

Survey of School Library Media Centers in Colorado 1999

Direct questions to:
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DUE DATE: Monday, April 5, 1999

Return the 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. - Denver, CO 80203-1799.

PART I - RESPONDENT INFORMATION

Please identify your school by name, level, and district and provide contact information 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) <input type="checkbox"/> Elementary <input type="checkbox"/> Jr High/Middle <input type="checkbox"/> High <input type="checkbox"/> Combined												
Grades in School (circle all that apply) preK K 1 2 3 4 5 6 7 8 9 10 11 12												
District Name										District Number		
Address												
City				County					Zip code			
Name of Respondent								Title				
Phone ()				Fax ()					E-mail:			

PART II - SERVICE HOURS PER TYPICAL WEEK

Please report the typical weekly number of hours this library media center is open for use. Report hours during school, before and after school hours, and during the summer.

<i>Item</i>	<i>Line</i>	<i>Hours per Typical Week</i>
Hours open per typical school week during school hours	1	
Hours open per typical school week before school hours	2	
Hours open per typical school week after school hours	3	
Hours open per typical summer week	4	

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PART III - LIBRARY MEDIA STAFFING PER TYPICAL WEEK

Please report the level of staffing for this library media program—first by education and selected other credentials, then by classification. Include both the number of persons in each type of position and the total number of person-hours per typical week for each staff type (i.e., the sum of the typical weekly hours for staff of each type). Do not report more than 40 hours per week per person in each table. Count each individual only once per table. (Optional items regarding overtime appear later in this questionnaire.)

Example: If two persons are reported as other paid staff on line III 4 (a) and one works 20 hours per week and the other 10, enter 30 on line III 4 (b).

<i>Paid Staff by Education and Selected Other Credentials</i>	<i>Line</i>	<i>Number of Persons (head count, not FTE) (a)</i>	<i>Total Person-Hours per Typical Week (b)</i>
Master's degree or higher			
--with teacher certification & library media endorsement	1		
--with teacher certification only	2		
--with teacher certification and/or other state credential(s)-- specify:	3		
--without teacher certification or other state credentials	4		
Bachelor's degree			
--with teacher certification & library media endorsement	5		
--with teacher certification only	6		
-- with teacher certification and/or other state credential(s)-- specify:	7		
-- without teacher certification or other state credentials	8		
Less than Bachelor's degree	9		
TOTAL PAID STAFF (Sum of lines III 1-9)	10		

<i>Paid Staff by Classification</i>	<i>Line</i>	<i>Number of Persons (head count, not FTE) (a)</i>	<i>Total Person-Hours per Typical Week (b)</i>
Professional (e.g., library media specialist, teacher on special assignment, media technologist)	11		
Paraprofessional (e.g., library/media center assistant or aide)	12		
Office/administrative support (e.g., general office, office manager/supervisor, secretary)	13		
TOTAL PAID STAFF (Sum of lines III 11-13) Note: III 14(a) must equal III 10(a) and III 14(b) must equal III 10(b)	14		

<i>Volunteer Type</i>	<i>Line</i>	<i>Number of Persons (head count, not FTE) (a)</i>	<i>Total Person-Hours per Typical Week (b)</i>
Adult volunteers	15		
Student workers	16		
TOTAL VOLUNTEER WORKERS (Sum of lines III 15-16)	17		

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PART IV – SELECTED PAID STAFF ACTIVITIES PER TYPICAL WEEK

Library media staff engage in a wide variety of activities each week. Some of these activities are completed during regular business hours, but others are only completed because staff agree or volunteer to work "overtime." For each of the following activities, please report (estimating, if necessary) the number of hours per typical week spent on each activity. NOTE: The "non-contract" column is optional. If "non-contract" (i.e., "overtime") hours are not put in on a weekly basis, please estimate for a month and divide by four or estimate for a year and divide by the number of weeks per year the library media center is open.

