

# Survey of School Libraries in Iowa, July 2007-June 2008

Direct questions to Media Directors at your AEA or Jay Peterson, State Library of Iowa, 515-281-4499 or [jay.peterson@lib.state.ia.us](mailto:jay.peterson@lib.state.ia.us).

The survey is to be completed on the web at:

<http://www.statelibraryofiowa.org/ld/statistics/schools>

**Due Date: June 30, 2008**

- **ALL shaded areas require a response!**
- **Survey sections have been reorganized to make the survey more accessible**
- **Complete a separate questionnaire for each School Library Media Center (SLMC)**

## Section 1 - Respondent and Building Information

- Please identify your school by Name, Level, and District, and provide **all contact information** for the individual who responded to this survey. *Report for FY 2008 (July 1, 2007-June 30, 2008).*
- **Do not** combine data for multiple SLMCs in one survey.
- **Include in the survey all buildings which are served by the SLMC**

### Part A - Respondent Information (current year)

1. Name of Person filling out the survey:		
2. Title: (Drop down box) Teacher Librarian, Library Associate, Classroom Teacher, Secretary, Administrator, Tech Coordinator, Other		
3. Phone ( )	4. Fax ( )	5. E-mail:
6. The number of School Library Media Centers you manage in the <b>building</b> :		
7. The number of School Library Media Centers you manage in the <b>district</b> :		

### Part B1 - Building Information

Building in which SLMC is located		
1. School Building Name:		
2. New school in FY 2008 ____ (Y or N)		3. Closed after FY 2007 ____ (Y or N)
4. Enrollment for this building _____		
5. Mailing Address (PO Box, if applicable):		
6. City:		7. Zip code:
8. County:		
9a. District Number	9b. Building Number	9c. DE Building Code:
10. District Name		
11a. AEA Name		11b. AEA Number:
12. Type of school: <input type="radio"/> Public <input type="radio"/> Private Accredited <input type="radio"/> Private non-accredited		
If this School Library Media Center serves other buildings, please fill out the following for those buildings:		
<b>B2. Other school building served by this SLMC (if applicable)</b>		
1. School Building Name:		
2. New school in FY 2008 ____ (Y or N)		3. Closed after FY 2007 ____ (Y or N)
4. Enrollment for this building _____		
5. School Address:		
6. City:		7. Zip code:
8. County:		
9a. District Number	9b. Building Number	9c. DE Building Code:

<b>B3. Other school building served by this SLMC (if applicable)</b>		
1. School Building Name:		
2. New school in FY 2008 ____ (Y or N)      3. Closed after FY 2007 ____ (Y or N)		
4. Enrollment for this building _____		
5. School Address:		
6. City:		7. Zip code:
8. County:		
9a. District Number	9b. Building Number	9c. DE Building Code:

### Part C - Center Information

1. Total enrollment for all school buildings served by this SLMC (FY 2008):												
2. Grades in all school buildings (check <b>all</b> that apply) Pre KDG 1 2 3 4 5 6 7 8 9 10 11 12												
3. School Level for all buildings (Mark one) <input type="radio"/> Elementary <input type="radio"/> Jr. High/Middle <input type="radio"/> Secondary <input type="radio"/> Combined												
4. Total seating capacity for this Media Center? _____												
5. Are the following types of areas located within this schools' media center? Check all that apply. ____ Individual Reading ____ Small group (5 or less) activity area ____ Large group (more than 5) activity area ____ Work area (library staff order, label) ____ Media production area (produce multimedia) ____ Conference rooms ____ Computer access area or lab												
6a. Can this library accommodate a full class at one time? Yes or No												
6b. If yes, can other activities still happen at the same time such as small group work, individual browsing, production? Yes or No.												

## Section Two-Management of the Library

### PART D - ANNUAL OPERATING EXPENDITURES

- Report the annual operating expenditures for this library media program from school or district funds *for the 2007-2008 school year*.
- Exclude major one-time capital outlays for computers, furniture, and other equipment.
- Exclude labor costs and fees and salaries of personnel assigned to media responsibilities.
- Exclude spending from income from book fairs, bake sales, donations, and other volunteer efforts.

<i>Item</i>	<i>Line</i>	Whole dollars only(\$1250, for example)
<b>TOTAL ANNUAL OPERATING EXPENDITURES</b>	1	

### PART E - SCHOOL LIBRARY MEDIA STAFFING - PAID

- Please report the levels of **paid** staff for this library media program. *Report data from July 2007-June 2008.*
- Include both the **number** of people at each level (Col. A) and the **total number of staff-hours** per typical **week in the library** for each staff type (Col. B).
- **Do not report more than 40 hours per week per person.**
- Count each individual only once.
- Do **not** include volunteers or student workers or their hours, if any.  
**Example:** If two people are reported as "All other paid staff" on line 2 (a) and one works 20 hours per week and the other 10, enter 30 on line 2 (b).
- Endorsement defined: Persons with the title Teacher Librarian hold endorsements 108, 109 or 174 from the State of Iowa Teacher Licensure board. To be eligible for licensure, a Teacher Librarian shall be a certified

teacher and shall have received training in selection, utilization and evaluation of equipment and of library media materials in all formats; information retrieval, reference services and networking; planning, evaluation and administration of media programs and other areas, from an accredited college or university.

