

# **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

**Mission Statement:** The Delaware-Chenango-Madison-Otsego School Library System is committed to provide equal and equitable access to information and resources throughout the educational community in order to support and encourage responsible, lifelong learners.

## **I Resource-Sharing**

- Coordinated Cooperative Collection Development (CCCD)
- Delivery
- Interlibrary Loan (ILL)
- Other

### **Goal Statement(s)**

#### **2006-07**

- Maintain quality ILL delivery
- Support and implement an effective CCCD program
- Review procedures for CCCD Procurement
- Provide “Customer” oriented ILL to schools and others

#### **2007-08**

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#### **2009-10**

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#### **2010-11**

- Maintain Quality ILL delivery
- Support and implement an effective CCCD program
- Review procedures for CCCD Procurement
- Provide a “Customer” oriented ILL to schools and others

### **Activities**

#### **2006-07**

- Work with SLSA to investigate creating a statewide catalog
- Provide a collection area sheet to all members of the SLS

## **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

- The Director will attend principal's meetings to explain the benefits of the CCCD program
- Visit school administrators whose district is not using the service
- Create a virtual district catalog
- Provide training at one liaison meeting regarding CCCD policies and procedures
- Provide one training session at a liaison meeting regarding ILL policies and procedures
- Maintain the DCMO BOCES Union Catalog on the Internet

### **2007-08**

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### **2009-10**

- Work with SLSA to beta test a statewide catalog
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- Visit school administrators whose district is not using the service
- Create a virtual district catalog
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- Maintain the DCMO BOCES Union Catalog on the Internet

## **Intended Results**

### **2006-07**

- There will be a 95% positive response rate for students/staff receiving library materials documented on the SLS evaluation form
- Consistent procedures will improve the proficiency of the SLS staff and ensure quality service as measured by usage statistics as well as the yearly SLS evaluation.
- Improved turn around time for ILL requests will have a positive effect on customer service and satisfaction. This will be measured by usage statistics and the yearly SLS evaluation
- Patron use of ILL will increase as measured by usage statistics
- In-depth collections of member libraries will be maintained. This will be measured by the number of school districts that buy into the CCCD co-ser.

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## **II Technology services for member libraries and library system (e.g. Regional/Virtual/Union Catalog)**

### **Goal Statement(s)**

#### **2006-07**

- Provide access to union/regional catalog in the most effective format
- Promote access to Internet resources through NOVEL and SLS funded databases
- Explore new technologies and services for member libraries
- Provide electronic access to Union List of Serials

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## **Activities**

### **2006-07**

- Explore Bandwidth options to increase capacity
- Keep up development and implementation of the virtual library catalog
- Investigate the use of BLOGS to develop a virtual library help-desk
- Continue research and development on Open Source Library Software with Media Flex with emphasis on a SLS virtual library catalog
- Provide access to workshops on Internet use for Library Media Specialists

### **2007-08**

- Implement bandwidth options in conjunction with the DCMO BOCES organization
- Begin marketing open-source software to member libraries
- Examine technology-based communication tools that align with best practices in implementing library services
- Continue research and development on Open Source Library Software with Media Flex with emphasis on a SLS virtual library catalog
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### **Intended Results**

#### **2006-07**

- All districts will have the opportunity to take advantage of Open Source Library Automation software
- On-site technical training and integration will increase substantially. This will be measured by the number of technical calls received and answered.
- Library Automation co-ser participants will receive improved services. This will be measure using the SLS yearly evaluation.
- Patrons will have access to an accurate, up-to-date union catalog. This will be measured using the yearly SLS evaluation and usage statistics.
- 95% of all SLMC holdings will be cataloged on the DCMO SLS Union Catalog database. This will be measured by comparing district collection numbers with SLS union catalog numbers.
- Student success rate for obtaining academic and personal research materials will increase. This will be measured using usage statistics.
- Cost-effective use of monetary resources for member libraries. This will be measured using budget information obtained from the central business office.
- Member libraries will have up-to-date list of periodical holdings at the click of a mouse. It will be measured by webpage stats.

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### III Identify special Client Group Needs & the means for meeting them (see Guidelines and Instruction: #8)

#### Goal Statement(s)

##### 2006-07

- Continue to identify special client groups
- Support school library media specialists as they identify special client needs on an ongoing basis
- Include special client needs in resources provided by School Library System
- Increase books in the School Library System professional collection which discuss special client needs and how to meet them
- Use interlibrary loan and cooperative collection development to meet special client needs
- Investigate the role SLS can play in developing Academic Intervention Programs
- Broaden meaning of special client needs to include gifted and talented, advance placement students and other groups

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- Increase books in the School Library System professional collection which discuss special client needs and how to meet them
- Use interlibrary loan and cooperative collection development to meet special client needs
- Implement a program that highlights the role of the SLS and school librarians play in developing Academic Intervention Programs

## **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

- Broaden meaning of special client needs to include gifted and talented, advance placement students and other groups