Selected Activities	Person-Hours Per Typical Week		
	Line	Contract Hours (a)	<u>OPTIONAL</u> Non-contract Hours (b)
Learning & Teaching			
Hours spent weekly planning instructional units with teachers	1		
Hours spent weekly teaching cooperatively with teachers	2		
Hours spent weekly providing in-service training to teachers and/or other school staff	3		
Hours spent weekly meeting with building or district standards committees/teams/task forces	4		
Hours spent weekly serving on building or district curriculum committees	5		
Hours spent weekly assisting teachers (individually or in groups) in accessing and/or utilizing standards-related information	6		
Information Access & Delivery			
Hours spent weekly identifying materials for instructional units developed by teachers	7		
Hours spent weekly providing information skills instruction to individuals or groups (e.g., citations, copyright/plagiarism, critical thinking, evaluating Internet sources, note-taking)	8		
Hours spent weekly offering reading incentive activities (e.g., reader's advisory services, book talks, story times, author visits, puppet shows)	9		
Hours spent weekly performing basic library functions (e.g., processing, retrieving, checking in and out, re-shelving/re-storing materials/equipment)	10		
Program Administration			
Hours spent weekly managing computers/library automation/computer network	11		
Hours spent weekly in meetings of building and/or district library media staff	12		
Hours spent weekly meeting with other library media staff from beyond your own building and district	13		
Hours spent weekly meeting with principal and/or other building or district administrators	14		
Hours spent weekly attending general faculty and/or staff meetings	15		
Extra duties unrelated to library media services (e.g., monitoring restrooms, lunch, buses, recess, etc.)	16		
All other paid staff hours weekly	17		
TOTAL PAID STAFF HOURS (Sum of lines IV 1-17) Note: IV 18 (a) must equal III-10 (b): Total Person-Hours Per Typical Week for All Paid Staff	18		

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PART V – LIBRARY MEDIA TECHNOLOGY

Please report the total number of computers located in the LMC as well as the number of those computers with each of the following features. For the total as well as each following category, distinguish the number of computers in your school that are located in or under the supervision of the LMC and others from which networked LM resources may be accessed. Do not include non-LMC computers from which networked LM resources cannot be accessed. For this question, the terms "computer," "terminal," and "workstation" are considered synonymous. Computers under the supervision of the LMC (e.g., in a separate computer lab) but not located in the same immediate space may be counted in column (a). Computers from which any networked LM resources may be accessed may be located in classrooms, a separately administered computer lab, mini-lab, administrative offices, or any other school space not under the supervision of the LMC. Any particular computer should be counted only once in item V 1a, but may be counted more than once in items V 1b through V 1n.

Number of computers	Line	Number of computers in school	
		Located in or under the supervision of LMC (a)	From which any networked LM resources may be accessed (b)
TOTAL	1a		
Number of these ...			
■ With Internet connection	1b		
■ On a local area network (LAN)	1c		
■ On a wide area network (WAN)	1d		
■ With access to the LMC catalog	1e		
■ With access to LM databases (e.g., FirstSearch, SIRS, E-Library)	1f		
■ With a menu option or bookmark for ACLIN	1g		
■ With CD ROM drives	1h		
■ With networked access to CD ROM resources	1i		
■ That can display text only	1j		
■ That can display graphics (World Wide Web)	1k		
■ Connected to a modem or equivalent	1l		
■ Connected directly to or networked to a printer	1m		
■ With <u>any</u> accommodations for persons with disabilities (e.g., voice synthesizer, magnified screen)	1n		

For the total number of LMC computers reported in V-1a, identify the number of each of the following types:

Number of personal computers by processor speed	Line	Number of PCs	Number of Macintosh microcomputers running	Line	Number of MACs
Pentium or higher	2a		PowerMac or later	3a	
486	2b		System 7	3b	
386 or lower	2c		System 6 or earlier	3c	

Considering all of the computers reported in V-1a, mark the fastest Internet service connection speed available on any computer. Mark (X) one.