<b>Paid Staff</b>	<i>Line</i>	<b>Col. A</b> Number of People (head count, <b>not</b> FTE)	<b>Col. B</b> Total Staff-Hours per Typical <b>Week in the library</b>
Teacher Librarians	1		
Library media associates	2		
All other paid staff	3		
Totals (add lines 1-3 in both columns)	4		

### PART F - SCHOOL LIBRARY MEDIA MANAGEMENT

<i>Education Levels, Endorsement, Management</i>		
Highest education level attained by the Teacher Librarian(s) in this building	1	<b>Drop-down box</b> BA, BA+15, BA+30, MA, MA+15, MA+30, MA+45, EDS, Ph.D, Other, NA
Number of years in the Library Profession for the person in Line 1	2	0-5, 5-10, 10-15, 15-20, 20-25, 25-30, 30-35, 35-40, more than 40
Highest education level attained by the Media Associates in this building	3	<b>Drop-down box</b> HS, Paraprofessional Certification, Associate College Degree, BA, BA+15, BA+30, MA, Other, NA
Does the person responsible for this library <b>on a daily basis:</b>		<input type="checkbox"/>
Have a school library endorsement?	4	YES <input type="checkbox"/> NO
Have a teaching certificate?	5	<input type="checkbox"/> YES <input type="checkbox"/> NO
Title of person directly managing the media center on a day-to-day basis?	6	<b>Drop-down box</b> Teacher Librarian, Media Associate, Classroom Teacher, Secretary, Other Paid Staff, NA
Please select the professional library organizations to which this person belongs?	7	Iowa Library Association, CYP, IASL, AASL, YALSA, ACRL
Does the district have a district level media center coordinator?	8	<input type="checkbox"/> YES <input type="checkbox"/> NO

- Please mark YES or NO for each of the following questions.
- If there is no library media professional, mark N/A on line 12.
- Report data from July 2007-June 2008.

Does the library staff submit an annual budget request?	9	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the library program have an advisory committee?	10	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the library staff submit an annual report?	11	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Does the library media specialist direct, supervise, or coordinate support staff?	12	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Does the library have a selection policy and reconsideration policy to prepare itself for challenges?	13	<input type="checkbox"/> YES <input type="checkbox"/> NO

## Section 3-Service Hours / Staff Activities /Media Resource Usage

### PART G - SERVICE HOURS PER TYPICAL WEEK

- Please report the typical **weekly** number of hours this library media center was open. *Report data from July 2007-June 2008. A typical week is 40 hours, 8 hours a day, five days a week. Report your best estimate.*

Item	Line	
Number of hours open for library services to students and staff per school week (no more than 40)	1	
Number of hours closed for library services to students and staff per school week (no more than 40)	2	
Number of hours open per week after hours (starting at your school day end time-for example 3:01 if you run from 7-3 or 4:01 if you run from 8-4)	3	
Number of weeks open in the summer	4	
Number of hours open per summer <b>week</b>	5	

### PART H - PAID STAFF ACTIVITIES PER TYPICAL WEEK (40 hours)

- Report your best estimate of the **number of hours** per typical **week** all staff spend on **each** of the following activities. *Report data from July 2007-June 2008.*
- Include **all** staff hours, not just professional staff. **Column B includes Media Associates and Other Paid Staff.**
- Activity hours (Part E4(B) must equal total paid staff hours Part H 14 (A and B)**

	Line	Staff-hours/typical <b>week</b>		
		<b>Col. A</b> Teacher Librarian <b>hours</b>	<b>Col. B</b> Other Paid Staff hours	<b>Col. C</b> <i>Part of the Library Program?</i>
<b>Activities in the Library (If N/A, select "Not Part of the Library Program in Col. C)</b>				
<b>Collaboration</b>				
Identifying materials for and planning instructional units with teachers	1			
Teaching students cooperatively with teachers	2			
Providing information literacy skills instruction to students—individually or in groups (e.g., locating information, citations, copyright/plagiarism, evaluating Internet sources, note-taking)	3			
Providing in-service training to teachers and/or other school staff (includes informal one to one and formal group sessions)	4			

