

Colorado School Library Survey 2011-12

Welcome, [Your School Name!]

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.

Complete a separate questionnaire for each school. Please do NOT combine data for multiple schools at separate locations.

Part A - Information About You & Your School

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. 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

School Enrollment and Address Information

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

3. School street address: [Field pre-filled in online version of survey]
4. City: [Field pre-filled in online version of survey]
5. County: [Field pre-filled in online version of survey]
6. Zip: [Field pre-filled in online version of survey]
7. School mailing address: [Field pre-filled in online version of survey]
8. City: [Field pre-filled in online version of survey]
9. Zip: [Field pre-filled in online version of survey]

Respondent Information

10. Name of respondent:
11. Title:
12. Email:

Fill in information for a second respondent, if applicable.

13. Name of respondent:

14. Title:

15. Email:

Part B – Information About Your Library

Library Service Hours in a Typical Week

Report the typical **weekly** number of hours the school library is staffed and open for use. Report hours the library is open for use during school hours, and before and after school hours.

	Weekly Hours
16. Regular school hours in a typical week (e.g., hours during which classes meet or students are at lunch, recess, etc.)	
17. Hours the library is open per typical school week during regular school hours	
18. Hours the library is open before and/or after regular school hours	
19. Within the hours the library is open, how many hours is the library flexibly scheduled per typical school week*	

*According to the American Association of School Librarians Position Statement on Flexible Scheduling: "The integrated library media program philosophy requires that an open schedule must be maintained. Students and teachers must be able to come to the center throughout the day to use information sources, to read for pleasure, and to meet and work with other students and teachers. Classes cannot be scheduled in the library media center to provide teacher release or preparation time."

Library's Virtual Presence

Does the school library have:

20. An online, automated catalog system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
21. A website	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
22. A Twitter account	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
23. A Facebook page	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
24. A blog	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
25. A wiki	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
26. Collaboration software (e.g., SharePoint, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
27. Wireless Internet access for students	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
28. A link from the school website's home page directing users to the library's website/online resources	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable (school does not have a website or library does not have a website/online resources)

Professional Environment

29. Does the school library have an advisory committee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30. Does someone from the school library staff:	XXXXXXXXXX	
a. Meet regularly with the principal and/or other building or district administrators?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Participate in school committees (e.g., curriculum, technology, PTO, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Provide in-service training for teachers (e.g., information literacy, educational technology, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Library Staffing

Calculate the number of paid staff assigned to the school library in Full Time Equivalent (FTE) figures for each position listed below. To calculate FTE's, total the individual weekly hours for each paid staff member and divide by 40. For example, a 20-hour worker is calculated as follows: $20/40=.5$ FTE. If there are two school /teacher librarians, and one works 40 hours per week and the other works 20 hours per week, the FTE is calculated as $1 + .5=1.5$ FTE.

	FTE
31. School librarian/teacher librarian with a CDE school library endorsement	
32. Library aide, technician, paraprofessional, or clerk	

Part C - Teaching Approaches of the Librarian

Report how often you engage in various teaching activities.

How often do you engage in the following activities?

	More than once per week	Once per week	2-3 times per month	Once per month	Less Than Once Per Month	Never
33. Plan instructional units with teachers.						
34. Teach students cooperatively with teachers.						
35. Facilitate learning activities where students work collaboratively in groups.						
36. Teach students how to use digital resources.						
37. Facilitate opportunities for student-led inquiry.						

How often do you help students with the following activities?

	More than once per week	Once per week	2-3 times per month	Once per month	Less Than Once Per Month	Never
38. Apply critical thinking skills (problem solving, analysis, logic, cause/effect) when doing research.						
39. Evaluate the credibility of information sources, including the Internet.						
40. Use technology (e.g., wikis, Google Docs, blogs, YouTube, Delicious, etc.) to organize and share information.						
41. Use a variety of sources when gathering information about a topic.						

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.

	Per Typical Week
42. Individual visits to the library (students, teachers, administrators, parents, & others)	
43. Group visits to the library (the number of groups - not the number of individuals within each group)	
44. Circulation of materials:	XXXXXXXXXXXXX
a. non-electronic formats (e.g., books, audio and video materials stored in a fixed, physical format, etc.)	
b. E-books and other downloadables purchased for library use	
45. ILL - items provided to other school libraries within your district	
46. LL - items provided to other libraries of any type outside your district	
47. ILL - items received from other school libraries within your district	
48. ILL - items received from other libraries of any type outside your district or from document delivery services	

Part E – Computers/Tablet Devices with Access to School Library Resources

For the following questions report the total number of a) computers* and b) tablet devices that can access your networked library resources.** Please do not include any computers/ tablet devices that cannot access the library's networked resources.

49. Total number of computers (including netbooks)* with access to library resources**

	Computers
a. Located in or under supervision of library (include stationary and mobile labs)	
b. Located elsewhere in school	
c. TOTAL (sum of questions 49a and 49b)	(auto-calculated)

50. Total number of tablet devices (e.g., iPad, iPod, Playbook, Xoom, Galaxy Tab, etc.) with access to library resources** _____

*Consider the terms 'computer,' 'netbook,' '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
51. Books (print volumes)	
52. Electronic book (e-book) titles purchased for library use	
53. Print subscriptions to magazines & newspapers (count subscriptions, not individual titles or issues)	
54. Audio materials (CDs, audio books)	
55. Video materials (VHS and DVDs)	

56. Do you purchase, or does your district or BOCES purchase on your behalf, streaming or downloadable video materials: Yes No

57. Report the average copyright year of books in Dewey ranges 500s, 600s, and 900s:

Dewey Range	Average Copyright Year
a. 500s	
b. 600s	
c. 900s	

Note: If you can't get copyright years from an electronic catalog, pull a systematic random selection of 25 items from the given Dewey ranges (e.g., every third item, an item from every fifth shelf) and average their copyright years.

58. Number of Licensed Databases:*

Item	Number
a. Available in your school through BOCES	
b. To which your district subscribes	
c. To which your school subscribes	
d. To which you have access to via an arrangement with a public library	

59. Do you offer **off-site** access to licensed databases? Yes No

* 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 Searchasaurus)
- 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 - Annual Operating Budget

Report the **annual operating budget** for your school library program. Exclude major one-time capital outlays for computers, furniture, and other equipment. Report whole dollars only.

	\$
60. Operating budget allocation from school or district (do not include staff costs)	
61. Budget obtained from additional funding sources (donations, fundraising, grants, etc.)	
62. Total operating budget (sum of questions 60 and 61)	(auto-calculated)

For the 2011-12 school year, what is the amount **budgeted** for:

	\$
63. Information resources (e.g. books, magazines, newspapers, nonprint materials, licensed databases, CD-ROMs, e-books, internet access, etc.)	
64. Other operating costs (do not include staff costs)	

65. Feedback and/or comments on this survey process:

Thank you for participating in the School Library Survey!

Questions/Comments: Email Linda Hofschire at Hofschire_L@cde.state.co.us, or contact LRS at (303) 866-6900