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### **Activities**

#### **2006-07**

- SLS will include a questionnaire to identify special client groups in its annual survey

## **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

- Identify special collections within the region and publicize them on the web page
- Survey members as to their involvement in AIS activities
- Create a subcommittee of liaisons to investigate ways SLMS can collaborate with AIS staff to affect student success
- The SLS director will sit on the community Interagency Council
- Support members who choose to collect materials under CCCD to support special client needs
- Add to the SLS library with resources for all types of special clients groups

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- Add to the SLS library with resources for all types of special clients groups
- The needs of each group will be identified and addresses

### **Intended Results**

#### **2006-07**

- The SLS professional collection will expand its “Special Client Groups” resources. This will be measured by the number of titles added to the collection
- Resources will be published on the web page. This will be measured by observation
- A list of strategies to meet special client group needs will be available to members. This will be measured by the published list.
- The director will be made aware of community resources for Special Clients. This will be measured by attendance at meetings and reports to Council and liaisons.
- CCCD collection areas will contain members collecting resources for Special Client groups. This will be measured by written commitments to collect in such areas.

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## **IV Continuing Education/Training**

### **Goal Statement(s)**

#### **2006-07**

- Provide and support quality professional development opportunities for library personnel and adult users that meet district Professional Development Plans, Federal and State requirements, and coincide with NYS continuing education requirements.

# **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

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- Provide and support quality professional development opportunities for library personnel and adult users that need district Professional Development Plans, Federal and State requirements, and coincide with NYS continuing education requirements.

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## **Activities**

### **2006-07**

- Assess staff development needs
- Provide liaison meetings in member districts
- Provide staff development training for library support staff
- Provide orientation for new SLMS
- Present at least one workshop a year highlighting the correlation of Librarians' role with ELA standards
- Provide at least one workshop a year highlighting pertinent and projected automation needs (choice of beginner's or advanced level)
- Provide workshops to the community on timely library topics/resources
- Identify current member SLMS as trainers

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### **Intended Results**

#### **2006-07**

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- To increase meeting/staff development attendance by 10% each year. This will be measured by the number of attendees according to attendance sheets from meetings and workshops.
- To meet with all new SLMS. This will be measured by the number of technical visits reported on the annual report.
- To empower staff with the tools to integrate library program with state standards. This will be measured by responses on the workshop evaluation form
- To enable library staff to project and implement automation needs and changes. This will be measured by responses on the workshop evaluation and the district's continued participation in the library automation co-ser.
- To increase community use of library resources available through their local school district and the New York State Library. This will be measured by NOVEL usage statistics and Member Plan information

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## **V Awareness and Advocacy**

### **Goal Statement(s)**

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- The SLS will promote School Library Media Programs and advocate for library legislative initiatives to administrators, school librarians, college/university programs, student teachers, parents and community members

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## **Activities**

### **2006-07**

- Maintain professional collection of advocacy resources at the SLS office
- Create and provide SLM program flyer (what SLMS do and why it is important for teacher training programs and for student teachers at schools)
- Provide at least one advocacy workshop
- Keep up to date all pertinent legislative addresses in DCMO library handbook
- Conduct a NYLA/ALA membership drive each November
- Host the annual SLMS and administrators breakfast
- Promote Lobby Day, recruit participants and attend event
- Promote SLS services by making at least one on-site visit to each member library annually
- Attend at least one principal's meeting (elementary, middle and secondary) to advocate for and create awareness of what a strong SLM program can do for their students
- Perform outreach to college/university teacher education program faculty and provide SLM program advocacy resources

### **2007-08**

- Maintain professional collection of advocacy resources at the SLS office
- Create and provide SLM program flyer (what SLMS do and why it is important for teacher training programs and for student teachers at schools)
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## **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

- Attend at least one principal's meeting (elementary, middle and secondary) to advocate for and create awareness of what a strong SLM program can do for their students
- Perform outreach to college/university teacher education program faculty and provide SLM program advocacy resources

### **2008-2009**

- Maintain professional collection of advocacy resources at the SLS office
- Create and provide SLM program flyer (what SLMS do and why it is important for teacher training programs and for student teachers at schools)
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### **2010-11**

- Maintain professional collection of advocacy resources at the SLS office
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## **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

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### **Intended Results**

#### **2006-07**

- There will be an increase in funding for local school library media programs. This will be measured using the statistics from Member Plans.
- There will be an increase in the number of teacher/librarian collaborative lessons in districts. This will be measured by the statistics from Member Plans, sharing at liaison meeting and demonstrations at workshops.
- Increase awareness of services and resources provided by the SLS and school library media programs. This will be measured by anecdotal evaluations from School Library Media Specialists.

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## **VI Communication among members (school districts and non-public schools) and participants (buildings) Include sample Member Plan**

### **Goal Statement(s)**

#### **2006-07**

- The SLS will maintain current Member Plans on site.
- The SLS will be responsive to the needs of member libraries through various means of communication.
- The SLS will improve communication among member libraries through the use of appropriate technology.

