Cayuga-Onondaga BOCES
School Library System
Member Plan

A Planning and Self-Assessment Tool

Regulations of the Commissioner of Education (90.18) set forth the requirements for school library systems. One of these requirements states that at least once during the five-year period of each Plan of Service, each member school shall file with the local school library system a plan that examines district and member school library resources and programs and describes the ways in which the member school proposes to make effective use of the local school library system.

The Member Plan is a document that helps school librarians evaluate their library program and resources. As a self-assessment tool, it enables school librarians to consider the library's current strengths and needs, to develop a long-range plan for growth of the library program and services, and to determine how the library program and services can best support the instructional process. Such a plan shall include:

1. A description of existing library resources and services in a format established by the school library system;

2. Procedures for prompt and efficient communication among school librarians and for reporting to other members of the school community regarding system policies, procedures and services;

3. Provisions for periodic reporting, at least annually, to the governing body of the school district and to the administration, regarding participation of the member library services;

4. Assurance by the member and its participants that adequate qualified staff is available to organize and administer the library program and fulfill system responsibilities.

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Member Plan
2016 - 2021

Southern Cayuga Central School   **Emily Howland Elementary School**
School District   Building

If there are any questions regarding the Member Plan, please check with your school librarian or contact the School Library System at 253-0361 x5215. Please note: the deadline for the submission of the Member Plan is September 30, 2015

Assurances

I have read the attached Member Plan for library resources and services as required by the Commissioner's Regulations 90.18. Our school administrators, in conjunction with our school librarians, will use this self-assessment tool to improve the library program. I assure the State Education Department that we will make every effort to provide adequate, qualified staff to administer the library media center program, including School Library System responsibilities.

_____   _____
School Librarian   Date

_____   _____
Building Principal   Date

_____   _____
District Superintendent   Date

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2016 - 2021

District: _____

School: _____

Address: _____

School Librarian(s): _____

Email Address(s): _____

Library Telephone: _____

Fax # _____

URL for library Website:

I. Staffing and Enrollment

1. How many school librarians are assigned to the library in your school?   _____

2. Are all of the above certified by New York State? Yes ____ No _____

3. How many paid support staff are assigned to your library to perform
   library related tasks (clerk, staff, aide)?   _____

   (Please report fractions as decimals, for example an aide who only works 1 period a day
   would be reported as .2; an aide who works half the day would be reported as .5, etc.)

4. Have there been significant staffing changes in your library in the past five years?

   If so, please explain.

   _____

   _____

   _____

   _____

5. Does your school district provide substitutes when librarians are out?

Yes _____   No _____

6. What is the total enrollment in your school?   _____

7. What is your school's grade configuration (i.e. K-5; 6-8; 9-12, etc.)   _____

II. District Library Related Policies

8. Does the district have the following officially adopted policies?

	Yes	No	If yes, where can the policy be accessed?
Copyright policy			
Collection Development policy			
Acceptable Use policy			
Materials Reconsideration Form			
Discipline Policy			
Internet Use Policy			

III. Library Facility

9. How many students can be seated in your library?   _____

10. What is the average daily attendance in your library?   _____

11. How many hours is the library staffed and open for student use?

      _____ Fewer than 10 hours per week

      _____ 10 - 20 hours per week

      _____ Open during all school hours

      _____ Open during all school hours and before and/or after school

      _____ Open during all school hours, before and/or after school, and evenings

12. How many hours per week is the library unavailable for use by teachers and students without prior scheduling? (i.e. closed lunches, prep periods, conflicts, etc.)

      _____ 0 hours (none)

      _____ Fewer than 5 hours per week

      _____ 5 - 10 hours per week

      _____ 10 - 20 hours per week

IV. Library Budget

13. What is your current total library budget?   _____

14. What percentage of the total budget is provided through:

    a. District funds   _____

    b. State Aid funds   _____

15. How much is currently spent for the purchase of the following resources:

    (Please enter whole dollar amounts.)

    a. Print resources _____

    b. Non-print resources _____

    c. Online resources _____

    d. Equipment _____

    e. Supplies _____

    f. Other (Please specify) _____ _____

For each question below, please check all that apply.

16. Are your online resources funded by _____ technology budget

    _____ library budget, and/or _____ BOCES Co-Ser?

17. Are your automation costs, if applicable, funded from the _____ district budget, _____ library budget or _____ BOCES Co-Ser?

    18. Overall this year has your funding for your library _____ increased, _____ decreased, or _____ stayed the same?

    19. Over the past five years, has funding for your library _____ increased, _____ decreased, or _____ stayed the same?

V. Professional Development

20. Please indicate whether or not you have participated in professional development opportunities offered by the organizations listed below.

	Yes	No	# of sessions.	Year you attended.	Check here if you are a member.
ALA/AASL					
NYLA					
SLMS					
SLS workshops					
BOCES/Teacher Center					
District workshops					
College/Graduate courses					
SCRLC					
Webinar					
Distance/Online Learning					
Other (Please specify)					

American Library Association/American Association of School Librarians (ALA/AASL)
New York Library Association (NYLA)
Section of School Librarians of NYLA (SSL)
Central New York Media Specialists (CNYMS)
School Library System (SLS)
South Central Regional Library Council (SCRLC)

VI. Communication

21. What methods do you use to report to your building principal on library programs, resources and needs? _____

22. What methods do you use to report to your district leader on library programs, resources and needs? _____

23. Are you responsible for the creation and maintenance of the library website?

    _____Yes _____No

24. Please check the means that are used to communicate your library's policies and services (including the School Library System):

