

SOUTHERN WESTCHESTER BOCES
SCHOOL LIBRARY SYSTEM

Member Plan of Service
2006 – 2011

Section 90.18 of the Regulations of the Commissioner of Education pursuant to Sections 207, 282, 283 and 284 of the Education Law relating to school library systems as amended by the Board of Regents in April 1995 states: At least once during the five year period of each Plan of Service, each school district and nonpublic school shall file with the system a plan which shows how district and building library resources and programs meet the needs of students and teachers. It also describes the ways in which each school district and nonpublic school proposes to make effective use of the system. The member plan should be a document to help librarians provide a library media program with sufficient resources to support and enrich the educational program of their building and district. Such a plan shall include:

a description of existing library resources and services in a format established by the school library systems.

assurance by the member and its participants that adequate qualified staff is available to organize and administer the library program, including system responsibilities.

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

provisions for periodic reporting, at least annually, to the governing body of the school district or school and to the administration regarding participation of the member system services.

The attached plan is in two parts. Part I looks at the library media program from a district viewpoint. It includes communication, reporting, and district goals. Part II looks at the library media program from a building perspective. It encompasses resources, services, programs, facilities and school library system participation.

This information will help the school library system plan and assess the needs of its participants. This assessment will form the basis for future programs and activities. It remains on file with the School Library System.

Part 1

**DISTRICT MEMBER PLAN
for
Southern Westchester BOCES
School Library System**

(District)

One copy of PART 1 should be completed for the public school district.
Non-public schools must also complete PART 1.

I have reviewed the attached portion of the District Plan, which will then be combined with the portions completed by the other buildings in the district. We will make an effort to achieve the goals as stated in the plan.

(Signature of Chief School Officer)

(Date)

(Signature of Liaison Librarian)

(Date)

OUTLINE OF MEMBER PLAN

I. District Plan (yellow pages)

- A. Communication
- B. Reporting
- C. Goals

II. Building Plan (white pages)

- A. School Building and Library Information
- B. Description of Library Resources
 - 1. Staffing
 - 2. Print Resources
 - 3. Non-Print Resources
 - 4. Financial Resources
 - 5. Library Automation
 - 6. Computers and Networking
 - 7. Internet Access
 - 8. Communications
 - 9. Facility
- C. Self-Evaluation of Services
 - 1. Collection
 - 2. Services
 - 3. Programs
 - 4. Scheduling
 - 5. Standards Implementation
 - 6. NOVEL Access
- D. School Library System Participation

A. COMMUNICATION

This section addresses procedures for prompt and efficient communication within the district regarding School Library System policies, procedures and services.

Check all the means which are used to communicate School Library System policies and services:

	<u>From within District</u>	<u>From SLS</u>
SLS website	_____	_____
District website	_____	_____
Newsletters	_____	_____
Memos/Notices	_____	_____
E-mail	_____	_____
District library media staff meetings	_____	_____
Faculty meetings	_____	_____
Department meetings	_____	_____
In-service workshops	_____	_____
Exhibits	_____	_____
Board of Education presentations	_____	_____
School open house exhibits	_____	_____
Annual reports to _____	_____	_____
Posters/Bookmarks	_____	_____
Other _____ (specify)	_____	_____

B. REPORTING

This Member Plan calls for "... periodic reporting, at least annually, to the governing body of the school district or school and to the administration regarding system policies, procedures and services." The following statements suggest information to be included in this report. Check those which are applicable.

_____ participation in NOVEL (statewide access to the free electronic databases funded by New York State Library)

_____ use of interlibrary loan either electronically and/or hard copy

_____ participation in the virtual union catalog

_____ participation in the virtual union list of serials

_____ participation in the K-12 curriculum committee

_____ attendance at SLS workshops and meetings

_____ visitations from School Library System personnel

_____ other (specify) _____

COMMENTS:

C. GOALS

1. Has the district initiated a needs assessment of the district library media program during the past three years?

 Yes

 No

2. If yes, please comment on the goals being pursued:

3. After assessing the district library media program using this instrument, or another means, identify three goals of the library media program on a district-wide level. Please state those mutual goals that apply on a district level:

1. _____

2. _____

3. _____

Southern Westchester BOCES School Library System
Member Plan and Report
2006 – 2011
Part II – Building Information

Commissioner of Education's Regulations 90.18 set forth the requirements for School Library Systems. One of these requirements states that, "each member school district and nonpublic member school shall file with the System a plan which shows how district and building library resources and programs meet the needs of students and teachers and describes the ways in which it proposes to make effective use of resources". This report will stay on file at the School Library System.

