

Delaware-Chenango-Madison-Otsego BOCES

School Library System

Member Plan

2006-2011

DISTRICT: _____

BUILDING: _____

Regulations of the Commissioner of Education 90.18 set forth the requirement for School Library Systems. One of these requirements states that each member school shall file, with the local school library system office, a plan which examines district and member school library resources and programs, describing the ways in which the member school proposes to make effective use of the school library system.

The Member Plan will help school library media specialists and administrators evaluate their library programs and resources. As a self-assessment tool, it enables the school library media specialist to consider the library's current strengths and needs, develop a long-range plan for the growth of the library program and services, and determine the methods by which the library program supports the instructional process.

Please use BEDS data or supplied SLS information where applicable.

1. Patron Information:

Circle grade levels in your school: K	1	2	3	4	5	6	7	8	9	10	11	12
• Number of students												
• Number of faculty												
• Other												

2. Staffing:

Professional Staff - Certified	Yes	No
How many?	#	
Hours worked?	#	
Scheduled classes? How many?	#	
Support Staff		
How many?	#	
Hours worked?	#	
Title of support staff personnel. i.e. TA, LTA		
Volunteers:	Yes	No
Students	#	
Parents	#	
Others:	#	

3. Scheduling:

	Yes	No	Hours
Library open to patrons			
Library has a fixed schedule			NA
Approximate # of classes annually	NA	NA	#
Library has a flexible schedule			NA
Approximate # of classes annually	NA	NA	#
Classroom teacher remain with their classes			NA
Library open before school			
Library open after school			

4. Facility:

	Yes	No
Adequate seating capacity (10% of building enrollment)		
Adequate shelving (shelves should be from 50% to 75% full)		
Classroom instructional area		
Quiet reading area		
Quiet research area		
Facility in use by the community		

5. Collection/Resources:

		Total
Books		
Total in collection		
Total Circulation		
New Acquisitions		
Deletes/Withdrawn (weeded)		
Periodicals		
Newspapers		
Vertical file		Y_____ N_____ Last updated _____
Special Collections	Description	Size of Collection
	_____	_____
	_____	_____
	_____	_____
AV Resources in the library		
Videos		
DVD's		
CD-ROM's		
Sound Recordings		
Kits		
Other:		
AV Equipment in the library		
Digital Camera		
Overhead projectors (ELMO)		
Scanners		
Receipt printers		
DVD players		
Flash Drives		
Other:		
Library Automation		
-Library has an automation system for library management, circulation * an online public access catalog (OPAC) for student and staff use.	___ Yes	___ No
-Catalog is accessed within and outside of the school.	___ Yes	___ No
Copier		
In library	___ Yes	___ No
Fax		
In library	___ Yes	___ No
Are you the liaison?	___ Yes	___ No

Collection/Resources			
Phone			
# of phones in library	_____		
Direct Line out of Library	___ Yes		___ No
Rollover Line from Central Office	___ Yes		___ No
Switchboard	___ Yes		___ No
Portable phone	___ Yes		___ No
Internet Access			
Number of access points	___ In Library		___ Library Computer Lab
Type of Access			
T-1 (Connection BOCES)	___ Yes		___ No
Cable (Adelphia, Road Runner)	___ Yes		___ No
DSL (Frontiernet, Verizon)	___ Yes		___ No
Other:	___ Yes		___ No
E-mail Access			
Separate addresses for faculty	___ Yes		___ No
Separate addresses for students	___ Yes		___ No
One school address	___ Yes		___ No
Other (explain):	___ Yes		___ No
Availability:	___ Home	___ Work	___ Both
Computer Resources/Hardware		PC	Mac
• # Student Workstations	•		•
• # Staff Workstations	•		•
• # CD-ROM Drives	•		•
• # CD-ROM towers	•		•
• # Printers	•		•
• # Stand-alone server	•		•
Networking (circle)	Novell	NT	Mac Other

6. Local Financial Support:

Sources of Funding:	Amount:
Local budget allocation	
State Supplemental (\$6 per pupil - may already be included in local funding)	
Other (federal funds, grants, etc.)	
PTA	
Bookfair	
Friends group	
Grants	
Library Budget Spent:	Amount:
1. Books	
2. AV	
3. Supplies (barcodes, book tape, spine labels)	
4. Programs (author visits)	
5. Periodicals	

Library Budget Spent:	Amount:
6. Newspapers	
Other Supplies & Materials (paper, ink)	
Total budget allocated for library materials (1-6)	
Student Enrollment	
Per Pupil Expenditure*	
<i>*Divide Total budget allocated by number of students enrolled</i>	
Travel/Conference	
Equipment	

7. Policies and Procedures:

Policy	Plan in Place	Board Approved	Last Updated
Copyright Policy	___ Yes ___ No		
Materials Selection/Deselection Policy	___ Yes ___ No		
Acceptable Use Policy	___ Yes ___ No		
Plagiarism Policy	___ Yes ___ No		
District-wide Standard Citation Guidelines	___ Yes ___ No		
Challenged Materials Policy and Procedure	___ Yes ___ No		
Discipline Policy	___ Yes ___ No		
Weeding, Withdrawal & Discard			
• Plan	___ Yes ___ No		
• Policy	___ Yes ___ No		
Internet Access Policy	___ Yes ___ No		

8. Communications: Please check all means of communication utilized by your library.

What is the most effective form?