	Dist. Admins.	Bldg. Admins.	Faculty	Students	Parents	Board of Ed.
Annual Report						
Monthly Report						
Email						
Listservs						
Website(s)						
Newsletters						
Memos						
Flyers						
Bookmarks						
	Dist. Admins.	Bldg. Admins.	Faculty	Students	Parents	Board of Ed.
Posters						
Displays & Exhibits						
Bulletin Boards						
School Newspaper						

Community Newspapers					
Back of School Lunch Menus					
Formal Presentations					
Video Productions					
Informal Meetings					
Faculty Meetings					
Curriculum Meetings					
Team/Dept. Meetings					
School Handbooks					
Telephone					
Open House Activities					
Television					
Radio					
Social Media (Please specify)					
Blog					
Wiki					
Other: specify					

25. What obstacles do you face in the area of communication and/or promotion of your school library media program? _____

_____

26. What has/have been the most effective communication tool(s) for you?

_____

VII. Collection Statistics

27. What is the total number of print volumes in your collection (per BEDS form)?

   _____

28. What is the total number of non-print items in your collection (per BEDS

   form)?_____

   (This includes videos, dvds, filmstrips, slides, audio cds, maps, games,

    puppets, kits, realia, but not software.)

29. What is the average age of your collection? (average copyright date)

   a. Fiction _____
   b. Non-fiction _____

VIII. Online Resources

30. Do your staff and students know about and use the NOVELNY databases at school?

   Yes _____   No _____

31. Do your staff and students know about and use the NOVELNY databases at home?

   Yes _____   No _____ Unsure _____

32. How many additional databases (beyond NOVELNY, those purchased by SLS, and those

   purchased by SCRLC) does your library provide? _____

33. Are students and staff provided with web addresses and passwords for remote access?

   Yes _____   No _____

34. Please check below the ways that you provide database instruction to your library patrons.

	Individuals	Classes	Small Groups	Meetings	Online (videos, webinars, etc.)	Other (Please specify)
Students						
Faculty/Staff						
Parents						
Admin-istrators						

IX. Instruction and Collaboration

35. How many classes are taught in the library per week by the school librarian alone?

    _____ (average)

36. How many classes are taught in the library per week by teachers or others staff members

    (no school librarian involvement)? _____ (average)

37. How many classes are taught collaboratively with the school librarian and classroom

    teachers per week? _____ (average)

38. What percentage of the total classes taught by the school librarian per week are part of a

    fixed schedule? _____%

39. What percentage of the total classes taught by the school librarian per week are part of a

    flexible schedule? _____%

X. Technology

Note: The equipment listed below refers to equipment housed in the library/media center and under the jurisdiction of the school librarian.

40. How many of each of the following do you have in the library for patron use?

   (Do not include circulation terminals or staff terminals in your count.)

   a. Desktop computers   _____

   b. Laptop computers   _____

   c. Tablet computers   _____

   d. Chromebooks   _____

   e. e-readers   _____

   f. iPods   _____

   g. mp3/mp4 players   _____

41. Does the school library have: (please check all applicable)

_____ DVD equipment

_____ Computer projection equipment

_____ Interactive whiteboard(s)

_____ Digital camera equipment

_____ Digital video camera equipment

_____ Portable storage devices (examples: thumb drives, external hard drives)

_____ Video conferencing capabilities in the library

_____ Black and white printer

_____ Color printer

_____ 3D printer

_____ Computer scanner equipment

_____ Mobile lab (laptop cart, iPad cart, Chromebook cart)

_____ Wireless (WiFi) technology

_____ The school librarian has access to the wireless password

_____ Copy machine in the library

_____ Digital signage

_____ Other _____

41. Is there a computer lab in or adjacent to your library? Yes _____   No _____

42. Does your school have a "Bring Your Own Device" policy? Yes _____   No _____

43. If you answered yes to question 42, please explain how and when students are allowed to use

    their own devices in the library. _____

    _____

45. Please list any online subscriptions that you purchase for student use other than databases

    (i.e. Glogster, Voki, Weebly, Voicethread, Animoto, etc.) _____

    _____

XI. Short and Long Term Planning

Based on the results of the SLMPE rubric evaluation and the adopted Vision and Mission statements below, please list your Goals and Objectives for the 2015-16 school year, and for the five year period starting with 2015-16 and ending with 2020-21.

SLMPE Rubric

This rubric is part of a self-assessment tool that was developed by the New York

State Education Department; it is used to assess library programs throughout the State. Ideally,

Librarians and principals will work together to complete the evaluation process and, in so doing, have a fruitful conversation about the direction of the library program in the school.

Vision

"The amount of information available to our learners necessitates that each individual acquire the skills to select, evaluate, and use information appropriately and effectively."

> AASL Standards for the 21st–Century Learner, p.2

Mission

The mission of the school library media program is to promote student learning and achievement, to support and enhance the school curricula, and to ensure that students and staff are effective users of ideas and information. This mission is accomplished by:

- providing equitable physical and intellectual access to resources and tools required for learning;
- providing instruction to foster competence and stimulate interest in reading, as reading is a foundational skill for learning, personal growth, and enjoyment;
- providing instruction to foster competence in information literacy skills;
- collaborating with others to provide instruction, learning strategies, and practice in essential learning skills needed in the 21st century.

> adapted from the AASL Standards for the 21st–Century Learner, p.2

Goals & Objectives

2015 - 16 School Year

_____

_____

_____

_____

_____

_____

_____

_____

_____

Five Year Goals and Objectives

2015 - 16 to 2020 - 2021

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____