Maximum speed of Internet service connection					
Speed	Line	Dial-Up	Speed	Line	Dedicated Line
None	4a	<input type="checkbox"/>	56k (via dedicated line)	4e	<input type="checkbox"/>
14.4K or less	4b	<input type="checkbox"/>	ISDN	4f	<input type="checkbox"/>
28.8K	4c	<input type="checkbox"/>	T-1	4g	<input type="checkbox"/>
56K (via dial-up)	4d	<input type="checkbox"/>	Other (frame relay, ADSL)	4h	<input type="checkbox"/>

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PART V – LIBRARY MEDIA TECHNOLOGY--continued

The following items seek a description of Internet access conditions and filtering practices affecting LMC computers. Mark all that apply to the left. Mark one for each question to the right.

<i>Internet access for students</i>					
<i>Conditions of Internet access</i>	<i>Line</i>	<i>Response</i>	<i>Internet filtering</i>	<i>Line</i>	<i>Response</i>
Mark (X) all that apply			Internet access via pre-selected menu only	6a	Mark (X) one <input type="checkbox"/> Yes <input type="checkbox"/> No
No restrictions	5a	<input type="checkbox"/>	Student terminals filtered:	7a	Mark (X) one <input type="checkbox"/>
With parental permission &/or acceptable use agreement	5b	<input type="checkbox"/>	■ None	7b	<input type="checkbox"/>
Restricted by grade level (un-restricted from grade ____ up)	5c	<input type="checkbox"/>	■ Some	7c	<input type="checkbox"/>
Other restriction(s)—please specify:	5d	<input type="checkbox"/>	■ All		
			If any student terminals filtered:		Mark (X) one <input type="checkbox"/>
			■ Decided at district level	8a	<input type="checkbox"/>
			■ Decided at building level	8b	<input type="checkbox"/>
			Name of filtering software	9	

PART VI - LIBRARY MEDIA USAGE PER TYPICAL WEEK

Please report the following types of usage of the library media program per typical week. If these figures must be estimated 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 library media center is open annually.

<i>Type of Usage</i>	<i>Line</i>	<i>Number</i>	
Visits to the LMC (scheduled or unscheduled) by			
■ Individuals (students, teachers, administrators, parents, others)	1a		
■ Classes or other groups (e.g., groups of teachers, administrators, parents, or other school visitors)	1b		
Circulation of materials (include all formats)	2		
In-library use of materials (estimate based on reshelving count)	3		
Intra-district loans (i.e., loans of materials between one building and another within the same school district, including items obtained from district or BOCES collections)			
■ Items provided to other buildings	4a	_____	
■ Items received from other buildings and district collections	4b		
Inter-library loans (i.e., loans of materials between this LMC and other libraries of any type outside its school district and items obtained from document delivery services)		In-state (1)	Out-of-state (2)
■ Items provided to other buildings	5a	_____	_____
■ Items received from other buildings	5b		
Information skills instruction contacts (scheduled or unscheduled)			
■ Individuals (students, teachers, administrators, parents, others)	6a		
■ Classes or other groups (e.g., groups of teachers, administrators, parents, or other school visitors)	6b		

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PART VII - LIBRARY MEDIA COLLECTION

Please report all holdings regardless of their circulation status (i.e., circulating and non-circulating items). Include only materials available for use by teachers and/or students. Exclude uncataloged materials reserved exclusively for use by LM staff or building administrators (e.g., principal, counselor, secretary). OPTIONAL ITEMS: Report average copyright dates, if possible. If these figures cannot be obtained 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 dates.