	Most Effective		Most Effective
Annual Report		Bulletin Boards	
Monthly Report		School Newspapers	
Email		Community Newspapers	
Listserves		Back of School Lunch Menus	
Library Website		Formal Presentations	
Newsletters		Electronic Productions	
Memos		Faculty Meetings	
Flyers		Curriculum Meetings	
Bookmarks		Team/Dept Meetings	
Posters		School Handbooks	
Displays & Exhibits		Telephone	
Open House Activities		Radio	
Television		Other: Specify	

9. Collaborative Planning and Teaching:

(Circle the best answer on the continuum)

1. Information skills are taught as an integral part of the content and objectives of the school's curriculum? Always 5 – 4 – 3 – 2 – 1 Never
2. Effort is made to link the New York State Learning Standards with every lesson taught in the library. Always 5 – 4 – 3 – 2 – 1 Never
3. Teachers are offered learning opportunities related to new technologies through the library. Always 5 – 4 – 3 – 2 – 1 Never
4. Access to resources outside the school is provided to students and teachers via Interlibrary Loan. Always 5 – 4 – 3 – 2 – 1 Never
5. Students and staff have easy access to the library and to qualified professional staff throughout the school day. Always 5 – 4 – 3 – 2 – 1 Never
6. Class visits are scheduled *flexibly* to encourage library use at point of need. Always 5 – 4 – 3 – 2 – 1 Never
7. Study halls assigned to your library. Always 5 – 4 – 3 – 2 – 1 Never
8. The library media specialist provides leadership in the evaluation and/or implementation of information and instructional technologies. Always 5 – 4 – 3 – 2 – 1 Never
9. I am given adequate time for inventory. Always 5 – 4 – 3 – 2 – 1 Never
10. School is a full participating member of the SLS, borrowing and lending materials as needed. Always 5 – 4 – 3 – 2 – 1 Never
11. School takes full advantage of material resources available through SLS, Public Library, online databases and collaborates with professional organizations. Always 5 – 4 – 3 – 2 – 1 Never

	Yes	No
There is a district Library Advisory Council (faculty & students)		
Instructional program:		
• Librarian plans with teacher in a planning period		
• Librarian plans with teacher in hall/lunch room/etc.		
• Librarian is team/grade level member		
• Librarian offers or arranges in-service for teachers		
• College library visits (High School only)		
• Public Library visits or programs		
• Other:		

10. Maintenance:

Maintenance task	Monthly	Annually	Bi-Annually	Not Done
Inventory:				
Books				
Equipment				
Weeding				

Maintenance task	Monthly	Annually	Bi-Annually	Not Done
Update Periodical List				
Update Union Catalog Records				
Age of Collection Statistics				
Report to Administration and Board of Education				

11. Professional Development & Training:

	Yes	No	
Professional Association Memberships			
NYLA			
SLMS			
ALA			
AASL			
Local affiliate:			
	Yes	No	How many?
Training Opportunities			
SLS			
BOCES			
Professional Association Conferences			
NYLA			
SLMS			
SLMS Leadership Retreat			
Local affiliate conference			
Have you been denied professional development opportunities this year? If so, please list, and state reason(s):			
•			
Have you been encouraged to seek staff development but cannot find the appropriate workshops? Please list needs:			
•			

12. Statistics and Reporting:

	Number	
Average daily student attendance (District)		
Interlibrary loan/loaned*		
Interlibrary loan/borrowed*		
CCCD items purchased*		
Records in Union Catalog*		
NOVEL/Newsbank/ProQuest Database Searches*		
Visits by School Library System Coordinator*		

*Numbers will be provided by the School Library System Office.

As a building School Library Media Specialist, I regularly receive the following reports:		
• Department Mtg. Minutes	____ Yes	____ No
• Board of Education Minutes	____ Yes	____ No

• Superintendent's Report	___ Yes	___ No
• Annual Board Report	___ Yes	___ No
• SLS Liaison Minutes	___ Yes	___ No
• SLS Council Minutes	___ Yes	___ No
• SLS Annual Report	___ Yes	___ No
• Shared Decision Making Team	___ Yes	___ No

ACTIVITIES AND RESPONSIBILITIES (outside of the library)

List all of the non-library building activities and responsibilities, and committees that the Library Media Specialist is involved in.

Non-library activities and responsibilities: (please list)

Committees:

_____ School Technology Committee

_____ Site-based Shared Decision Making Team

_____ Model Schools

_____ Media Library

_____ Other: (please list) _____

_____ Other: (please list) _____

_____ Other: (please list) _____

_____ Other: (please list) _____

_____ Other: (please list) _____

This document can serve as an annual report to your Administration and Board of Education, or it may be used as a basis for your annual report.

Goal Setting

Goal setting is an important part of a library program. The following is a sample goal with proposed actions.

Sample Goal: I will find ways to increase daily circulation.

- For elementary grades, the daily circulation will equal 50% of the enrollment.
- For secondary grades, daily circulation will equal 10% of the enrollment.

Sample Proposed Actions:

- Involve students and faculty in selecting library resources.
- Keep a daily count of how many students and faculty members use the library and for what purposes.
- Review budget expenditures to see if reallocation is necessary.
- Develop at least two instructional units each year with different faculty members.

Goals

Library: _____

Goal 1:

Proposed Action:

Goal 2:

Proposed Action:

Agreement

We, the undersigned, have reviewed the 2006-2011 Member Plan for the

_____ **District**

_____ **Building**

and will work to achieve the goals as stated in the plan.

Signature of Library Media Specialist

Date

Signature of Library Program Supervisor (if applicable)

Date

Signature of Building Principal

Date

Signature of School Superintendent

Date