

**Survey of Colorado School Library Media Centers 2001: Page 1 of 5****General Instructions**

Please respond to each item in this survey in the place provided. Even if you must use "0," "none," or a good estimate, please enter your best response.

**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.

1. School Name  (Q1)

2. School Level: (Q2)

- ☐ Elementary (Elementary)
- ☐ Jr High/Middle (Jr High/Middle)
- ☐ High (High)
- ☐ Combined (Combined)

3. Total student enrollment (October 2001 head count)  (Q3)

4. CSAP-tested Grades in School (Check all that apply):

- ☐ 3 (Q4-3)
- ☐ 4 (Q4-4)
- ☐ 5 (Q4-5)
- ☐ 6 (Q4-6)
- ☐ 7 (Q4-7)
- ☐ 8 (Q4-8)
- ☐ 9 (Q4-9)
- ☐ 10 (Q4-10)

5. Regional Library Service System: (Q5)

- ☐ Arkansas Valley Regional Library System (AV)
- ☐ Central Colorado Library System (CC)
- ☐ High Plains Regional Library Service System (HP)
- ☐ Pathfinder Regional Library System (PF)
- ☐ Plains and Peaks Regional Library System (PP)
- ☐ Southwest Regional Library System (SW)
- ☐ Three Rivers Library System (TR)

6. District Name  (Q6)

7. School Address  (Q7)

8. City  (Q8)
9. County  (Q9)
10. Zip Code  (Q10)
11. Name of Respondent  (Q11)
12. Title  (Q12)
13. Phone Number  (Q13)
14. Fax Number  (Q14)
15. E-mail  (Q15)

### **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.

16. Hours open per typical school **week** during student use time  (Q16)
17. Hours closed per typical school **week** during student use time  (Q17)
18. Hours open per typical school **week** after 4:00 p.m.  (Q18)
19. Hours open per typical summer **week** during student use time  (Q19)

### ***Survey of Colorado School Library Media Centers 2001: Page 2 of 5***

### **PART C - LIBRARY MEDIA STAFFING PER TYPICAL WEEK**

Report the number of **persons** (*not* FTEs) in each type of position specified (Col. A), and the total number of person-hours worked per typical **week** for each staff type (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" in Col. A, and one works 20 hours per week and the other works 10 hours per week, enter "30" in Col. B.

<b>Paid Staff</b>	<b>Col. A - Number of Persons (head</b>	<b>Col. B - Total Person-Hours per</b>
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	<b>count, not FTE)</b>	<b>Typical Week</b>
20. School librarians with teacher license & library endorsement	<input type="text"/> (Q20-1)	<input type="text"/> (Q20-2)
21. All other staff	<input type="text"/> (Q21-1)	<input type="text"/> (Q21-2)
22. Totals	<input type="text"/> (Q22-1)	<input type="text"/> (Q22-2)

## 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.

<b>Paid Staff</b>	<b>Contract person-hours per typical week</b>	<b>(Optional) Non-contract person-hours per typical week</b>
<b><i>Collaboration</i></b>		
23. Hours spent weekly identifying materials for and planning instructional units with teachers	<input type="text"/> (Q23-1)	<input type="text"/> (Q23-2)
24. 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)	<input type="text"/> (Q24-1)	<input type="text"/> (Q24-2)
25. Hours spent weekly providing in-service training to teachers and/or other school staff	<input type="text"/> (Q25-1)	<input type="text"/> (Q25-2)
26. Hours spent weekly offering reading incentive activities for students (e.g., reader's advisory services, book talks, story times, author visits, puppet shows)	<input type="text"/> (Q26-1)	<input type="text"/> (Q26-2)
27. Hours spent weekly on collection development (e.g., selecting materials)	<input type="text"/> (Q27-1)	<input type="text"/> (Q27-2)
<b><i>Leadership</i></b>		
28. Hours spent weekly meeting with school library staff from building, district, or beyond	<input type="text"/> (Q28-1)	<input type="text"/> (Q28-2)

29. Hours spent weekly meeting with principal and/or other building or district administrators	<input type="text"/> (Q29-1)	<input type="text"/> (Q29-2)
30. Hours spent weekly attending general faculty and/or staff meetings	<input type="text"/> (Q30-1)	<input type="text"/> (Q30-2)
31. Hours spent weekly with meeting standards and/or curriculum committees/teams/task forces	<input type="text"/> (Q31-1)	<input type="text"/> (Q31-2)
<b>Technology</b>		
32. Hours spent weekly managing computers/library automation/computer network	<input type="text"/> (Q32-1)	<input type="text"/> (Q32-2)
<b>Other</b>		
33. 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.)	<input type="text"/> (Q33-1)	<input type="text"/> (Q33-2)
34. Total weekly hours of paid staff	<input type="text"/> (Q34-1)	<input type="text"/> (Q34-2)

