Colorado School Library Survey 2005

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 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

Address Information

Please check the following address information and make appropriate additions and/or changes.

5. School street address: [   ]

6. City: [   ]

7. County: [Please Select ▼]

8. Zip: [   ]

9. School mailing address: [   ]

10. City: [   ]

11. Zip: [   ]

12. Name of respondent: [   ]

13. Title: [   ]

14. Phone number: ([   ) [   ] - [   ] Ext. [   ]

15. Fax number: ([   ) [   ] - [   ]

16. 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.

17. Hours the library is **open** per typical school week during student use time (**before 4 pm**)	[ ] weekly hours
18. Hours the library is **closed** per typical school week during student use time (**before 4 pm**)	[ ] weekly hours
19. Hours the library is **open** per typical school week **after 4:00 p.m.**	[ ] weekly hours

20. Hours library is flexibly scheduled per typical school week (Flexibly scheduled hours are those available to teachers and students as their needs dictate, not hours devoted to class visits on a fixed schedule.)	☐ weekly hours

Part C - Teaching Approaches of the Teacher-Librarian

The following items identify how and how often the teacher-librarian teaches information literacy skills. For purposes of these items, a teacher-librarian is considered to be anyone with a Colorado school library endorsement. If nobody working in your library has that endorsement, skip Part C. If there is more than one teacher-librarian working in your library, only one should respond on behalf of your school. Mark one for each teaching approach. Please do not mark Usually for all three approaches—a, b, and c—for any one of these items. The intent of these items is to elicit which teaching approaches are used more and less often. If approaches, a, b, and c are used equally often, mark Sometimes for all three. If a skill is not taught by the teacher-librarian, mark the box after d.

21. Summarize, synthesize, and evaluate information from a variety of texts and genres (e.g., biography, fiction, history, technical writing)

Teaching approach of teacher-librarian	Usually	Sometimes	Rarely
a. As part of a collaboratively planned and taught unit	☐	☐	☐
b. As part of a teacher-planned library assignment	☐	☐	☐
c. Independently from classroom content	☐	☐	☐
d. Not taught by teacher-librarian	☐		

22. Drawing inferences using contextual clues

Teaching approach of teacher-librarian	Usually	Sometimes	Rarely
a. As part of a collaboratively planned and taught unit	☐	☐	☐
b. As part of a teacher-planned library assignment	☐	☐	☐
c. Independently from classroom content	☐	☐	☐
d. Not taught by teacher-librarian	☐		

23. Locate and recall information in text with different structures (e.g., cause and effect, enumeration, time order, compare and contrast, problem/solution)

Teaching approach of teacher-librarian	Usually	Sometimes	Rarely
a. As part of a collaboratively planned and taught unit	☐	☐	☐
b. As part of a teacher-planned library assignment	☐	☐	☐
c. Independently from classroom content	☐	☐	☐
d. Not taught by teacher-librarian		☐	

24. Use organizational features of printed text to locate information (e.g., table of contents, index)

Teaching approach of teacher-librarian	Usually	Sometimes	Rarely
a. As part of a collaboratively planned and taught unit	☐	☐	☐
b. As part of a teacher-planned library assignment	☐	☐	☐
c. Independently from classroom content	☐	☐	☐
d. Not taught by teacher-librarian		☐	

25. Recognize organizational features of electronic information to locate information (e.g., menus, site maps, search features)

Teaching approach of teacher-librarian	Usually	Sometimes	Rarely
a. As part of a collaboratively planned and taught unit	☐	☐	☐
b. As part of a teacher-planned library assignment	☐	☐	☐
c. Independently from classroom content	☐	☐	☐
d. Not taught by teacher-librarian		☐	

26. Take notes, outline, and identify main ideas in resource materials

Teaching approach of teacher-librarian	Usually	Sometimes	Rarely
a. As part of a collaboratively planned and taught unit	☐	☐	☐
b. As part of a teacher-planned library assignment	☐	☐	☐
c. Independently from classroom content	☐	☐	☐
d. Not taught by teacher-librarian	☐		

27. Sort information as it relates to a specific topic or purpose

Teaching approach of teacher-librarian	Usually	Sometimes	Rarely
a. As part of a collaboratively planned and taught unit	☐	☐	☐
b. As part of a teacher-planned library assignment	☐	☐	☐
c. Independently from classroom content	☐	☐	☐
d. Not taught by teacher-librarian	☐		