The Member Plan is a document to help member districts evaluate their library program and resources. It is a self-assessment tool which enables the school library media specialist to consider the library's current strengths and needs; it assists the school library media specialist in developing long-range plans for growth and in determining methods by which the library program supports and enriches the educational program.

Signature of Principal

Date

Signature of Library Media Specialist

Date

A. SCHOOL BUILDING AND LIBRARY INFORMATION

District: _____

School: _____

Address: _____

Grades: _____

Student Enrollment: _____

Number of Faculty Full Time: _____ Part Time _____

Library Media Specialist(s) Full Time: _____ Part Time _____
(number of hours per week)

Name: _____ Name: _____

Support Staff Full Time: _____ Part Time: _____
(number of hours per week)

Name: _____ Name: _____

Library Hours: _____

Library Phone: _____

School Phone: _____

Library Fax: _____

School Fax: _____

E-Mail Address(es): _____

Library Web Site URL: _____

School Web Site URL: _____

B. DESCRIPTION OF LIBRARY RESOURCES

1. Staffing

Summarize the strengths and weaknesses of your library staffing. You are asked here to consider for each item the extent to which it exists (yes/no) and the adequacy with which it is functioning (rating scale). Please use the comment space to provide clarification.

Key to rating scale:
5 – Excellent
4 – Good
3 – Fair
2 – Poor
1 – Missing, but needed
NA – Not Applicable

	<u>Circle One</u>		<u>Please rate</u>						
1. A certified library professional is responsible for the school library media program in each building*.	Yes	No	NA	1	2	3	4	5	

*If you are responsible for more than one building, indicate the percentage of time in each building:
Building #1____%, #2____%, #3____%

COMMENTS: _____

2. The number of professional personnel is sufficient in size for the schools' enrollments and programs.	Yes	No	NA	1	2	3	4	5	
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COMMENTS: _____

3. Provisions are made for sufficient support staff (Clerical, Secretarial, or Technical assistance).	Yes	No	NA	1	2	3	4	5	
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COMMENTS: _____

4. The status of the certified library media specialist is on an equal par with all other faculty. Yes No NA 1 2 3 4 5

COMMENTS: _____

5. The certified library media specialist participates in policy-making decisions related to the curriculum. Yes No NA 1 2 3 4 5

COMMENTS: _____

6. The allotment of time is adequate for media personnel to carry on their specialized duties. Yes No NA 1 2 3 4 5

COMMENTS: _____

7. Professional personnel participate in professional organizations. (Education and library-orientated workshops and conferences) Yes No NA 1 2 3 4 5

COMMENTS: _____

8. The administration of the school encourages media professionals to attend meetings for professionals improvement and School Library System meetings by providing released time, and when possible, financial support. Yes No NA 1 2 3 4 5

COMMENTS: _____

9. When classes have been scheduled in the library for instruction both the certified media specialist and teacher have jointly participated in planning the lesson.

Yes No NA 1 2 3 4 5

COMMENTS: _____

10. Has the library media specialist served on district curriculum committees during the past 3 years?

Yes _____ No _____

11. If yes, in what subject areas:

12. Has the library media specialist served on the district technology committee during the past 3 years?

Yes _____ No _____

2. Print Resources

- a. Number of titles in the book collection _____
- b. Number of volumes in the book collection _____
- c. Number of volumes per pupil _____
- d. Number of periodical subscriptions _____
- e. Number of newspaper subscriptions _____

3. Non-Print Resources

- a. Number of instructional software programs _____
 - b. Number of Online databases _____
 - c. Number of Videos (VHS/DVD) _____
 - d. Number of other AV resources _____
- Type _____ Number _____

4. Financial Resources

- a. Total current budget for Library Media Center _____
- b. Amount spent for Print _____
- c. Amount spent for online databases _____
- d. Amount spent for software _____
- e. Amount spent for videos _____
- f. Amount spent on other non-print materials
Type _____ Amount _____
- g. Is a separate library media budget prepared? _____
- h. Who has responsibility for the development of the
budget for the media program? _____
- h. Who has the responsibility for monitoring the library
media budget? _____
- i. Are adequate funds available for purchasing materials
to meet the curriculum demands of students and faculty?
Yes _____ No _____
- j. Is your budget more than the funds provided by the School
Library Materials Loan Program of \$6.00/student?
Yes _____ No _____

