

PLAN OF SERVICE 2006 – 2011
SECTION 5

5.2 Element I – RESOURCE SHARING
Cooperative Collection Development

1. Goal Statement

Examine resource sharing needs that can be effectively meet through viable local and regional Cooperative Collection Development Plans.

2a. Year 1

For 2006 – 2007 review local and regional Cooperative Collection Development Plans with the assistance of a Cooperative Collection Development Committee.

3. Intended Results(s)

The intended results for examining, revising, implementing and evaluating Cooperative Collection Development on a local and regional basis are:

1. Appropriate and adequate materials are available as needed;
2. Wider availability of resources from the System and region.
3. Cost effectiveness of local (building) purchases;
4. Equitable access to resources for all; and
5. Increased awareness and use of CCD materials.

4. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

1. Surveys;
2. Questionnaires;
3. Statistical data collection and analysis; and,
4. Percentage participation among SLS participants.

5.4 Element I – RESOURCE SHARING
Interlibrary Loan

1. Goal Statement

Improve resource sharing activities through local, regional, state and national networks to benefit the needs of SLS participants in fulfilling client requests.

2a. Year 1

For 2006 – 2007 review the current procedures and policies for interlibrary loans including costs, response time and fill rate.

2. Intended Results(s)

The intended results for improving interlibrary loan procedures and policies are:

1. Equitable access to resources for all;

2. Quicker turn-around time in providing requested materials;
3. Larger network for accessing requested materials; and
4. Educating school librarians in the enhanced benefits of point-to-point interlibrary loans.

1. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

1. Surveys;
2. Questionnaires;
3. Statistical data collection and analysis; and,
4. Percentage participation among SLS participants.

5.6 Element II –TECHNOLOGY SERVICES

Union Catalog

1. Goal Statement

To provide and maintain an accurate and up-to-date Union Catalog reflective of SLS participants' holdings.

- 2a. Year 1

For 2006 – 2007 continue to emphasize the importance of a Union Catalog in resource sharing and the viability of its accuracy.

3. Intended Results(s)

The intended results for providing and maintaining a Union Catalog within the current technological environment are:

1. Updated resources are available for resource sharing;
2. Database accurately reflects participants' holdings;
3. Greater reliability on meeting resource sharing materials locally; and,
4. Improved access and ease of use encourages greater participation.

4. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

2. Surveys;
 3. Questionnaires;
 4. Statistical data collection and analysis; and,
- Percentage participation among SLS participants

5.7 Element II –TECHNOLOGY SERVICES

Union List of Serials

1. Goal Statement

To examine the Union List of Serials as a viable tool for identifying and obtaining resources held by SLS participants.

2a. Year 1

For 2006 – 2007 review by the School Library System Council the purpose of the current Union List of Serials in meeting the periodical resource needs of SLS participants, including its currency.

3. Intended Results(s)

The intended results for examining the current Union List of Serials and developing a plan/strategy to provide those resources are:

1. SLS participants become part of a virtual community;
2. The use of state-funded online databases for research and information is increased; and,
3. Greater access to a wider variety of in-depth resources is available.

4. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

1. Surveys;
2. Questionnaires;
3. Statistical data collection and analysis; and,
4. Percentage participation among SLS participants

5.8 Element II –TECHNOLOGY SERVICES

Integrated Library System

1. Goal Statement

Support school district initiatives in providing integrated library systems, including web-based access within their individual school libraries.

2a. Year 1

For 2006 – 2007 continue to aid administrators and school librarians with implementation of library automation projects through discussions, training and assistance including acquisitions, cataloging, inventory, and serials control, circulation and an online public catalog.

3. Intended Results(s)

The intended results for supporting integrated library systems within member districts are:

1. Improved access to materials from both inside and outside the school library through enhanced technology in the library;
 2. Enhancement to the online catalog (i.e., access to approved subject websites, book jackets and reviews, etc.) provides patrons with supporting information and documentation; and,
 3. Ability to search catalogs within the local school district for required materials.
4. Evaluation Method(s)
The following evaluative methods will be employed during the 2006 -2011 Plan of Service:
5. Surveys;
 6. Questionnaires;
 7. Statistical data collection and analysis; and,
 8. Percentage participation among SLS participants

5.10 Element III –SPECIAL CLIENT GROUPS

1. Topic : Services for Special Client Groups

2. Goal Statement

To strengthen and support SLS participants to meet the needs of special client groups by providing access to relevant information, resources and services.

3a. Year 1

For 2006 – 2007 work with the Special Librarians’ Committee to identify information, resources (i.e., collections) and programs (both within and outside the educational community) that would assist educators to meet their needs in working with special client groups and/or students with special needs either in Private, Special Act or Public School Districts.

For 2006 – 2007 explore technology currently available to meet special client needs

4. Intended Results(s)

The intended results for developing and implementing strategies/plans for working with special client groups are:

1. Identifying local needs provides data for development of future programs;
2. Awareness of the various resources and services (i.e., New York State Talking Book and Braille Library, BETAC, SETRC, etc.) increases participation;
3. Greater visibility for the School Library System as it meets the needs of special client groups;
4. Providing information sources to a wider audience, including parents; and
5. Developing the skills of school librarians (i.e. classroom management, creating/managing collections for special client groups, etc.) for working with all students.

5. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

1. Surveys;
2. Questionnaires;
3. Statistical data collection and analysis;
4. Percentage participation among SLS participants and teachers; and,
5. Anecdotal records.

5.11 Element 4 – CONTINUING EDUCATION AND TRAINING

1. Goal Statement

Provide members of the SLS with the tools and skills necessary to incorporate changing trends into their services and instructional program.

2a. Year 1

For 2006 – 2007 while researching funding sources, develop a comprehensive plan that provides a wide variety of professional development opportunities for members and incorporates current mentoring practices and programs.

3. Intended Results(s)

The intended results for providing SLS members with staff development opportunities are:

1. Increased skill levels for all library staff;
2. Increased effectiveness in serving the educational community;
3. Increased effectiveness in managing library media programs and resources; and,
4. Improved knowledge base of the current trends affecting libraries.

5. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

5. Surveys;
6. Questionnaires;
7. Statistical data collection and analysis;
8. Percentage participation among SLS participants; and,
9. Anecdotal notes.

5.11 Element 4 – CONTINUING EDUCATION AND TRAINING

1. Goal Statement

Provide staff development opportunities for school library media specialists that will allow them to become full teaching partners in the implementation of the Information Literacy and NYS Learning Standards.

2a. Year 1

For 2006 – 2007 continue to revise *The K – 12 Information Literacy Workbook* originally published by the SWBSLS to reflect its interactivity in an online environment.

3. Intended Results(s)

The intended results for developing an interactive information literacy standards/skills/indicators publication in an online environment are:

1. Creating a threshold into actual activities and content standards to assist “collaboration ” between library media specialists and teachers;
2. Assisting library media specialists and classroom teachers in developing collaborative rubrics to assess the research process;
3. Enhancing the role of library media specialists as curriculum leaders;
4. Promoting a greater awareness of information literacy;
5. Producing a viable document that can be web accessed and focuses on the collaborative efforts of school library media specialists and teachers.

6. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

1. Surveys;
2. Questionnaires;
3. Statistical data collection and analysis; and,
4. Percentage participation among SLS participants and teachers.

5.11 Element 4 – CONTINUING EDUCATION AND TRAINING

1. Goal Statement

Provide SLS participants with electronic learning experiences via web connection and/or online courses.

2a. Year 1

For 2006 – 2007 continue to explore partnerships with library organizations that offer online staff development courses.

For 2006 – 2007 work with local school districts to support online professional development courses for in-district credit.

3. Intended Results(s)

The intended results for sponsoring online courses and web-based training are:

1. Greater use of web technologies;
2. Knowledge of innovations in electronic information technology;
3. Opportunities for all members of the SLS for continued learning; and,
4. Improved access to wider selection of workshops, classes and trainings.

4. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

1. Surveys;

2. Questionnaires;
3. Statistical data collection and analysis;
4. Percentage participation among SLS participants and teachers; and,
5. Anecdotal records.

5.12 Element 5–CONSULTING AND TECHNICAL ASSISTANCE SERVICES

1. Goal Statement

To provide consulting and technical assistance services as appropriate to SLS participants.

2a. Year 1

For 2006 – 2007 continue to assist and support school library media specialists in the many facets of their position through e-mail, telephone, fax and school site visits.

For 2006 – 2007 continue network meetings of elementary and middle/secondary school librarians for discussion of relevant topics selected by the different groups.

For 2006 – 2007 research funding opportunities to provide expertise on topics of interest to school library media specialists and necessary for the successful management of their library media centers.

3. Intended Results(s)

The intended results for providing consulting and technical assistance services as appropriate to SLS participants are:

1. Infrastructure for school libraries is enhanced;
2. SLS participants will have a knowledge base for making informed decisions;
3. SLS has a leadership role in providing information for participants; and,
4. SLS participants have access to resources relevant to their stated needs.

4. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

1. Surveys;
2. Questionnaires;
3. Statistical data collection and analysis;
4. Percentage participation among SLS participants; and,
5. Anecdotal notes.

5.13 Element 6–COORDINATED SERVICES

1. Goal Statement

To continue to provide cost-effective purchases for School Library System participants.

2a. Year 1

For 2006 – 2007 investigate new online databases as recommended by and of interest to SLS participants, including trial subscriptions.

For 2006 – 2007 investigate new online databases of interest to SLS participants as suggested by vendors, including trial subscriptions.

For 2006 – 2007 host vendor demonstrations as appropriate

For 2006 – 2007 continue to negotiate pricing and to coordinate purchases of online databases for System participants.

For 2006 – 2007 coordinate print and non-print purchases as appropriate.

