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Colorado Department of Education



Colorado School Library Survey 2003

Part A - Information about You & Your School

Thank you for participating in the Colorado School Library Survey. Respond to each item in this survey in the place provided. Even if you must use "0" or a good estimate, please enter your best response.

Identify your school by name, level, and district. Provide Name and Title for the individual who responded to this survey. Complete a separate questionnaire for each school. **Please do NOT combine data for multiple schools.**

1. If you believe the school name above does not accurately identify the library for which you are responding, please explain here.

Example: Your school's name is listed as Colorado High School, but you are responding for the Colorado School which contains elementary, middle, and high schools.

2. School level:

- Elementary
- Jr. High/Middle
- High
- Combined

3. CSAP-tested grades in school (Check all that apply):

- 3 4 5 6 7 8 9 10

4. Our School...

- has a library located in the school
- has a shared school/public library located in the school
- does not have a library located in the school

5. Regional Library Service System:

- Arkansas Valley Regional Library System
- Central Colorado Library System
- High Plains Regional Library Service System
- Pathfinder Regional Library System
- Plains and Peaks Regional Library System
- Southwest Regional Library System
- Three Rivers Library System

6. School street address:

7. City:

8. County: ▼

9. Zip:

10. School mailing address:

11. City:

12. Zip:

13. Name of respondent:

14. Title:

15. Phone number: () - Ext.

16. Fax number: () -

17. Email:

Part B - Library Service Hours Per Typical Week

Report the typical **weekly** number of hours the school library is open for use. Report hours the library is open for use during school hours, before and after school hours, and during the summer.

18. Hours the library is open per typical school week during student use time (before 4 pm)	<input type="text"/> weekly hours
19. Hours the library is closed per typical school week during student use time (before 4 pm)	<input type="text"/> weekly hours
20. Hours the library is open per typical school week after 4:00 p.m.	<input type="text"/> weekly hours
21. Hours the library is open per typical summer week during student use time	<input type="text"/> weekly hours

Part C - Library Staffing Per Typical Week

Column A: Report the number of persons (not FTEs) in each type of position specified. Report each individual only once.

Column B: Report the total number of person-hours worked per typical week for each library staff type. That is, enter the sum of typical weekly hours for all of your staff of each type. *Do not report more than 40 hours per week for any one person.*

Column C: Report all overtime hours, i.e., hours over 40 per week.

Example: If "2" persons are reported as "All other staff" in Column A, and one works 20 hours per week and the other works 10 hours per week, enter "30" in Column B.

	COLUMN A	COLUMN B	COLUMN C
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Paid Library Staff	Number of Persons (head count, not FTE)	Total Person-Hours Without Overtime	Estimated Overtime Hours NEW!
		<i>Per Typical Week</i>	
22. School librarians with teacher license & library endorsement	<input type="text"/>	<input type="text"/>	<input type="text"/>
23. All other library staff	<input type="text"/>	<input type="text"/>	<input type="text"/>
24. Total library personnel (sum of questions 22 and 23)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part D - Weekly Activities of All Paid Library Staff

You and your library staff no doubt engage in a wide variety of activities. For each of the following key activities, report the percentage of hours per typical week **you and your library staff** spend on each activity. Estimate if necessary. Your total should equal 100%.

Please include paid staff only, i.e., do not count volunteers, student workers, etc.

Please use whole numbers only. Decimals will cause error message.

Paid Library Staff	Regular paid person-time
Collaboration	Percentage per typical week
25. Identifying materials for and planning instructional units with teachers	<input type="text"/> %
26. Teaching students cooperatively with teachers and providing information skills instruction to students-individually or in groups (e.g., locating information, citations, copyright/plagiarism, critical thinking, evaluating Internet sources, note-taking)	<input type="text"/> %
27. Providing in-service training to teachers and/or other school staff	<input type="text"/> %
28. Offering reading incentive activities for students (e.g., reader's advisory services, book talks, story times, author visits, puppet shows)	<input type="text"/> %
29. On collection development (e.g., selecting materials)	<input type="text"/> %
Leadership	
30. Meeting with school library staff from building, district, or beyond	<input type="text"/> %
31. Working with principal and/or other building or district administrators	<input type="text"/> %
32. Attending general faculty and/or staff meetings	<input type="text"/> %
33. Meeting with standards and/or curriculum committees/teams/task forces	<input type="text"/> %
Technology	
34. Managing computers/library automation/computer network	<input type="text"/> %
35. Other library activities (e.g., processing, retrieving, checking in and out, re-shelving, grant writing, miscellaneous writing)	<input type="text"/> %
36. Other school activities unrelated to school library services (e.g., monitoring restrooms, lunchroom duty, teacher/staff report, assemblies)	<input type="text"/> %

Total for All Activities

100%

Part E - Library Usage Per Typical Week

Report the following types of usage for your school library program per typical week. If you must estimate these figures and it is easier to estimate them for a month or year, estimate for a month and divide by four; or for a year and divide by the number of weeks the school library is open annually.

