

# Cayuga-Onondaga BOCES SLS

## FIVE-YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems)

### SECTION 5-GOALS/RESULTS

#### 5.1 The Library System's Mission Statement (see instructions for definition)

*The mission of the Cayuga-Onondaga BOCES School Library System is to provide library coordination, training and services to member libraries enabling them to better serve their patrons; to assist member libraries to develop lifelong learning practices in students; to coordinate resource sharing, and to serve as a component of the statewide library network to help ensure free and open access to information for all citizens of New York State.*

#### 1. Goal Statement

*The Goal of the CCD program is to cooperatively plan and purchase quality resources in an organized and cost efficient manner to enhance collection development for the school libraries.*

#### 3. Intended Result(s)

*Participation in CCD will allow for the purchase of resources not otherwise available by expending funds in a cost-effective manner. Additional quality research resources will become available to students and teachers in the Cayuga-Onondaga BOCES through interlibrary loan. Collection development plans will be updated and created for all participants. Patrons will have access to current research materials.*

#### 4. Evaluation Method(s)

*Each year the School Library System will create a chart listing the materials purchased through CCD and show the cost savings for each participating school, and the quality materials purchased.*

#### 1. Goal Statement

*The School Library System will provide efficient delivery of materials via BOCES Courier, UPS, and encourage the electronic delivery of documents when appropriate.*

#### 3. Intended Result(s)

*Increase efficiency so library patrons will receive resources as fast and as inexpensively as possible.*

#### 4. Evaluation Method(s)

*The School Library System will include a delivery service evaluation as part of the year end SLS evaluation.*

#### 1. Goal Statement

*The School Library System will provide all patrons with appropriate resources through local, regional, and state interlibrary loan systems using current technologies.*

#### 3. Intended Result(s)

*All library patrons will have access to a quick, efficient interlibrary system. The SCOOLS group (consisting of seven*

*SLSs) will continue to upgrade the regional SCOOLS catalog to provide timely Interlibrary loan services to all their members. The School Library System will continue to add new library materials (MARC records) to the regional SCOOLS catalog to ensure that the catalog is up to date. All library media specialists, library aides, and teachers will have the ILL system available to them.*

4. Evaluation Method(s)

*As now, the efficiency, ease of use, and suggested improvements to the ILL system will be discussed at all Council meetings and evaluated annual by all school library media specialists.*

1. Goal Statement

*The goal of the School Library System is to maintain and improve the existing Union Catalog with the use of new technologies (like open source).*

3. Intended Result(s)

*The School Library System will provide all library patrons with a current, up to date catalog. The School Library System staff will be able to import MARC records into the database as needed. The staff will also be able to create new MARC records and delete records as needed. The SLS Union catalog will also continue to be part of the regional SCOOLS catalog, which is available to all South Central Regional libraries.*

4. Evaluation Method(s)

*The Union catalog will be evaluated on a yearly basis using member input and the usage statistics.*

1. Goal Statement

*The School Library System will provide a list of serials to schools as requested. The School Library System does not produce a Union List Of Serials every year due to the widespread use of online databases which has decreased considerably the need for a yearly Union List of Serials. The School Library System will continue to participate in and contribute serials holdings to the SCRLC/OCLC regional list.*

3. Intended Result(s)

*Will supply a Union List of Serials to schools upon request. Will continue to participate in the regional SCRLC/OCLC Union List Of Serials.*

4. Evaluation Method(s)

*The School Library System will revisit the need for a Union List of Serials each year. The SLS will gather statistics on OCLC requests for articles from the School Library System Serials on OCLC.*

1. Goal Statement

*The School Library System will support member libraries in maintaining and improving their library automation systems by identifying trends and new technologies to enhance this service. All school libraries will be encouraged to finally become automated.*

3. Intended Result(s)

*The use of the automated library systems will increase and become more efficient as current users migrate to web-based*

systems, online OPACs, and central servers. Library staff and technicians will become less concerned and burdened with software and hardware issues and will use their time to become more efficient users of their systems. Federated searching will increase the use of automated systems by providing patrons a central point to conduct all their research needs. Newly automated libraries will have equal access to the information enjoyed by those already automated. Non-public schools will also be automated.

