

Survey of School Libraries in Pennsylvania 1999

Direct questions to:
 Keith Lance
 Email: klance@sni.net
 voice 303/866-6900 - fax 303/866-6940

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Return the completed questionnaire in the accompanying postage-paid envelope or address your own envelope to: PA SL SURVEY - Louise Conner, Library Research Service, 201 E. Colfax Ave., Denver, CO 80203-1799.

Extra copies of this questionnaire are available at <http://www.lrs.org>. Click on Special Projects under ABOUT LRS and scroll to The Impact of Pennsylvania School Libraries on Academic Achievement.

PART I - RESPONDENT INFORMATION

Please identify your school by name, level, and district and provide contact information for the individual who responded to this survey. Complete a separate questionnaire for each school. (Do not combine data for multiple schools.)

School Name											
School Level (Mark one) <input type="checkbox"/> Elementary <input type="checkbox"/> Jr High/Middle <input type="checkbox"/> High <input type="checkbox"/> Combined											
Grades in School (circle all that apply) preK K 1 2 3 4 5 6 7 8 9 10 11 12											
District Name						Intermediate Unit					
Address											
City				County				Zip code			
Name of Respondent						Title					
Phone ()				Fax ()				E-mail:			

PART II - SERVICE HOURS PER TYPICAL WEEK

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

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

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PART III - SCHOOL LIBRARY STAFFING PER TYPICAL WEEK

Please report the level of staffing for this school library program—first by education and selected other credentials, then by classification. Include both the number of persons in each type of position and the total number of person-hours per typical week for each staff type (i.e., the sum of the typical weekly hours for staff of each type). Do not report more than 40 hours per week per person in each table. Count each individual only once per table. (Optional items regarding extra hours appear later in this questionnaire.)

Example: If two persons are reported as other paid staff on line III 4 (a) and one works 20 hours per week and the other 10, enter 30 on line III 4 (b).

<i>Paid Staff by Education and Selected Other Credentials</i>	<i>Line</i>	<i>Number of Persons (head count, not FTE) (a)</i>	<i>Total Person-Hours per Typical Week (b)</i>
Master's degree or higher --with teacher & library science certification	1		
--with teacher certification only	2		
--with teacher certification and/or other state credential(s)-- specify:	3		
--with neither teacher certification nor other state credentials	4		
Bachelor's degree --with teacher & library science certification	5		
--with teacher certification only	6		
--with teacher certification and/or other state credential(s)-- specify:	7		
--with neither teacher certification nor other state credentials	8		
Less than Bachelor's degree	9		
TOTAL PAID STAFF (Sum of lines III 1-9)	10		

<i>Volunteer Type</i>	<i>Line</i>	<i>Number of Persons (head count, not FTE) (a)</i>	<i>Total Person-Hours per Typical Week (b)</i>
Adult volunteers	11		
Student workers	12		
TOTAL VOLUNTEER WORKERS (Sum of lines III 11-12)	13		

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PART IV – SELECTED PAID STAFF ACTIVITIES PER TYPICAL WEEK

Library staff engage in a wide variety of activities each week. Some of these activities are completed during regular business hours, but others are only completed because staff agree or volunteer to work extra hours. For each of the following activities, please report (estimating, if necessary) the number of hours per typical week spent on each activity. NOTE: The “non-contract” column is optional. If “non-contract” (i.e., extra) hours are not put in on a weekly basis, please estimate for a month and divide by four or estimate for a year and divide by the number of weeks per year the school library is open.

<i>Selected Activities</i>	<i>Person-Hours Per Typical Week</i>		
	<i>Line</i>	<i>Contract Hours (a)</i>	<i>OPTIONAL Non-contract Hours (b)</i>
Learning & Teaching			
Hours spent weekly planning instructional units with teachers	1		
Hours spent weekly teaching cooperatively with teachers	2		
Hours spent weekly providing in-service training to teachers and/or other school staff	3		
Hours spent weekly meeting with building or district standards committees/teams/task forces	4		
Hours spent weekly serving on building or district curriculum committees	5		
Hours spent weekly assisting teachers (individually or in groups) in accessing and/or utilizing standards-related information	6		
Information Access & Delivery			
Hours spent weekly identifying materials for instructional units developed by teachers	7		
Hours spent weekly providing information skills instruction to individuals or groups (e.g., citations, copyright/plagiarism, critical thinking, evaluating Internet sources, note-taking)	8		
Hours spent weekly offering reading incentive activities (e.g., reader's advisory services, book talks, story times, author visits, puppet shows)	9		
Hours spent weekly performing basic library functions (e.g., processing, retrieving, checking in and out, re-shelving/re-storing materials/equipment)	10		
Program Administration			
Hours spent weekly managing computers/library automation/computer network	11		
Hours spent weekly in meetings of building and/or district school library staff	12		
Hours spent weekly meeting with other school library staff from beyond your own building and district	13		
Hours spent weekly meeting with principal and/or other building or district administrators	14		
Hours spent weekly attending general faculty and/or staff meetings	15		
Extra duties unrelated to school library services (e.g., monitoring restrooms, lunch, buses, recess, etc.)	16		
All other paid staff hours weekly	17		
TOTAL PAID STAFF HOURS (Sum of lines IV 1-17) Note: IV 18 (a) must equal III-10 (b): Total Person-Hours Per Typical Week for All Paid Staff	18		