<b>Literacy and Collection Development</b> Implementing reading and literacy incentive activities for students and/or promoting reading guidance (e.g., reader's advisory services, book talks, book clubs, story times, author visits, puppet shows)	5			
Collection development (e.g., selecting materials-adding, weeding)	6			
<b>Leadership</b> Meeting with school library staff from building, district, or beyond	7			
Meeting with principal and/or other building or district administrators	8			
Attending general faculty and/or staff meetings	9			
Meeting with standards and/or curriculum committees/teams/task forces	10			
<b>Technology</b> Managing computers/library automation/computer networks in the library	11			
Managing computer technology outside the library	12			
<b>Other</b> On <b>All other library activities</b> (e.g., processing, retrieving, checking in and out, re-shelving/re-storing)	13			
<b>TOTAL WEEKLY HOURS OF PAID STAFF IN THE LIBRARY</b> (Add Lines 1 through 13 → )	<b>14</b>			
<b>Activities Outside the Library</b>				
<b>Hours spent outside the library</b> teaching another curricular area	15			
<b>Hours spent in additional school duties unrelated to school library services</b> such as study halls, monitoring restrooms, lunch duty, playground duty, etc.)	16			
Total Hours of paid staff in additional duties	17			
<b>Activities of Volunteers</b>				
Total number of volunteer hours by <b>non-paid staff</b>	18			

## PART I - SCHOOL LIBRARY MEDIA USAGE PER TYPICAL WEEK

- Please report the following types of usage of the library media program **per typical WEEK**. Report data from July 2007-June 2008.
- If annual totals are available, divide the annual total by 38.
- If these figures must be estimated, and it is easier to estimate for a month or a year:
  - estimate for a month and divide by four; or
  - estimate for a year, and divide by the number of weeks the library media center is open annually.

Type of Usage <b>per Typical Week</b>	Line	Number per Week
<b>Total Visits to the school library</b> , scheduled or unscheduled, by:		
<b>Individuals</b> (students, teachers, administrators, parents, student aides, volunteers, others) for reading, research or study. Do <i>not</i> count people who are in the LMC in groups.	1	_____ people

<b>Classes</b> or other <b>groups</b> (e.g., the number of <b>classes</b> or <b>groups</b> of teachers, administrators, parents, or students). Record the number of groups.	2	_____ groups
<b>Total visits to the library for instruction. Classes</b> or small groups for planned instruction on information literacy skills or curriculum topics for which the librarian is responsible.	3	_____ groups
<b>Total circulation</b> of materials, including all formats, in a typical <b>week, items checked out</b>	4	
<b>What is the maximum number of books that a student may take out of the library media center at a time?</b>	5	<b>_May not borrow _1-2 books _3-5 books _6 or more _Varies by grade level</b>
<b>Inter-library loans to libraries</b> , in your district, in a typical <b>week</b>	6	
<b>Inter-library loans to any other library</b> , outside of your district, in a typical <b>week</b>	7	
<b>Inter-library loans received from any other library</b> , in your district, in a typical <b>week</b>	8	
<b>Inter-library loans received from any other library</b> , outside of your district, in a typical <b>week</b> . Contact your AEA for #.	9	
<b>Scheduling</b>		
<i>Which of the following best describes the type of scheduling for classes in the Media Center?</i>	10	___ All classes flexibly scheduled – classes, small groups, and individuals are scheduled for varying times. ___ All classes regularly scheduled ___ Some classes regularly scheduled, other classes flexibly.
<i>If “All classes regularly scheduled” is checked, How frequent are the scheduled periods?</i>	11	___ Weekly. ___ Once every two weeks. ___ Varies by grade level
<i>If “Some classes regularly scheduled, other classes flexibly” is checked, how frequent are the scheduled periods?</i>	12	___ Weekly. ___ Once every two weeks. ___ Varies by grade level

Who makes Media Center scheduling decisions?	13	__ Principal __ Library Media Staff __ Classroom Teacher __Media Staff Collaborating with Teachers
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## PART J - SCHOOL LIBRARY MEDIA TECHNOLOGY

- The terms "computer", "terminal" and "workstation" are considered synonymous.
- Count the number of computers in the School Library Media Center **and** those located elsewhere in the building under the supervision of the library staff. This number goes in Line 1, Column A.
- Count the number of computers that are located elsewhere **and** not under the supervision of the library **but that do link to library resources** (such as catalog or databases). This number goes in Line 1, Column B.
- A computer in either of the Line 1 Totals may be included on as many of Lines 2 through 9 as necessary.
- For example, a computer in the school library might have Internet access *and* a school Web site. This computer would be counted on both Lines 2 *and* 4 under Col. A.
- *Report data from July 2007-June 2008.*