4. Evaluation Method(s)

*This effectiveness of this service will be evaluated by members each year, in the school library system year-end evaluations.*

1. Topic

*The School Library System will provide assistance for member libraries to effectively meet special client needs.*

2. Goal Statement

*The School Library System will identify school, BOCES, community and statewide organizations which provide materials, services, and/or consultants to special needs clients. The School Library System will assist library media specialists and teachers in obtaining needed information pertaining to their individual special client needs.*

*Vision impaired/blind clients will be provided with information and materials from the New York State Library (Blind & Visually handicapped). Also, local Lion's Clubs programs could be contacted for devices to help the visually impaired in schools.*

*Developmentally and learning disabled students would have their special needs discussed with BOCES SETRC personnel, all patrons will have access to SETRC materials through the SLS Union Catalog and ILL.*

*Gifted and talented students will be introduced to higher level databases and encouraged to borrow resources from colleges to meet their needs. These students will also be introduced to the First Search databases.*

*The School Library System will continue to provide direct service to students and teachers in the BOCES programs.*

*The School Library System will provide services to the teachers and students at the Hillside facility (institution) as needed.*

*The School Library System will work with other BOCES advisory groups such as LTAC (Learning Technologies Advisory Committee) to identify other special needs groups and ways to assist their information needs.*

4. Intended Result(s)

*All special clients will receive the types of materials and services they need to be successful. The school library system will broaden its service area to include all client needs. The school library system will partner with other school and community agencies to provide needed services to special needs clients.*

5. Evaluation Method(s)

*The School Library System will have an evaluation section on this topic in its annual evaluation form concerning meeting client needs. The school library system will review its role with LTAC, SETRC and BOCES administrators on a yearly basis.*

1. Goal Statement

*The School Library System will help to develop well trained, flexible, creative library staff through system sponsored*

*continuing education and training opportunities. The School Library System will survey member libraries to determine specific skills to be targeted to meet personnel and professional growth. The School Library System will promote curriculum-based workshops which promote collaboration and information literacy. SCRLC programs will be offered to all Library Media Specialists. The library system will promote online courses (such as PBS Teacherline).*

3. Intended Result(s)

*All library staff members educational needs will be met by offering a mix of training opportunities: hands-on, workshops, and custom training. Education in practical need-it-now issues (copyright, weeding, cataloging, database use) will be carried out. Education in future trends for libraries and the introduction of new technologies (wiki, blog, i-pod, moodle, open source, etc) will be carried out. Library staff will receive high quality, relevant training, at times and places that meet their needs.*

4. Evaluation Method(s)

*Workshop evaluations and the School Library System end of the year evaluations will show the positive results from the trainings and also provide suggestion for improvement and future programs.*

1. Goal Statement

*The School Library System will help members use new information technologies to provide equitable and effective access to information. The School Library System will consult with member libraries concerning the training on and support of their automated library systems. Use of the automated regional Union Catalog and ILL system (SCOOLS) will require yearly refresher and new trainings for library staff. The school library system will aid schools in setting up Federated searching using their automated systems and the NOVEL and purchased databases. The SLS will provide technical assistance on everyday library activities including; weeding, copyright, database use, ILL procedures, cataloging, and local advocacy efforts. The School Library System will conduct specialized on-site workshops as needed. The SLS will promote information literacy and collaborative strategies with its members and district administrators.*

3. Intended Result(s)

*Library staff efficiency will be improved resulting in improved services for all library patrons. SLS resources and programs will be promoted and used by more patrons.*

4. Evaluation Method(s)

*Each workshop will be evaluated and improvements made. The numbers and types of visits and consults with patrons will be noted. The SLS yearly evaluation will show the effectiveness of this service.*

1. Goal Statement

*The School Library System will continue to provide its members with the following "coordinated services": purchase of electronic databases (consortia pricing discounts with SCOOLS, SLSA, WALDO, etc.); purchase of CCD materials which are ordered, processed and distributed to members; retrospective conversion of library records and their inclusion in the SLS Union catalog and the regional SCOOLS catalog; and the purchase of library automation software at discounted prices. The School Library System will add new services as requested and/or required by its members.*