<i>Item</i>	<i>Line</i>	<i>Number</i>	<i>Average Copyright Year</i>
Print volumes			
■ Encyclopedias & reference titles	1a		
■ All other print volumes	1b		
Encyclopedias & reference titles on CD-ROM or laser disk	2		
Magazines & newspapers			
■ Current print subscriptions to magazines	3a		N/A
■ Current print subscriptions to newspapers	3b		N/A
Video materials (cassettes and disks)	4		
Computer software packages for use in LMC by students	5		
Does the LMC subscribe to			
■ Any online periodical services (e.g., FirstSearch, InfoTrac, UMI)?	6a	<input type="checkbox"/> YES <input type="checkbox"/> NO	
■ Any CD ROM services (e.g., SIRS, Gale's "Discovering..." series, NewsBank, SuperTOM)?	6b	<input type="checkbox"/> YES <input type="checkbox"/> NO	
■ Any other any electronic full text services (e.g., E-library)?	6c	<input type="checkbox"/> YES <input type="checkbox"/> NO	

PART VIII - ANNUAL OPERATING EXPENDITURES

Please report the annual operating expenditures for this library media program, including both funds from the school budget and funds obtained from other sources (e.g., grants, donations from parent-teacher organizations). Exclude major one-time capital outlays for computers, furniture, and other equipment.

<i>Item</i>	<i>Line</i>	<i>School Budget (1)</i>	<i>All Other Sources (2)</i>
Books and all other print materials (include magazines & newspapers)	1	.00	.00
Materials in electronic formats (e.g., software, CD-ROM, laser disk, locally-mounted databases)	2	.00	.00
Non-print materials (e.g., audio, video, microform)	3	.00	.00
Electronic access to information (e.g., online database searching, Internet access)	4	.00	.00
Other operating expenditures	5	.00	.00
TOTAL OPERATING EXPENDITURES (Sum of VIII 1-5)	6	.00	.00

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PART IX - ANNUAL CAPITAL OUTLAY

Please report the annual capital outlay for this library media program, including the costs of computers, furniture, and other equipment.

Item	Line	School Budget (1)	All Other Sources (2)
Equipment (e.g., computers, CD-ROM drives, VCRs)	1	.00	.00
Other capital purchases (e.g., furniture, shelving)	2	.00	.00
TOTAL CAPITAL OUTLAY (Sum of IX 1-2)	3	.00	.00

PART X - LMC MANAGEMENT

Each year, this survey will have several miscellaneous questions appended to it. With rare exceptions, these questions will not be asked on an annual basis. Such questions have been asked by the state's library leaders and other decision-makers, and your answers will be used to try to serve you better. Please answer each of the following questions—all simple YES/NO items.

Item	Line	Response
Does the library media program receive a budget?	1	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, do library media staff submit a budget request?	2	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the library media program have an advisory committee?	4	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do library media staff meet regularly with local public library staff?	5	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have there been any challenges (reconsiderations) of materials in your library media center's collection during the past year?	6	<input type="checkbox"/> YES <input type="checkbox"/> NO

PART XI – TEST SCORES

This year's survey data will play an important role in the LRS study, **How School Librarians Help Kids Achieve Standards**. This is a followup study to the 1992/3 report, **The Impact of School Library Media Centers on Academic Achievement**. For elementary schools, the new study will employ Colorado Student Assessment Program (CSAP) scores on reading and writing. (Note: CSAP scores for selected elementary grades are not requested below as they are available directly from the Colorado Department of Education.) As yet, however, there are no CSAP tests for junior high, middle, and high school grades.

If your school is a junior high, middle, or high school, please report average scores by grade for any of the following test scores that have been given at your school during the 1998-99 school year. Contact the administrator responsible for assessment in your building or district if you do not have ready access to these data.

Junior high, middle, and high schools that wish to report results for tests other than those listed below are asked to append a report of those results. Do not substitute any other test results for those requested below.

Test	Line	Grade (1)	Percentile (2)	Test	Line	Number of Students Tested (1)	Score (2)
ITBS Reading	1a			SAT Verbal	3		
	1b						
	1c						
ITBS Writing/ Written Expression	2a			ACT	4		
	2b						
	2c						