5. Library Automation

YES NO NA

- a. My LMC is fully automated. (OPAC, circulation, cataloging) If not, what is the projected date for automation? _____
What vendor is used? _____
Name of software _____
Version _____
Platform _____
- b. The district participates in the School Library System Automation CO-SER. () () ()
- c. The Library Media Specialist attends Automation Users Group Sessions. () () ()
- d. MARC records are sent to the School Library System for inclusion in the regional database on a periodic basis. () () ()
- e. The Library Media Center is included in the district's technology plan. () () ()
- f. The Library Media Center is included in the building's technology plan. () () ()

6. Computers and Networking

- a. Are you part of a district-wide network? () () ()
- b. Are you part of a school-wide network? () () ()
- c. Are there wireless networks available? () () ()
- d. What platform do you use? _____
- e. What software is on the network? _____
- f. If no, are the computers in your LMC networked? () () ()
- g. Number of computers in library _____
- h. Number of printers in library _____
- i. Other peripheral equipment (e.g., scanners, digital cameras, etc.)
Name _____ Number _____
Name _____ Number _____

9. Facility

YES NO NA

- | | | | |
|---|-----|-----|-----|
| 1. Has your LMC undergone renovation during the past 5 years? | () | () | () |
| 2. If not, are there plans to renovate during the next 3 years? | () | () | () |
| 3. Is your LMC size adequate to support your program? | () | () | () |
| 4. Is your LMC aesthetically pleasing? | () | () | () |
| 5. Do you have an LMC Security System in place? | () | () | () |

If yes, name _____

C. SELF EVALUATION OF RESOURCES

Beside each criteria below, check the condition which most accurately reflects the present status of your school library program. You are asked here to consider for each item the extent to which it exists (yes/no) and the adequacy with which it is functioning (rating scale). Please use the comment space to provide clarification.

Key to Rating Scale: 5 – Excellent
 4 – Good
 3 – Fair
 2 – Poor
 1 – Missing but needed
 NA – Not Applicable

	<u>Circle One</u>			<u>Please rate</u>				
1. <u>Collection</u>								
1. The size and scope of the collection meets the curriculum demands of the students and faculty.	Yes	No	NA	1	2	3	4	5
2. An inventory of the library media center is done on a scheduled basis. What is that schedule?_____	Yes	No	NA	1	2	3	4	5
3. A written policy for collection weeding exists in the school.	Yes	No	NA	1	2	3	4	5
4. Out of date, inappropriate and worn books are withdrawn from the collection systematically and regularly.	Yes	No	NA	1	2	3	4	5
5. A written selection policy governing all library resources has been developed and approved by the appropriate authorities.	Yes	No	NA	1	2	3	4	5
6. A file of community resources and local history materials (field trips, speakers, exhibits, etc.) useful for school purposes is maintained by the library media specialist.	Yes	No	NA	1	2	3	4	5
7. Computer software is supplied and circulated.	Yes	No	NA	1	2	3	4	5
8. Audiovisual materials including computer software are cataloged and circulated as part of library media center resources.	Yes	No	NA	1	2	3	4	5

2. Services

— Check all services provided by the library media center staff.

1. Instructional Program

A. Media Center Curriculum

- _____ Literature Appreciation
- _____ Book Talks
- _____ Bibliographic Instruction
- _____ Research Skills
- _____ Online Database Instruction
- _____ Class Instruction

B. School-Wide Curriculum

- _____ Participates cooperatively in Curriculum Committee Meetings
- _____ Plans lessons with teachers
- _____ Faculty Workshops
- _____ Information Literacy Standards Implementation

C. Collection Development

- _____ Reviewing and examining new materials and gifts
- _____ Book Selection
- _____ Special Collections
- _____ Weeding
- _____ Archives (School History)
- _____ Electronic database assessment e-books

2. User Services

- _____ Book Talks
- _____ Bibliographics
- _____ Career Information
- _____ Circulation
- _____ College Collection
- _____ Electronic Information Retrieval
- _____ Individualized Research
- _____ Reading Guidance
- _____ Interlibrary Loans
- _____ Video Service
- _____ New Materials Lists
- _____ Exhibits and Bulletin Boards
- _____ Networking with other librarians
- _____ Video taping
- _____ Audio taping
- _____ Photocopying
- _____ Reference assistance
- _____ Summer Reading Lists