Computer Connections and Access	Line	Number of computers in school	
		Col. A Located in or under supervision of school library	Col. B Located elsewhere, not under library control, but connected to LMC resources
<b>FIRST, enter on this line the TOTAL number of computers in each of the Col. A and Col. B categories:</b>			
Total number of computers	1		
<b>THEN, enter the number of each of the Line 1a and 1b TOTALS that have:</b>			
<b>Internet access</b>	2		
<i>Access to digital streaming (QuickTime <i>or</i> Windows Media installed on the computers, for example)</i>	3		
Number of computers from each column with Menu Option or Bookmark to:			
District or School Web site	4		
School library catalog	5		
Online databases	6		
School Library Web site	7		
Public library catalog	8		
<i>AEA catalog</i>	9		
School library web page URL	10		

## Section 4 - Collection

### PART K - SCHOOL LIBRARY MEDIA COLLECTION

- Report in Col. A and Col. B on *all* holdings (except N/A on Line 4).
- Include all circulating and non-circulating items, *but*
- *Exclude* any materials that are *not* available for use by teachers or students, such as materials reserved for library media staff, the principal, counselors, etc.
- Report average copyright dates in Col. B. If these dates cannot be obtained from an electronic catalog, randomly select 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.
- *Report items in the collection as of the end of the 2007-2008 school year.*

<i>Item</i>	Line	Col. A Number	Col. B Average Copyright Year
Fiction books	1		
Non-fiction books <b>excluding</b> print encyclopedias	2		
Encyclopedia <b>sets (print)</b>	3		
Current print subscriptions to magazines & newspapers	4		<b>N/A</b>
Audio materials (cassettes, CDs, )	5		
Video materials (VHS, DVD)	6		
Computer software packages for use in school library by students	7		
Does the SLMC provide access to e-books	8	YES <input type="checkbox"/> NO	
<i>Library is automated?</i>	9	YES <input type="checkbox"/> NO	
<i>Does the SLMC provide access to Web subscriptions such as Kidspiration, Inspiration, Noodletools?</i>	10	YES <input type="checkbox"/> NO	
Does the SLMC provide access to online databases other than IowaAEAOnline?	11	YES <input type="checkbox"/> NO	
<i>If yes, does the library subscribe to:</i>			
ABC Clio	12	YES <input type="checkbox"/> NO	
Access Science	13	YES <input type="checkbox"/> NO	
CQ Press	14	YES <input type="checkbox"/> NO	
NetTrekker	15	YES <input type="checkbox"/> NO	
Noodletools	16	YES <input type="checkbox"/> NO	
ProQuest	17	YES <input type="checkbox"/> NO	
E-Library	18	YES <input type="checkbox"/> NO	
SIRS	19	YES <input type="checkbox"/> NO	
Other	20	YES <input type="checkbox"/> NO	

## Section 5 –Partnerships / Survey Status

### PART L - PARTNERSHIP BETWEEN THE SCHOOL LIBRARY AND THE PUBLIC LIBRARY

- In this Part and in Part L following, please mark YES or NO for each question.
- *Report data from July 2007-June 2008.*



Do you have a local public library?	1	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is there a summer reading program at the public library?	2	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your library program have a working relationship with the local public library?	3	<input type="checkbox"/> YES	<input type="checkbox"/> NO
In which of the following ways do your school library media center and the local public library work together?			
<i>Shared catalog access?</i>	4	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Public library staff presents book talks at the school library?	5	<input type="checkbox"/> YES	<input type="checkbox"/> NO
School library provides homework alerts to the public library?	6	<input type="checkbox"/> YES	<input type="checkbox"/> NO
School library directs reference questions to the public library?	7	<input type="checkbox"/> YES	<input type="checkbox"/> NO
School library receives bulk loans from the public library?	8	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## PART M - PARTNERSHIP BETWEEN SCHOOL LIBRARY MEDIA PROGRAM AND AEA INSTRUCTIONAL MEDIA SERVICES

- *Report data from July 2007-June 2008.*

Does your library media program participate in the following AEA Library Professional Development opportunities?		
Media advisory meetings	1	YES <input type="checkbox"/> NO
Booktalks, Bibliography of new materials	2	YES <input type="checkbox"/> NO
IowaAEAOnline training	3	YES <input type="checkbox"/> NO
Information literacy	4	YES <input type="checkbox"/> NO
Other	5	YES <input type="checkbox"/> NO
Does your library media program use reference information or request consulting services from the AEA?	6	YES <input type="checkbox"/> NO
Do the library media professional or associate regularly receive communication from the AEA Instructional Media staff?	7	YES <input type="checkbox"/> NO
<i>Does your library media program check out AEA library materials for student use?</i>	8	YES <input type="checkbox"/> NO
Does your library media program participate in the cooperative purchasing opportunities offered by IEC – Iowa Educators Consortium?	9	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does your library media program use production services offered by the AEA media program? (e.g.; slides, video duplication, lamination, printing)	10	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does your library media program request technical assistance from AEA media services? (e.g.; professional development of instructional media services, training on online catalog and online databases, use of hardware or software)	11	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Survey complete \_\_\_\_\_ (check here when survey is complete)**