LRS Library Research Service Colorado Department of Education **cde**

Survey of Colorado School Library Media Centers 2000

DUE DATE November 17, 2000

Direct questions to Keith Lance or Gene Hainer
Voice mail: 303/866-6900 – fax: 303/866-6940
klance@sni.net *or* hainer_g@cde.state.co.us

Please respond to this survey electronically (www.lrs.org) or mail completed survey via the state mail service using the accompanying postage-paid envelope or address your own envelope to: LMC SURVEY, Louise Conner, Library Research Service, 201 E. Colfax Ave., #309, Denver, CO 80203-1799

GENERAL INSTRUCTIONS: ALL grayed areas require responses. Even if you must use "0," "none," or a good estimate, please enter your best response in **ALL** grayed areas.

PART A - INFORMATION ON YOU AND YOUR SCHOOL

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. Do not combine data for multiple schools.

School Name			
School Level (Mark one) ❏ Elementary ❏ Jr High/Middle ❏ High ❏ Combined			
CSAP-tested Grades in School (circle all that apply): 3 4 5 6 7 8 9 10			
District Name			
School Address			
City	County		Zip code
Name of Respondent		Title	
Phone ( )	Fax ( )	E-mail:	

PART B - SERVICE HOURS PER TYPICAL WEEK

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

Item	Line	Hours per Typical **Week**
Hours open per typical school **week** during student use time	1	
Hours closed per typical school **week** during student use time	2	
Hours open per typical school **week** after 4:00 p.m.	3	
Hours open per typical summer **week** during student use time	4	

PART C - LIBRARY MEDIA STAFFING PER TYPICAL WEEK

Report the number of **persons** (*not* FTEs) in each type of position specified (Lines 1 and 2, Col. A), and the total number of person-hours worked per typical **week** for each staff type (Lines 1 and 2, Col. B). 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. Report each *individual* only once in Col. A.

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

Paid Staff	Line	Col. A *Number of Persons (head count, **not** FTE)*	Col. B *Total Person-Hours per Typical **Week***
School librarians with teacher license & library endorsement	1		
All other staff	2		
TOTALS (Add Lines 1 + 2. See Note, Line D12 below)	**3**		

PART D — ACTIVITIES OF PAID STAFF PER TYPICAL WEEK

Your staff no doubt engage in a wide variety of activities. For each of the following key activities, report the number of hours per typical **week** your staff spend on each activity. Estimate if necessary.

Selected Activities	Line	*Person-hours per typical **week*** *Contract hours (a)*	*OPTIONAL Non-Contract Hours (b)*
Collaboration Hours spent weekly identifying materials for and planning instructional units with teachers	1		
Hours spent weekly 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)	2		
Hours spent weekly providing in-service training to teachers and/or other school staff	3		
Hours spent weekly offering reading incentive activities for students (e.g., reader's advisory services, book talks, story times, author visits, puppet shows)	4		
Hours spent weekly on collection development (e.g., selecting materials)	5		
Leadership Hours spent weekly meeting with school library staff from building, district, or beyond	6		
Hours spent weekly meeting with principal and/or other building or district administrators	7		
Hours spent weekly attending general faculty and/or staff meetings	8		
Hours spent weekly with meeting standards and/or curriculum committees/teams/task forces	9		
Technology Hours spent weekly managing computers/library automation/computer network	10		
Other Hours spent weekly on **All other library activities** (e.g., processing, retrieving, checking in and out, re-shelving/re-storing) *plus* **Extra duties unrelated to school library services** (e.g., monitoring restrooms, lunch, etc.)	11		
TOTAL WEEKLY HOURS OF PAID STAFF (Add Lines 1 through 11.) **Note:** *The Total in D12a **MUST** equal the Total shown in Line 3, Col. B of Part C above.*	**12**		

PART E - LIBRARY MEDIA USAGE PER TYPICAL WEEK

Report the following types of usage of 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, divide by the number of weeks the school library is open annually.