2. User Services (cont.)

- Reserve books
- Teacher information
- Community resource catalog and/or file

3. Technical Services

- Acquisitions
- Classifying
- Cataloging
- Processing
- Circulation (including charging books out, charging in, shelving issuing overdues)
- Equipment repair and maintenance
- Inventorying
- Withdrawing
- Troubleshooting equipment

4. Administrative Services

- Public relations and communications
- Long range planning
- Facility planning and supervision
- Library supervision
- Budget preparation, monitoring and implementation
- Staff development
- Supervision of volunteers
- In-service for faculty
- Grant writing
- Consultation
- Evaluation
- Self-Assessment

5. Other Services

COMMENTS ON THIS SECTION:

3. Programs

Yes No N/A Please Rate

- a. There is a written, planned program of instruction in information skills which has been integrated into all curricula areas. () () () 1 2 3 4 5
- b. A planned program of orientation to the LMC for new students and staff is implemented each year. () () () 1 2 3 4 5
- c. The Library Media Specialist works cooperatively with other teachers in the planning, teaching and evaluating of classroom research and reading activities. () () () 1 2 3 4 5
- d. The Library Media Specialist teaches:
individual students () () () 1 2 3 4 5
small groups () () () 1 2 3 4 5
whole classes () () () 1 2 3 4 5
- e. The classroom teacher remains with students and takes an active role when classes are scheduled in the LMC for research. () () () 1 2 3 4 5
- f. The Library Media Specialist works cooperatively with the local Public Library. () () () 1 2 3 4 5
- g. There is a written statement of the role, function and responsibility of the Library Media Specialist. () () () 1 2 3 4 5

4. Scheduling (complete all that apply)

1. Type of Schedule

_____ Block, Grades _____

If Block, # of classes per week _____

_____ Flexible, grades _____

_____ Scheduled, grades _____

If scheduled, # of classes per week _____

_____ Other _____, grades _____

2. Is the library media center open continuously for student and faculty use during the school day, including library instruction time? Yes _____ No _____

a. Open before school hours? Yes _____ No _____

b. Open after school hours? Yes _____ No _____

c. Open evening hours? Yes _____ No _____

d. If Yes to any of the above, please indicate the number of staff

<u>Time</u>	<u>Professional</u>	<u>Non-Professional</u>	<u>Volunteer</u>	<u>Other</u>
During school hours	_____	_____	_____	_____
Before school hours	_____	_____	_____	_____
After school hours	_____	_____	_____	_____
Evening hours	_____	_____	_____	_____

5. Standards Implementation

YES NO NA

1. Have you attended workshops on the integration of the Information Literacy Standards with NYS Learning Standards? () () ()

2. Do you integrate the Information Literacy Standards with the NYS Standards? () () ()

3. Is the Library Media Specialist provided an opportunity to plan integrated units with the classroom teachers? () () ()

YES NO NA

4. Have you worked on the K-12 Curriculum Committee?
5. Have you implemented any of the information activities contained in the K-12 Literacy Workbook?

6. NOVEL Access

- a. Does your LMC have NOVEL Access?
- b. Has your library been designated as an Electronic Doorway Library?
- b. If yes, mark the level achieved.
_____ Basic 2000 _____ Advanced _____ Leader

D. SCHOOL LIBRARY SYSTEM PARTICIPATION

We have participated in activities the School Library System by means of:

1. Contributing to the Union Catalog by sending in MARC records.
2. Contributing to the Union List of Serials.
3. Participating in the Inter-library loan program.
4. Attending elementary and/or middle/high school meetings.
5. Attending workshops and conferences sponsored by the School Library System.
6. Borrowing materials from the School Library System Professional Collection
7. Actively participating on committees.
8. Using the LIBCONNECT list-serv.

9. Does the Library Media Specialist take advantage of supplemental services offered through the School Library System?
- Professional Development Workshops
 - Group Purchasing
 - Library Automation (COSER 512)
 - Online Databases (COSER 513)

COMMENTS

1. How could the School Library System assist you in improving your LMC program? (List courses, workshops, services, etc.)

2. Now that you have had the chance to assess your LMC program, list three goals for improvements or changes to be implemented during the next 3 years.

Thank you for taking the time to complete your Member Plan. This information will assist the SLS in formulating programs to meet your needs.