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.
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
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?

<table>
<thead>
<tr>
<th>Policy</th>
<th>Yes</th>
<th>No</th>
<th>If yes, where can the policy be accessed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copyright policy</td>
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<tr>
<td>Collection Development policy</td>
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<td>Acceptable Use policy</td>
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<td>Materials Reconsideration Form</td>
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<tr>
<td>Discipline Policy</td>
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<tr>
<td>Internet Use Policy</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Yes</th>
<th>No</th>
<th># of sessions.</th>
<th>Year you attended</th>
<th>Check here if you are a member</th>
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<tbody>
<tr>
<td>ALA/AASL</td>
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<td>NYLA</td>
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<td>SLMS</td>
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<td>BOCES/Teacher Center</td>
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<td>District workshops</td>
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<td>College/Graduate courses</td>
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<td>SCRLC</td>
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<td>Webinar</td>
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<td>Distance/Online Learning</td>
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<td>Other (Please specify)</td>
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</table>

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):

<table>
<thead>
<tr>
<th></th>
<th>Dist. Admins.</th>
<th>Bldg. Admins.</th>
<th>Faculty</th>
<th>Students</th>
<th>Parents</th>
<th>Board of Ed.</th>
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<tbody>
<tr>
<td>Annual Report</td>
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<td>Monthly Report</td>
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<td>Memos</td>
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<td>Displays &amp; Exhibits</td>
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<td>Bulletin Boards</td>
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<td>School Newspaper</td>
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<td>Community Newspapers</td>
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<td>Back of School Lunch Menus</td>
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<td>Formal Presentations</td>
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<td>Video Productions</td>
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<td>Informal Meetings</td>
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<td>Faculty Meetings</td>
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<td>Curriculum Meetings</td>
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<td>Team/Dept. Meetings</td>
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<td>School Handbooks</td>
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<td>Open House Activities</td>
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<td>Television</td>
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<td>Wiki</td>
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<td>Other: specify</td>
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</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>Individuals</th>
<th>Classes</th>
<th>Small Groups</th>
<th>Meetings</th>
<th>Online (videos, webinars, etc.)</th>
<th>Other (Please specify)</th>
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</thead>
<tbody>
<tr>
<td>Students</td>
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<tr>
<td>Faculty/Staff</td>
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<tr>
<td>Parents</td>
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<td>Administrators</td>
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**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

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
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Five Year Goals and Objectives

2015 - 16 to 2020 - 2021

______________________________________________________________________________
______________________________________________________________________________
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