Section 5: Five-Year Library System Plan of Service

School Library Systems
July 1, 2011 - June 30, 2016

A. **Mission statement**: Please provide (see General Information for definition).

The mission of the Cayuga-Onondaga BOCES School Library System is to provide library coordination, training and
services to member libraries and librarians to enable 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.

B. **Goal statements, intended results and evaluation methods**: Please provide (see General Information for definitions).

Elements (1-9)	Goal Statement	Intended Result(s)	Evaluation Method(s)
		Provide year by year description	Provide year by year description
1. **RESOURCE SHARING** a. Union Catalog b. Delivery c. Interlibrary loan d. Other - CCD	Union Catalog: To provide member libraries and their clients access to quality resources by maintaining current local and regional Union Catalogs. Explore options to promote and develop a statewide SLS Union Catalog. Delivery: To provide delivery of informational resources through couriers, UPS, mail and	Union Catalog: The SCOOLS group (six regional SLSs) will enhance their union catalogs to ensure access to materials for all students and teachers. Students and teachers have access to materials not readily available in their libraries. Delivery: Students and teachers will receive Ill items in a timely fashion, in various formats, so patrons will receive material as quickly as possible. Interlibrary Loan: Students and teachers have access to materials not readily available in their libraries. CCD: Participants understand the value of CCD and their role in the process. Students and teachers have access to current materials purchased each year and available for ILL. Leverage local sources of funds for consortia purchase	ILL statistics will reflect the effectiveness and participation in the Union Catalog development and ILL services. The annual SLS evaluation will include a section evaluating member satisfaction with ILL and the Union Catalog. The annual SLS

	electronic means as quickly and efficiently as possible

Interlibrary Loan: Explore new technologies that promote electronic ILL of periodicals and books to allow library users access to materials not located within the BOCES SLS area.

CCD: Encourage participation In CCD; provide an annual review of the CCD Program and communicate the value of CCD participation. | | evaluation will include a section evaluating member satisfaction with ILL and suggested improvements.

The ILL statistics will reflect the regional sharing of CCD materials. The annual SLS evaluation will include survey questions and a comment area concerning the effectiveness of the CCD program in providing quality up-to-date materials. |
| 2. **SPECIAL CLIENT GROUPS** | The School library system will provide assistance to member libraries to meet a variety of special client needs.

Identify community & statewide organizations that provide services and assistance to special needs clients and assist school librarians in | Students and teachers will have access to appropriate print, non-print, and electronic resources which will aid them in their classroom learning and promote lifelong learning.

Librarians, teachers, students, and parents will be aware of emerging technologies which will assist students in their classwork and promote lifelong learning. | The annual SLS evaluation will include survey questions and a comment area concerning the effectiveness of services for special client groups.

Teachers and librarians will be informally asked to evaluate the materials and services provided to their students. |

	disseminating this information and materials to teachers, parents and students.		
3. **PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION**	To provide professional development and continuing education opportunities with topics suggested by SLS members, which meet their current and future needs.	Funding opportunities will be sought in order to provide free or low cost workshops to members and increase member participation in workshops. Provide workshops that partner teachers and librarians to meet the Common Core Standards and encourage teacher/librarian collaboration. Provide training sessions on the use of the SLS Automation system to ensure that librarians are able to use all the available features and are aware of emerging technologies. Provide awareness, support, and training for online databases, eBooks, and emerging technologies to increase the effective use of available resources. Offer a variety of professional development opportunities, including in person, online, webinars, webcasts, etc. which meet the client's needs. Collaborate with other library organizations (such as SLSs, SCRLC, colleges) to provide learning opportunities that meet regional needs and reflect emerging technologies.	Record the number of participants at SLS sponsored workshops. Survey members regarding the number of teacher/librarian collaborations and post exemplary lessons on the SLS website Utilize workshop and participant evaluations to guide staff development and continuing education workshop opportunities. The Communication Coordinators will assess the CE programs and make annual suggestions concerning CE program development.
4. **CONSULTING AND DEVELOPMENT SERVICES**	The School Library System will provide customized technical assistance and consulting services to all	Libraries receive customized assistance as needed. Libraries are provided with phone, in-person or e-mail assistance as needed	The annual SLS evaluation will include survey questions and a comment area concerning the effectiveness of

			SLS consultations. The number of consulting and technical support calls will be included in the SLS annual report.
5 **COORDINATED SERVICES**	The School Library System will continue to aid member libraries in acquiring information resources which will enhance library collections; provide access to library resources for all students and teachers, and promote life-long learning.	Explore group purchases and discounts for members for databases, eBooks, CCD materials, and other emerging information sources and technologies. Provide database training & updates as needed. Provide centralized ordering and billing for members. Continue to improve our Regional SCOOLS catalog, with input from the librarians. Provide training on the Regional catalog as needed. Provide automation services and trainings. Develop new services as requested by members.	Teachers and students have access to databases and other library resources at a reduced cost. All member libraries receive needed quality materials and services at a reasonable cost. Report savings to librarians and administrators.
6. **AWARENESS AND ADVOCACY**	To increase awareness of the role of school libraries and school library systems in providing resources and instruction to students in order to prepare them for success in school and as lifelong learners.	Librarians actively participate in local, New York State, and national library advocacy programs. Librarians attend advocacy training. Librarians use the AASL standards (and other materials) to increase public relations efforts. Librarians develop and use 2.0 tools (such as Moodle' web sites, Facebook) to gather advocacy information and develop local advocacy materials.	The annual SLS evaluation will include survey questions and a comment area concerning library advocacy efforts. The School Library System website will include the advocacy piece.

	To inform librarians of regional, state, and national library advocacy programs, and encourage participation in these initiatives. Collaborate with other library systems and statewide organizations on library advocacy programs.		School libraries and library systems will have increased visibility in their districts. Librarians will become active library advocates.
7. **COMMUNICATIONS AMONG MEMBER LIBRARIES**	To increase awareness of SLS programs and services, and maintain and improve communication with member libraries on relevant educational and advocacy topics. To encourage Communication Coordinators to actively participate in SLS meetings and present their librarians suggestions for improving the SLS programs and services	All librarians will participate in and support SLS programs and services in order to provide enhanced services to teachers and improve student learning. Communication Coordinators and the SLS Director will promote the use and awareness of SLS resources, programs, and activities to their district librarians, teachers, and administrators. The SLS staff will frequently contact members with relevant information through, visits, email, website, phone, etc.	The annual SLS evaluation will include survey questions and a comment area concerning Communication among SLS member libraries. Per NYS regulations Communication coordinators meetings will be held and the communication coordinators will report on members concerns and priorities; and also disseminate information from these meetings to their district colleagues, The librarians

			will utilize electronic communication (such as a blog or forum) to discuss relevant library issues.
8. COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS	Form partnerships with other library systems and educational agencies to effectively promote and offer programs and services that advance common goals and objectives. Provide quality services for teachers, librarians, and students, and promote lifelong learning.	Libraries collaborate to offer relevant, cost – effective programs, services, and training resulting in improved library services for students and educators. Librarian, teachers, and students have increased awareness and access to various library services and programs. These programs and workshops will become more cost-effective resulting in improved library services. Programs will be delivered in person, online, webinars, virtual meetings or other electronic options. Libraries have access to quality, cost-effective, relevant library services and programs.	The annual SLS evaluation will include survey questions and a comment area concerning the SLS Cooperative efforts. Increase in attendance at SLS sponsored programs. Increased collaboration with other types of library systems.
9. OTHER (Optional) - If there are other elements in the System's Plan of Service not listed above, complete one repeating group for each element.			