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PART V - SCHOOL LIBRARY USAGE PER TYPICAL WEEK

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

<i>Type of Usage</i>	<i>Line</i>	<i>Number</i>
Visits to the school library (scheduled or unscheduled) by <ul style="list-style-type: none"> ■ Individuals (students, teachers, administrators, parents, others) 	1a	
<ul style="list-style-type: none"> ■ Classes or other groups (e.g., groups of teachers, administrators, parents, or other school visitors) 	1b	
Information skills instruction contacts (scheduled or unscheduled) <ul style="list-style-type: none"> ■ Individuals (students, teachers, administrators, parents, others) 	2a	
<ul style="list-style-type: none"> ■ Classes or other groups (e.g., groups of teachers, administrators, parents, or other school visitors) 	2b	
Circulation of materials (include all formats)	3	
In-library use of materials (estimate based on reshelving count)	4	
Intra-district loans (i.e., loans of materials between one building and another within the same school district, including items obtained from district collections) <ul style="list-style-type: none"> ■ Items provided to other buildings 	5a	_____
<ul style="list-style-type: none"> ■ Items received from other buildings and district collections 	5b	
Access PA loans (i.e., loans of materials between this school library and other libraries of any type outside its school district and items obtained from document delivery services) <ul style="list-style-type: none"> ■ Items provided to other buildings 	6a	_____
<ul style="list-style-type: none"> ■ Items received from other buildings 	6b	

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PART VI – SCHOOL LIBRARY TECHNOLOGY

Please report the total number of computers located in the school library as well as the number of those computers with each of the following features. For the total as well as each following category, distinguish the number of computers in your school that are located in or under the supervision of the school library and others from which networked library resources may be accessed. Do not include non-library computers from which networked library resources cannot be accessed. For this question, the terms "computer," "terminal," and "workstation" are considered synonymous. Computers under the supervision of the school library (e.g., in a separate computer lab) but not located in the same immediate space may be counted in column (a). Computers from which any networked school library resources may be accessed may be located in classrooms, a separately administered computer lab, mini-lab, administrative offices, or any other school space not under the supervision of the school library. Any particular computer should be counted only once in item VI 1a, but may be counted more than once in items VI 1b through VI 1n.

Number of computers	Line	Number of computers in school	
		Located in or under the supervision of school library (a)	From which any networked library resources may be accessed (b)
TOTAL	1a		
Number of these ...			
■ With Internet connection	1b		
■ On a local area network (LAN)	1c		
■ On a wide area network (WAN)	1d		
■ With access to the school library catalog	1e		
■ With access to school library databases (e.g., FirstSearch, SIRS)	1f		
■ With a menu option or bookmark for Access PA	1g		
■ With CD ROM drives	1h		
■ With networked access to CD ROM resources	1i		
■ That can display text only	1j		
■ That can display graphics (World Wide Web)	1k		
■ Connected to a modem or equivalent	1l		
■ Connected directly to or networked to a printer	1m		
■ With <u>any</u> accommodations for persons with disabilities (e.g., voice synthesizer, magnified screen)	1n		

For the total number of school library computers reported in VI 1a, identify the number of each of the following types:

Number of personal computers by processor speed	Line	Number of PCs	Number of Macintosh microcomputers running	Line	Number of MACs
Pentium or higher	2a		PowerMac or later	3a	
486	2b		System 7	3b	
386 or lower	2c		System 6 or earlier	3c	

Considering all of the computers reported in VI 1a, mark the fastest Internet service connection speed available on any computer. Mark (X) one.

Maximum speed of Internet service connection					
Speed	Line	Dial-Up	Speed	Line	Dedicated Line
None	4a	<input type="checkbox"/>	56k (via dedicated line)	4e	<input type="checkbox"/>
14.4K or less	4b	<input type="checkbox"/>	ISDN	4f	<input type="checkbox"/>
28.8K	4c	<input type="checkbox"/>	T-1	4g	<input type="checkbox"/>
56K (via dial-up)	4d	<input type="checkbox"/>	Other (frame relay, ADSL)	4h	<input type="checkbox"/>

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PART VI – SCHOOL LIBRARY TECHNOLOGY--continued

The following items seek a description of Internet access conditions and filtering practices affecting school library computers. Mark all that apply to the left. Mark one for each question to the right.