Please do not count visitors twice per visit, i.e., do not count a visitor as an individual and as part of a group during the same visit.

37. Individuals visits to the library (students, teachers, administrators, parents, & others)	<input type="text"/> per typical week
38. Group visits to the library (the number of groups - not the number of individuals within each group)	<input type="text"/> per typical week
39. Individual information literacy/skills instruction* contacts	<input type="text"/> per typical week
40. Group information literacy/skills instruction* contacts	<input type="text"/> per typical week
41. Circulation of materials (include all formats)	<input type="text"/> per typical week
42. ILL - items provided to other libraries**	<input type="text"/> per typical week
43. ILL - items received from other libraries or document delivery services	<input type="text"/> per typical week

* Information skills includes, but is not limited to, instruction in locating information, citations, copyright/plagiarism, critical thinking, evaluating Internet sources, and note taking.

**Interlibrary Loan (ILL) includes loans of materials between your school library and other school libraries in the same district or other libraries of any type outside the school district and items obtained from document delivery services.

Part F - Computers with Access to School Library Resources

In the following questions report the total number of computers that can access your networked library resources. Please do not include in Column B any computer that cannot access the library's networked resources.**

Note: Any computer may be reported on more than one question (row), but not in more than one column. For example, if it has both Internet and database access it should be reported on both "With Internet connection" and "With access to school library databases."

Number of computers with access to library resources**	COLUMN A Number of computers located in or under supervision of the library	COLUMN B Number of computers located elsewhere in the school with access to library resources**
44. Total number of computers*	<input type="text"/>	<input type="text"/>
45. With Internet connection	<input type="text"/>	<input type="text"/>
46. With access to the school library catalog	<input type="text"/>	<input type="text"/>
47. With access to school library databases (e.g., FirstSearch, SIRS)	<input type="text"/>	<input type="text"/>

*Consider the terms "computer," "terminal," and "workstation" to be synonymous.

**Library resources include the library catalog, licensed databases, and online resources produced or selected by the library staff (e.g., study guides, bibliographies, and research tutorials).

48. Is your online library catalog accessible via any public access computer in the library (i.e., one or more) that provides ADA-compliant interfaces (e.g., large-print, alternative pointing device, voice synthesis, etc)

- Yes
- No
- Not applicable, we don't have an online library catalog.

Part G - Internet Access for Students

Report the following data on Internet access conditions and filtering practices for your school library computers by marking the boxes as directed. Please note, this is for informational purposes only and is not used to monitor your library's policies.

49. Conditions of Internet access (check all that apply):

- No restrictions
- With parental permission &/or acceptable use agreement
- Restricted by grade level
- Other restriction(s)

50. If restricted by grade level, from what grade is Internet access unrestricted?

51. If other restrictions, please specify

52. Internet access via pre-selected menu only:

- Yes
- No

Part H - School Library Collection

Report all materials available for use by teachers and/or students. Include circulating and non-circulating items. Exclude uncataloged materials reserved exclusively for use by school library staff or building administrators (e.g., principal, counselor, secretary).

Item	Number
53. Books, all types (number of volumes)	<input type="text"/>
54. Reference titles (Note: this is a change from last year and includes print as well as electronic resources) NEW!	<input type="text"/>
55. Number of print subscriptions to magazines & newspapers (count subscriptions, not individual titles or issues) NEW!	<input type="text"/>
56. Audio materials (cassettes, CDs)	<input type="text"/>

57. Video materials (VHS and DVDs)	<input type="text"/>
	Year
58. Average copyright year for nonfiction books If you can't get copyright years from an electronic catalog, pull a systematic random selection of 25 nonfiction items (e.g., one per range or section, every third item, an item from every fifth shelf) and average their copyright years	<input type="text"/>

Questions marked as **NEW!** have changed and now include print and electronic resources.

59. Does the school library subscribe to any online or CD-ROM services (e.g., ProQuest, InfoTrac, UMI, SIRS, Newsbank)?

- Yes, the school library subscribes
- Yes, the district subscribes
- No

60. What percentage of your library's collection is in languages other than English? %

61. What percentage of your student enrollment speaks English as a second language (i.e., what is your ESL population percentage)? %

Part I - Annual Operating Expenditures

Report the annual operating expenditures for your school library program from the school budget. Exclude major one-time capital outlays for computers, furniture, and other equipment.

Report whole dollars only.

- 62. Books and all other print materials (include magazines & newspapers) \$.00
- 63. Non-print materials (e.g., audio, video) \$.00
- 64. Electronic access to information (e.g. licensed databases, cd-roms, internet access, e-books) \$.00
- 65. Other operating expenditures \$.00
- 66. Total operating expenditures (sum of questions 62-65) \$.00

67. Feedback and/or comments on this survey process.