#### **2007-08**

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- The SLS will be responsive to the needs of member libraries through various means of communication.
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### **Activities**

#### **2006-07**

- Conduct six Liaison meetings a year.
- Facilitate four Library Council meetings a year.
- Use electronic mail, list-serv, and webpage to disseminate information in a timely and engaging manner.
- The SLS will maintain Member Plans in the SLS office
- The SLS will evaluate and update the website and list-serv to determine ways to better serve member libraries.
- SLS will investigate the use of BLOGS to disseminate information to members.

#### **2007-08**

- Conduct six Liaison meetings a year.
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- Use electronic mail, list-serv, and webpage to disseminate information in a timely and engaging manner.
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- The SLS will maintain current Member Plans in SLS office.
- The SLS will evaluate and update the website and list-serv to determine ways to better serve member libraries.

### **Intended Results**

#### **2006-07**

- Communication between Council members will be improved. This will be measured by the results of the yearly SLS evaluation.
- The Member Plan will be reflective of the programs and services school libraries provide. This will be measured through discussions at meetings and on-site visits by the SLS director
- Increase interactive use of the listserv and/or other appropriate electronic tools. This will be measured by the yearly SLS evaluation and the usage stats of the listserv and/or other appropriate electronic tools

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## **VII Cooperative efforts with other library systems**

### **Goal Statement(s)**

#### **2006-07**

- The SLS will share information with other library systems and consortia.
- The SLS will work collaboratively with other library systems and consortia
- The SLS will investigate establishing a partnership with SUNY Morrisville, Norwich Campus

#### **2007-08**

- The SLS will share information with other library systems and consortia.
- The SLS will work collaboratively with other library systems and consortia
- The SLS will promote and leverage a partnership with SUNY Morrisville, Norwich Campus

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# **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

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- The SLS will promote and leverage a partnership with SUNY Morrisville, Norwich Campus

## **Activities**

### **2006-07**

- Develop and post contact lists for local area colleges along with addresses and hours of operation
- Post links to local public libraries and systems (Four County and Mid-York) with names of potential collaborators
- Monitor and post grant opportunities that would facilitate school/public collaborations in areas such as family-focused literacy, English as a second language, or other library services to patron populations shared between school and public libraries
- Attend SCOOLS meetings
- Contribute to SLSA listserv when appropriate
- Participate in Model School initiatives
- Continue to work with SLSA for the best electronic database pricing.
- Contact the librarian at SUNY Morrisville

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- Continue to work with SLSA for the best electronic database pricing.
- Investigate possible collaborative efforts with SUNY Morrisville

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## **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

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- Continue to work with SLSA for the best electronic database pricing.
- Institute collaborative efforts with SUNY Morrisville

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- Continue to work with SLSA for the best electronic database pricing.
- Continue collaborative efforts with SUNY Morrisville

### **Intended Results**

#### **2006-07**

- There will be an increase in collaborative efforts with the local community college between the college and the SLS and SLS member school library media

## **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

- programs. This will be measured by stats from the Member Plan, discussions at workshops and meetings and the yearly SLS evaluation.
- Member libraries will take advantage of grant opportunities. This will be evaluated by the number of applications submitted and through discussion at workshops and meetings.
  - There will be an increase in the number of districts that subscribe to the Electronic Database co-ser. This will be measured by the number of districts, which subscribe to the service.

### **2007-08**

- There will be an increase in collaborative efforts with the local community college between the college and the SLS and SLS member school library media programs. This will be measured by stats from the Member Plan, discussions at workshops and meetings and the yearly SLS evaluation.
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# **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

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## **VIII Other goal(s)**

### **Goal Statement(s)**

#### **2006-07**

- The SLS will provide appropriate on-going training for current staff.
- The SLS will look at alternate funding sources to support the SLS program.
- The SLS will comply with all State requirements and mandates.
- The SLS will evaluate and assess services
- 

#### **2007-08**

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# **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

## **Activities**

### **2006-07**

- Revise the current SLS survey and distribute to member libraries.
- Encourage staff to attend appropriate workshops and training.
- Take advantage of grants for library automation projects and educational opportunities
- Compile Annual Report for the prior year and submit to DLD in September along with all budget forms.

### **2007-08**

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## **Intended Results**

### **2006-07**

## **Delaware-Chenango-Madison-Otsego BOCES School Library System Plan of Service 2006-2011**

- A highly competent, trained staff for providing quality SLS services to member libraries. This will be measured by the responses on the annual SLS evaluation and the actual number of training sessions attended by staff members.
- Best Practice models will be created as a guide for high quality library programs and curriculum throughout the DCMO BOCES districts. This will be measured through demonstration at workshops and meetings.
- The establishment of an organization that meets the needs of member libraries. This will be measured by responses on the annual SLS evaluation.

### **2007-08**

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