<i>Internet access for students</i>					
<i>Conditions of Internet access</i>	<i>Line</i>	<i>Response</i>	<i>Internet filtering</i>	<i>Line</i>	<i>Response</i>
Mark (X) all that apply					Mark (X) one
No restrictions	5a	<input type="checkbox"/>	Internet access via pre-selected menu only	6a	<input type="checkbox"/> Yes <input type="checkbox"/> No
With parental permission &/or acceptable use agreement	5b	<input type="checkbox"/>	Student terminals filtered:	7a	Mark (X) one
Restricted by grade level (unrestricted from grade ___ up)	5c	<input type="checkbox"/>	■ None	7b	<input type="checkbox"/>
Other restriction(s)—please specify:	5d	<input type="checkbox"/>	■ Some	7c	<input type="checkbox"/>
			■ All		
			If any student terminals filtered:		Mark (X) one
			■ Decided at district level	8a	<input type="checkbox"/>
			■ Decided at building level	8b	<input type="checkbox"/>

PART VII - SCHOOL LIBRARY COLLECTION

Please report all holdings regardless of their circulation status (i.e., circulating and non-circulating items). Include only materials available for use by teachers and/or students. Exclude uncataloged materials reserved exclusively for use by school library staff or building administrators (e.g., principal, counselor, secretary). Report average copyright dates. If these figures cannot be obtained from an electronic catalog, pull a systematic random selection of 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.

<i>Item</i>	<i>Line</i>	<i>Number</i>	<i>Average Copyright Year</i>
Print volumes	1		
Encyclopedias & reference titles on CD-ROM or laser disk	2		
Magazines & newspapers			N/A
■ Current print subscriptions to magazines	3a		N/A
■ Current print subscriptions to newspapers	3b		N/A
Video materials (cassettes and disks)	4		
Computer software packages for use in school library by students	5		
Does the school library subscribe to			
■ Any online periodical services (e.g., FirstSearch, InfoTrac, UMI)?	6a	<input type="checkbox"/> YES <input type="checkbox"/> NO	
■ Any CD ROM services (e.g., SIRS, Gale's "Discovering..." series, NewsBank, SuperTOM)?	6b	<input type="checkbox"/> YES <input type="checkbox"/> NO	
■ Any other electronic full text services (e.g., E-library)?	6c	<input type="checkbox"/> YES <input type="checkbox"/> NO	

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PART VIII - ANNUAL OPERATING EXPENDITURES

Please report the annual operating expenditures for this school library program, including both funds from the school budget and funds obtained from other sources (e.g., grants, donations from parent-teacher organizations). Exclude major one-time capital outlays for computers, furniture, and other equipment.

<i>Item</i>	<i>Line</i>	<i>School Budget (1)</i>	<i>All Other Sources (2)</i>
Books and all other print materials (include magazines & newspapers)	1	.00	.00
Materials in electronic formats (e.g., software, CD-ROM, laser disk, locally-mounted databases)	2	.00	.00
Non-print materials (e.g., audio, video, microform)	3	.00	.00
Electronic access to information (e.g., online database searching, Internet access)	4	.00	.00
Other operating expenditures	5	.00	.00
TOTAL OPERATING EXPENDITURES (Sum of VIII 1-5)	6	.00	.00

PART IX - ANNUAL CAPITAL OUTLAY

Please report the annual capital outlay for this school library program, including the costs of computers, furniture, and other equipment.

<i>Item</i>	<i>Line</i>	<i>School Budget (1)</i>	<i>All Other Sources (2)</i>
Equipment (e.g., computers, CD-ROM drives, VCRs)	1	.00	.00
Other capital purchases (e.g., furniture, shelving)	2	.00	.00
TOTAL CAPITAL OUTLAY (Sum of IX 1-2)	3	.00	.00

PART X - SCHOOL LIBRARY MANAGEMENT

Please answer each of the following questions—all simple YES/NO items.

<i>Item</i>	<i>Line</i>	<i>Response</i>	
Does the school library program receive a budget?	1	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, do school library staff submit a budget request?	2	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the school library program have an advisory committee?	3	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do school library staff meet regularly with local public library staff?	4	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have there been any challenges (reconsiderations) of materials in your school library's collection during the past year?	5	<input type="checkbox"/> YES	<input type="checkbox"/> NO