28. Give credit for others' ideas, images, or information in an appropriate form (i.e., avoiding plagiarism)

Teaching approach of teacher-librarian	Usually	Sometimes	Rarely
a. As part of a collaboratively planned and taught unit	☐	☐	☐
b. As part of a teacher-planned library assignment	☐	☐	☐
c. Independently from classroom content	☐	☐	☐
d. Not taught by teacher-librarian	☐		

29. Locate meanings, pronunciations, and derivations of unfamiliar words by using dictionaries, glossaries, and other sources

Teaching approach of teacher-librarian	Usually	Sometimes	Rarely
a. As part of a collaboratively planned and taught unit	☐	☐	☐
b. As part of a teacher-planned library assignment	☐	☐	☐
c. Independently from classroom content	☐	☐	☐
d. Not taught by teacher-librarian	☐		

Part D - 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.

30. **Individuals visits to the library** (students, teachers, administrators, parents, & others)	☐	per typical week
31. **Group visits to the library** (the number of groups - not the number of individuals within each group)	☐	per typical week
32. **Individual information literacy/skills instruction* contacts**	☐	per typical week
33. **Group information literacy/skills instruction* contacts**	☐	per typical week
34. **Circulation of materials** (include all formats)	☐	per typical week
35. **ILL** - items provided to other libraries**	☐	per typical week
36. **ILL** - items received from other libraries or document delivery services	☐	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 E - 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 any computer that cannot access the library's networked resources.**

37. Total number of computers* with access to library resources**

a. Located in or under supervision of library	
b. Located elsewhere in school	
c. TOTAL	

*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).

Part F - 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
38. Books, all types (number of volumes)	
39. Reference titles (Note: this is a change from last year and includes print as well as electronic resources)	
40. Number of print subscriptions to magazines & newspapers (count subscriptions, not individual titles or issues)	
41. Audio materials (cassettes, CDs)	
42. Video materials (VHS and DVDs)	
	Year
43. 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	

Number of Licensed Databases*

44. Available through **statewide** agreements (e.g., the AIRS committee)	[ ] <>
45. Available via your **BOCES or other consortial** agreements (e.g., CLiC, the CO Library Consortium)	[ ] <>
46. To which your **district** subscribes	[ ] <>
47. To which your **school** subscribes	[ ] <>

* A licensed database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Include all databases accessed via dial-up or via the Internet. Exclude any databases received on CD-ROM. Report the number of licensed databases, whether received on a subscription basis or as one-time purchases. Each licensed database* should be counted individually even if access to several licensed databases is supported through the same interface**.

* Examples of databases include:

- Newspaper Source and TOPICsearch (both accessible from EBSCOhost)
- Middle Search and Primary Search (both accessible from EBSCO's Searchausaurus)
- eLibrary Curriculum Edition and SIRS Researcher (accessible from ProQuest's eLibrary and SIRS, respectively)

** Examples of interfaces include EBSCO's EBSCOhost and Searchasaurus and ProQuest's eLibrary and SIRS.

Part G - School Library Facility

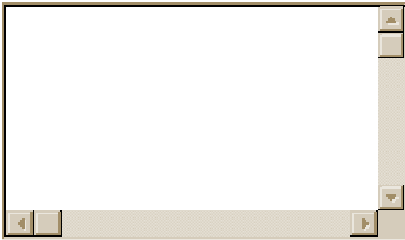|	
48. Square footage. How many square feet does the school library occupy? (Include any offices, computer labs, classrooms, and study rooms dedicated to school library functions and under the school librarian's jurisdiction.)	[ ] <>
49. Seating capacity. What is the maximum seating capacity of the school library? (Count the number of seats available for use by students and teachers. Do not count seats behind desks and in offices that are assigned to school library staff.)	[ ] <>
50. Shelving capacity. What is the maximum shelving capacity of the school library in linear feet? (If this figure is not available, calculate it by multiplying the length of a shelf by the number of shelves. Count shelving devoted to the school library collection. Do not count shelving located in offices and other work spaces.)	[ ] <>

Part H - 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.

51. Books and all other print materials (include magazines & newspapers) $ [＿＿＿] .00

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

53. Electronic access to information (e.g. licensed databases, cd-roms, internet access, e-books) $ [＿＿＿] .00

54. Other operating expenditures $ [＿＿＿] .00

55. Total operating expenditures (sum of questions 51-54) $ [＿＿＿] .00

56. Feedback and/or comments on this survey process (limited to 255 characters).

[text box]

Questions/Comments: Email Zeth Lietzau at lietzau_z@cde.state.co.us, or contact LRS at (303)866-6900