<b>In-library use</b> of materials in a typical <b>week</b> (estimate based on re-shelving count)	4	
<b>Inter-library loans <u>to</u> any other library</b> , outside of your district, in a typical <b>week</b>	5	
<b>Inter-library loans <u>received</u> from any other library</b> , outside of your district, in a typical <b>week</b> . Contact your AEA for average circulation to your building.	6	
<b>Inter-library loans <u>to</u> any other library</b> , in your district, in a typical <b>week</b>	7	
<b>Inter-library loans <u>received</u> from any other library</b> , in your district, in a typical <b>week</b>	8	

## PART G - SCHOOL LIBRARY MEDIA COLLECTION

- Report in Col. A and Col. B on *all* holdings (except N/A on Line 5).
- 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 2003-2004 school year.*

<i>Item</i>	<i>Line</i>	<b>Col. A</b> <i>Number</i>	<b>Col. B</b> <i>Average Copyright Year</i>
Fiction books	1		
Non-fiction books <b>except</b> reference books	2		
Reference books <b>only (print)</b>	3		
Encyclopedias & reference titles on CD-ROM or laser disk	4		
Current print subscriptions to magazines & newspapers	5		<b>N/A</b>
Audio materials (cassettes, CDs, LPs)	6		
Video materials (cassettes and discs)	7		
Computer software packages for use in school library by students	8		
Does the school LMC provide access to e-books	9	<input type="radio"/> YES	<input type="radio"/> NO
Does the school LMC provide access to the online databases provided by the AEA	10	<input type="radio"/> YES	<input type="radio"/> NO

## PART H - ANNUAL OPERATING EXPENDITURES

- Report the annual operating expenditures for this library media program from school or district funds *for the 2003-2004 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>
<b>TOTAL ANNUAL OPERATING EXPENDITURES</b>	1	

## 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 data from July 2003-June 2004.*

Does the library media staff submit an annual budget request?	1	<input type="radio"/> YES	<input type="radio"/> NO
Does the library media program have an advisory committee?	2	<input type="radio"/> YES	<input type="radio"/> NO
Does the library media professional or staff submit an annual report?	3	<input type="radio"/> YES	<input type="radio"/> NO <input type="radio"/> N/A
Does the library media professional direct, supervise, or coordinate support staff?	4	<input type="radio"/> YES	<input type="radio"/> NO <input type="radio"/> N/A
Does the library have a selection policy and reconsideration policy to prepare itself for challenges?	5	<input type="radio"/> YES	<input type="radio"/> 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 2003-June 2004.*

Do you have a local public library?	1	<input type="radio"/> YES	<input type="radio"/> NO
Does your library media program have a working relationship with the local public library?	2	<input type="radio"/> YES	<input type="radio"/> 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="radio"/> YES	<input type="radio"/> NO
Does the public library staff present booktalks at the school library?	4	<input type="radio"/> YES	<input type="radio"/> NO
Does the school library provide homework alerts to the public library?	5	<input type="radio"/> YES	<input type="radio"/> NO
Does the school library direct reference questions to the public library?	6	<input type="radio"/> YES	<input type="radio"/> NO
Does the school library receive bulk loans from the public library?	7	<input type="radio"/> YES	<input type="radio"/> NO
Is there a summer reading program at the public library?	8	<input type="radio"/> YES	<input type="radio"/> NO

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

- Report data from July 2003-June 2004.

Do you take advantage of staff development activities at your AEA?	1	<input type="radio"/> YES	<input type="radio"/> NO
Does your library media program acquire databases through the support of your AEA?	2	<input type="radio"/> YES	<input type="radio"/> NO
Does your library media program use reference information and services from the AEA media program?	3	<input type="radio"/> YES	<input type="radio"/> NO
Does your library media program utilize instructional resource materials from the AEA media program?	4	<input type="radio"/> YES	<input type="radio"/> NO
Do you request consulting services from the AEA media program? (by phone, e-mail, face-to-face)	5	<input type="radio"/> YES	<input type="radio"/> 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="radio"/> YES	<input type="radio"/> NO
Does the library media professional regularly receive communication from the AEA Instructional Media staff?	7	<input type="radio"/> YES	<input type="radio"/> 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="radio"/> YES	<input type="radio"/> 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="radio"/> YES	<input type="radio"/> NO

## Part L-Survey Status

Survey complete \_\_\_\_\_ (check here when survey is complete)