3. Intended Results(s)

The intended results for coordinated school library purchases are:

1. Enhancing purchasing power;
2. Evaluating online databases for accuracy, ease of use and appropriateness to the curriculum on a System wide basis;
3. Developing a network of database specialists; and,
4. Enhancing the role of library media specialists as curriculum leaders.

4. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

10. Surveys;
11. Questionnaires;
12. Statistical data collection and analysis;
13. Percentage participation among SLS participants.

5.14 **Element 7 –AWARENESS AND ADVOCACY**

1. Goal Statement

To develop and effectively highlight local programs that recognizes the school library media specialist as the information specialist in the school community.

2a. Year 1

For 2006 – 2007 develop criteria that reflect the qualities inherent in outstanding library media programs including administrative support and academic achievement.

3. Intended Results(s)

The intended results for recognizing the accomplishments of personnel involved in quality library programs are:

1. Strengthening of local library media programs;
2. Enhancing the role of library media specialists as curriculum leaders;
3. Recognizing the role of administrators in supporting staff and the library media program; and
4. Recognizing the role of the School Library System in supporting district initiatives.

4. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

14. Surveys;
15. Questionnaires;
16. Statistical data collection and analysis;
17. Percentage participation among SLS participants; and,
18. Anecdotal notes.

5.14 Element 7 –AWARENESS AND ADVOCACY

1. Goal Statement

To continue an effective advocacy program to assist and promote the value of School Library Systems within the state framework

2a. Year 1

For 2006 – 2007 continue advocacy efforts on all governmental levels by SLS personnel, as well as SLS participants.

For 2006 – 2007 develop promotional resources for presentations to various sections of the educational community.

For 2006 – 2007 utilize the resources of the web based SLSA Toolkit.

For 2006 – 2007 work with local, regional and state organizations to enhance library visibility and funding.

3. Intended Results(s)

The intended results for promoting the value of School Library Systems are:

1. Recognition of the intrinsic value of School Library Systems in the educational community;
2. Increased support and funding of School Library Systems;
3. Greater awareness of the services available through School Library Systems; and,
4. Broader support for the work of School Library Systems.

4. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

6. Surveys;
7. Questionnaires;
8. Statistical data collection and analysis;
9. Percentage participation among SLS participants; and,
10. Anecdotal notes.

5.15 Element 8–COMMUNICATIONS AMONG MEMBER LIBRARIES

1. Goal Statement

To continue effective communications procedures that keep school library media specialists apprised of developments within the field from local, regional, statewide and national sources.

2a. Year 1

For 2006 – 2007 continue to publish the SLS monthly newsletter online and in hard copy.

For 2006 – 2007 continue to use the SLS list-serv “LIBCONNECT” for instant communication among participants and increase the number of subscribers.

For 2006 –2007 maintain the SLS web site as an informational resource, updating as necessary.

For 2006 – 2007 investigate the success of elementary and middle/secondary librarians’ network meetings as a communications tool.

For 2006 – 2007 continue to distribute newsletters, flyers and other information, as appropriate, electronically and in print, as required.

For 2006 – 2007 develop a “communications package” for new librarians.

3. Intended Results(s)

The intended results for improved communications between and among SLS participants are:

1. Encouraging new librarians to be part of the SLS learning community;
2. Effective and timely communication is essential for an effective system;
3. Informational needs are met; and
4. SLS participants are networked into a larger educational community.

4. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

19. Surveys;
20. Questionnaires;
21. Statistical data collection and analysis;
22. Percentage participation among SLS participants.

5.17 Element 9 –COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement

To collaborate with other School, Public and Reference and Research Library Systems in developing activities and programs of interest to librarians, teachers and other interested stakeholders.

2a. Year 1

For 2006 – 2007 work with regional School Library Systems to develop staff development programs of interest to all our participants.

For 2006 – 2007 continue to work with the Putnam/Northern Westchester BOCES School Library System in offering library automation workshops at both locations.

For 2006 – 2007 continue to work with the Westchester Library System in sponsoring joint workshops and publicizing activities of interest to our school library media specialists.

For 2006 – 2007 review and revise, as appropriate, the criteria, participation and publicity for the School/Public Library Cooperation Award sponsored by the School Library Systems of Southern Westchester BOCES and Putnam/ Northern Westchester BOCES, the Westchester Library System and the Westchester Library Association.

For 2006 – 2007 continue to publicize the activities of the METRO Library Organization Council (METRO) of interest to our school library media specialists.

3. Intended Results(s)

The intended results for cooperative efforts with other library systems are:

1. Awareness by school library media specialists of regional library activities;
2. Increasing the cooperative and cultural educational resources available to SLS participants;
2. Distributing information to a wider audience;
3. Providing staff development programs to a broader audience on a more cost-effective basis;
4. Extending the library community including academic, special and public librarians; and,
5. Increasing attendance and support for programs at various locations.

4. Evaluation Method(s)

The following evaluative methods will be employed during the 2006 -2011 Plan of Service:

11. Surveys;
12. Questionnaires;
13. Statistical data collection and analysis;
14. Percentage participation among SLS participants; and,
15. Anecdotal notes.