3. Intended Result(s)

*All member libraries will receive needed quality materials and services at a reasonable cost.*

4. Evaluation Method(s)

*The SLS will collect data on the number of meetings and workshops attended by its members. The yearly SLS evaluation form will collect data on the use of the offered services. The SLS will add, continue, or discontinue programs using the data collected from SLS members.*

1. Goal Statement

*The School Library System will support all efforts of its members to be recognized as essential elements in the instructional programs and promoters of lifelong learning and information literacy. The School Library System will help members promote themselves as informational and instructional leaders. The School Library System will promote awareness of local and state initiatives that impact library services.*

3. Intended Result(s)

*The School Library System's role and services will be clearly promoted to current and new members, administrators, and teachers through promotional materials and workshops. Member libraries will receive advocacy assistance so that their own advocacy and marketing efforts are successful. As a result of advocacy efforts, member libraries will receive increased funding and publicity.*

4. Evaluation Method(s)

*The end of the year SLS evaluation form will contain a section about advocacy efforts. The evaluations of leadership programs offered by the SLS will also be used as an assessment tool.*

1. Goal Statement

*The School Library System will continue to provide members with consulting and customer services to meet their individual needs. A variety of communication methods will be used regularly to provide accurate, timely and useful information to system members. School Library System programs and services will be promoted. The SLS director will continue to act as a liaison with public, college, and SCRLC libraries and will report to various BOCES committees (LTAC, Media Council, Curriculum Council) about the SLS programs and services.*

3. Intended Result(s)

*Liaisons and council members will attend SLS meetings and present reports of the meetings to the LMS in their districts. They will also bring discussion questions and voice the concerns of their fellow LMS at the meetings. They will help to determine the goals and objectives of the school library system. They will keep their district LMS informed about SLS programs, resources, and advocacy efforts. The SLS will have a representative from the SCRLC, public library system, and non-public school attend meetings to promote area library activities. The SLS will send out all approved meeting minutes to each member in a timely fashion. The SLS will distribute information to its members through the use of memos, flyers, e-mails, brochures, etc. in a timely fashion.*

4. Evaluation Method(s)

*The SLS annual evaluation document will contain a section on the effectiveness of SLS communications.*

1. Goal Statement

*The School Library System will continue cooperative efforts with other library systems and agencies (such as BOCES, FLLS, SCRLC, SCHOOLS, SLSA, NYLA, CNYMS, SLMS, SUNY/colleges, DLD, SED, NYS Library). The School Library System will identify and work with new community partners to promote libraries and literacy.*

3. Intended Result(s)

*Services to member libraries will be enhanced as a result of various cooperative activities. The School Library System will have a voice and a leadership position in regional and state activities that enhance services to library patrons. The SLS will partner with the regional SCHOOLS group to provide cost-effective regional training opportunities; cost effective group purchases of materials, and support of the regional union catalog and ILL services. The SLS will partner with local public libraries and colleges to promote activities (Three Apples Book Award, Cayuga Reads, summer reading programs, class visits, shared programs, etc.). The SLS will become a liaison for its members. Students and teachers will have access to a greater number of resources and activities.*

4. Evaluation Method(s)

*Again, the SLS yearly evaluation will be used to judge the effectiveness of this activity. Each year the SLS will evaluate the number and quality of cooperative activities with other systems.*

1. Element

*Element 10.*

2. Topic

*ENCOURAGE MORE NON-PUBLIC SCHOOLS TO BECOME ACTIVE MEMBERS OF THE SCHOOL LIBRARY SYSTEM*

3. Goal Statement

*To encourage non-public schools to participate in School Library System programs.*

5. Intended Result(s)

*Library services will be made available to many more patrons in the region.*

6. Evaluation Method(s)

*The School Library Sytem will invite members of the non-public schools to sytem activities. The number of new new people attending these activities will be recorded.*