Type of Usage *per Typical Week*	Line	Number
Total Visits to the school library (scheduled or unscheduled) by:		
■ **Individuals** (students, teachers, administrators, parents, others)	1a	_____ people
■ **Classes** or other **groups** (e.g., the number of **groups** of teachers, administrators, parents, or classes touring your library)	1b	_____ groups
Information skills instruction contacts scheduled or unscheduled, (e.g., locating information, citations, copyright/plagiarism, critical thinking, evaluating Internet sources, note-taking) to: ■ **Individuals** (students, teachers, administrators, parents, others)	2a	_____ people
■ **Classes** or other **groups** (e.g., the number of **groups** of teachers, administrators, parents, or classes touring your library)	2b	_____ groups
Circulation of materials per <u>week</u> (include all formats)	3	
Interlibrary loans (i.e., loans of materials between this school library and other school libraries in the same district or other libraries of any type outside its school district and items obtained from document delivery services) ■ Items provided to other libraries ■ Items received from other libraries or document delivery services	. 4b	

PART F —COMPUTERS WITH ACCESS TO SCHOOL LIBRARY RESOURCES

1. In TOTAL, Line 1: Report the number of computers that can access your networked library resources. Separate the TOTAL into those that (Col. A) are *in* or *under supervision of* your library, and those that (Col. B) are located elsewhere in the school. Report each computer only once on Line 1.

Do *not* include on Line 1 or anywhere in Col. B any computer that *cannot* access your networked resources.

2. On Lines 2 through 4, just report what each Line asks for, separated, as in Line 1, into Cols. A and B.
3. On Lines 2 through 4, any computer may be reported on more than one of Lines 2 through 5. For example, if it has both Internet and database access, it should be reported on both Lines 2 and 4.
4. Line 1 normally will *not* be the sum of Lines 2 through 5, and is not intended to be.
5. Consider the terms "computer", "terminal", and "workstation" to be synonymous.

Number of computers	Line	Number of computers from which any networked library resources may be accessed	
		Col. A *Located in or under supervision of library*	**Col. B** *Located elsewhere in the school*
TOTAL: Enter the T*OTAL* number of computers in each category: ➤	1		
Number of each TOTAL on Line 1 … With Internet connection	2		
With access to the school library catalog	3		
With access to school library databases (e.g., FirstSearch, SIRS)	4		

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.

Conditions of Internet access	Line	Response	Internet filtering	Line	Response
Mark (X) all that apply:			Internet access via pre-selected menu only	2	Mark (X) one ❑ Yes ❑ No
■ No restrictions	1a	❑	Student terminals filtered:		Mark (X) one
■ With parental permission &/or acceptable use agreement	1b	❑	■ None	3a	❑
			■ Some	3b	❑
■ Restricted by grade level (un-restricted from grade ___ up)	1c	❑	■ All	3c	❑
■ Other restriction(s)— please specify:	1d	❑	If any student terminals filtered:		Mark (X) one
			■ Decided at district level	4a	❑
			■ Decided at building level	4b	❑

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).

Also report average copyright years. If you can't get copyright years 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 years.

Item	Line	Number	Average Copyright Year
Books, all types (NUMBER OF ALL VOLUMES) *put average copyright year for non-fiction only*	1		*non-fiction*
Encyclopedias & reference titles on CD-ROM or laser disk	2		
Current print subscriptions to magazines & newspapers	3		**N/A**
Audio materials (cassettes, CDs, LPs)	4		
Video materials (cassettes and disks)	5		
Computer software packages (for use in school library by students)	6		
Does the school library subscribe to ■ Any online or CD-ROM services (e.g., ProQuest, InfoTrac, UMI, SIRS, Newsbank)?	7	❑ YES ❑ NO	

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.

Item	Line	Whole dollars only
Books and all other print materials (include magazines & newspapers)	1	.00
Materials in electronic formats (e.g., software, CD-ROM, laser disk, locally-mounted database)	2	.00
Non-print materials (e.g., audio, video, microform)	3	.00
Electronic access to information (e.g., licensed databases, Internet access)	4	.00
Other operating expenditures	5	.00
TOTAL OPERATING EXPENDITURES (Add Lines 1 through 5)	**6**	**.00**

CLARIFICATION: In Part F, Computers, column B, we are looking for the number of computers in the school that are outside the library but network to your library media resources. Perhaps you are responsible for all computers, or teachers and students can access district-wide subscriptions from the Internet, or your catalog is available online, or perhaps all the computers in the school are networked and students can access databases from anywhere. If there are 300 computers in classrooms and labs but none of them access any of your library media resources, <u>don't</u> <u>count</u> <u>them</u>.

If you have any questions about the survey, don't hesitate to call the Library Research Service at 303-866-6900 or e-mail Marcia Rodney at mrodney@earthnet.net or Keith Lance at klance@sni.net.