Colorado Department of Education

Colorado School Library Survey 2002

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. School level:

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

2. Total student enrollment (October 2002 head count): [   ]

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: *3031234567* Ext.

16. Fax number: *3031234567*

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)   weekly hours

19. Hours the library is closed per typical school week during student use time (before 4 pm)   weekly hours

20. Hours the library is open per typical school week after 4:00 p.m.   weekly hours

21. Hours the library is open per typical summer week during student use time   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 plus regular hours.

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.

Paid Library Staff	COLUMN A Number of Persons (head count, not FTE)	COLUMN B Total Person-Hours Without Overtime	COLUMN C Total Person-Hours Including Overtime
22. School librarians with teacher license & library endorsement			
23. All other library staff			
24. Total library personnel (sum of questions 22 and 23)			

Part D - Activities of Paid Staff Per Typical Week

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.

Paid Library Staff	Regular paid person-time
Collaboration	*Percentage per typical week*
25. Percentage of time spent weekly identifying materials for and planning instructional units with teachers	____ %
26. Percentage of time 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)	____ %
27. Percentage of time spent weekly providing in-service training to teachers and/or other school staff	____ %
28. Percentage of time spent weekly offering reading incentive activities for students (e.g., reader's advisory services, book talks, story times, author visits, puppet shows)	____ %
29. Percentage of time spent weekly on collection development (e.g., selecting materials)	____ %
Leadership	
30. Percentage of time spent weekly meeting with school library staff from building, district, or beyond	____ %
31. Percentage of time spent weekly meeting with principal and/or other building or district administrators	____ %
32. Percentage of time spent weekly attending general faculty and/or staff meetings	____ %
33. Percentage of time spent weekly with meeting standards and/or curriculum committees/teams/task forces	____ %
Technology	
34. Percentage of time spent weekly managing computers/library automation/computer network	____ %
35. Percentage of time 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.)	____ %
Total for All Activities	**100%**

Part E - Library 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.

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.

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

36. **Individuals** (students, teachers, administrators, parents, others) _____ per typical week

37. **Classes** or other **groups** (i.e., the number of groups of teachers, administrators, parents, or students - not the number of individuals within the groups) _____ per typical week

Information skills instruction contacts scheduled or unscheduled, to:

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

38. **Individuals** (students, teachers, administrators, parents, others) [____] per typical week

39. **Classes** or other **groups** (i.e., the number of groups of teachers, administrators, parents, or students - not the number of individuals within the groups) [____] per typical week

Circulation:

40. Circulation of materials per **week** (include all formats) [____] **per typical week**

Interlibrary loans (ILL):

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.

41. Items provided to other libraries [____] **per typical week**

42. Items received from other libraries or document delivery services [____] **per typical week**

Part F - Computers with Access to School Library Resources

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

Number of computers	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
In the following question 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.* **Column A:** Report the total number of computers in or under supervision of the school library. **Column B:** Report computers located elsewhere in the school that can access the library's networked resources. Report each computer only once in the following question.		
43. Total number of computers	[____]	[____]
In the following questions, please report just what each line asks for, separated into Columns A and B. Any computer may be reported on more than one question, 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." The previous question total normally will not be the sum of the following questions, and it is not intended to be.		
44. With Internet connection	[____]	[____]
45. With access to the school library catalog	[____]	[____]
46. With access to school library databases (e.g., FirstSearch, SIRS)	[____]	[____]

47. Is your online library catalogue 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 catalogue.

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 polices.

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

☐ No restrictions

☐ With parental permission &/or acceptable use agreement

☐ Restricted by grade level

☐ Other restriction(s)

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

50. If other restrictions, please specify

51. Internet access via pre-selected menu only:

○ Yes

○ No

52. Student terminals filtered:

○ None

○ Some

○ All

53. If any student terminals filtered:

○ Decided at district level

○ Decided at building level

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		

54. Books, all types (Number of volumes.)		*(e.g., 1996)*
55. Encyclopedias & reference titles on CD-ROM or laser disk.		*(e.g., 1996)*
56. Current print subscriptions to magazines & newspapers		
57. Audio materials (cassettes, CDs, LPs)		
58. Video materials (cassettes and disks)		
59. Computer software packages (for use in school library by students)		

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

○ Yes
○ No

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

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. Materials in electronic formats (e.g., software, CD-ROM, laser disk, locally-mounted database) $[ ].00

64. Non-print materials (e.g., audio, video, microform) $[ ].00

65. Electronic access to information (e.g., licensed databases, Internet access) $[ ].00

66. Other operating expenditures $[ ].00

67. Total operating expenditures (sum of questions 62-66) $[ ].00