**Survey of Colorado School Library Media Centers 2001: Page 3 of 5**

**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.

**Total Visits to the school library (scheduled or unscheduled) by:**

35. **Individuals** (students, teachers, administrators, parents, others)  (Q35)

36. **Classes** or other **groups** (e.g., the number of **groups** of teachers, administrators, parents, or classes touring your library)  (Q36)

**Information skills instruction contacts scheduled or unscheduled, to:**

(For example, locating information, citations, copyright/plagiarism, critical thinking, evaluating Internet sources, note-taking)

37. **Individuals** (students, teachers, administrators, parents, others)  (Q37)

38. **Classes** or other **groups** (e.g., the number of **groups** of teachers, administrators, parents, or classes touring your library)  (Q38)

***Circulation:***

39. Circulation of materials per **week** (include all formats)  (Q39)

***Interlibrary loans:***

(That is, 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)

40. Items provided to other libraries  (Q40)

41. Items received from other libraries or document delivery services  (Q41)

***Survey of Colorado School Library Media Centers 2001: Page 4 of 5***

**PART F - COMPUTERS WITH ACCESS TO SCHOOL LIBRARY RESOURCES**

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

Number of computers	<b>Col. A - Number of computers located in or under supervision of library</b>	<b>Col. B - Number of computers located elsewhere in the school</b>
<p>In the following question (TOTAL): Report the number of computers that can access your networked library resources. Separate the TOTAL into those that (Col. A) are <i>in or under supervision of</i> your library, and those that (Col. B) are located elsewhere in the school. Report each computer only in the following question.</p>		
<p><b>Do not include in the following question or anywhere in Col. B any computer that cannot access your networked resources.</b></p>		
42. Total number of computers	<input type="text"/> (Q42-1)	<input type="text"/> (Q42-2)
<p>In the following questions, just report what each Line asks for, separated into Cols. A and B.</p>		
<p>In the following questions, any computer may be reported on more than one of question. For example, if it has both Internet and database access, it should be</p>		

reported on both "With Internet connection" and "With access to school library databases."		
The previous question (TOTAL) normally will not be the sum of the following questions, and is not intended to be.		
43. With Internet connection	<input type="text"/> (Q43-1)	<input type="text"/> (Q43-2)
44. With access to the school library catalog	<input type="text"/> (Q44-1)	<input type="text"/> (Q44-2)
45. With access to school library databases (e.g., FirstSearch, SIRS)	<input type="text"/> (Q45-1)	<input type="text"/> (Q45-2)

## 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.

46. Conditions of Internet access (Check all that apply):

- ☐ No restrictions (Q46-none)
- ☐ With parental permission &/or acceptable use agreement (Q46-parental permission)
- ☐ Restricted by grade level (Q46-grade level)
- ☐ Other restriction(s) (Q46-Other)

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

(Q47)

48. If other restrictions, please specify (Q48)

49. Internet access via pre-selected menu only: (Q49)

- ☐ Yes (Yes)
- ☐ No (No)

50. Student terminals filtered: (Q50)

- ☐ None (None)
- ☐ Some (Some)
- ☐ All (All)

51. If any student terminals filtered: (Q51)

- ☐ Decided at district level (district)  
☐ Decided at building level (building)

***Survey of Colorado School Library Media Centers 2001: Page 5 of 5***

**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	Number	Average copyright year
Put average copyright year for non-fiction only.		
52. Books, all types (NUMBER OF ALL VOLUMES).	<input type="text"/> (Q52-1)	<input type="text"/> (Q52-2)
53. Encyclopedias & reference titles on CD-ROM or laser disk.	<input type="text"/> (Q53-1)	<input type="text"/> (Q53-2)
Leave average copyright year blank for the following question.		
54. Current print subscriptions to magazines & newspapers	<input type="text"/> (Q54-1)	<input type="text"/> (Q54-2)
55. Audio materials (cassettes, CDs, LPs)	<input type="text"/> (Q55-1)	<input type="text"/> (Q55-2)
56. Video materials (cassettes and disks)	<input type="text"/> (Q56-1)	<input type="text"/> (Q56-2)
57. Computer software packages (for use in school library by students)	<input type="text"/> (Q57-1)	<input type="text"/> (Q57-2)

58. Does the school library subscribe to any online or CD-ROM services (e.g., ProQuest, InfoTrac, UMI, SIRS, Newsbank)? (Q58)

- ☐ Yes (Yes)  
☐ No (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.

Report whole dollars only.

59. Books and all other print materials (include magazines & newspapers)

(Q59)

60. Materials in electronic formats (e.g., software, CD-ROM, laser disk, locally-mounted database)  (Q60)

61. Non-print materials (e.g., audio, video, microform)  (Q61)

62. Electronic access to information (e.g., licensed databases, Internet access)

(Q62)

63. Other operating expenditures  (Q63)

64. Total operating expenditures  (Q64)