

**HFM BOCES**  
**SCHOOL LIBRARY SYSTEM (SLS)**

**MEMBER PLAN**

**Introduction**

The purpose of this Member Plan is to serve as a self-assessment tool for library services within a school district and/or building.

- Helps to illustrate how the library media program meets the needs of teachers and students in your school
- Stimulate self-assessment and long-range planning for your school library program
- Includes information in the following categories: resources, communication, services, and staffing
- Includes NYS Self-Assessment Rubric
- Required by the Commissioner's Regulations [C.R. 90.18 (f) (4)]

## HFM SLS MEMBER PLAN

School Building \_\_\_\_\_

Grade levels served \_\_\_\_\_

Number of students \_\_\_\_\_

Number of teachers \_\_\_\_\_

**A. MEDIA CENTER STAFFING**

Does the certified library media specialist collaborates with other faculty members to create effective academic programs?      yes    no    n/a

There is a daily scheduled time dedicated for: (Check all that apply)

- ILL/SLS reports and duties  
 Library maintenance (shelving, checking in/out books, magazines, etc.)  
 Library administration (cataloging, processing, ordering, planning, etc.)

Number of certified library media specialists \_\_\_\_\_ FTE  
(full time equivalent-FTE)

Number of full-time support staff \_\_\_\_\_ FTE

Number of part-time support staff \_\_\_\_\_

Total hours per week \_\_\_\_\_

Number of adult volunteers \_\_\_\_\_

Do you have student library workers?      yes    no

If yes, is this a structured program?      yes    no

When the certified media specialist is teaching a class, s/he is given the option of closing the library to other students.      yes    no    n/a

Staffing in your library media center is...

- adequate  
 very adequate  
 not adequate

Comments/Needed Improvements for Library Media Center Staffing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. LIBRARY FACILITY**

What is the square footage of your facility? \_\_\_\_\_

How many classes can be seated comfortably in your library? \_\_\_\_\_

How many students can be seated in your library? \_\_\_\_\_

What is the average daily attendance in your library? (08-09 so far) \_\_\_\_\_

How many hours is the library media center staffed and open for student use?

- Fewer than 10 hours a week
- 10-20 hours a week
- Open during all school hours
- Open during all schools hours and before and/or after school
- Open during all schools hours, before and/or after school and evenings

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

- 0 hours (none)
- Fewer than 5 hours a week
- 5-10 hours a week
- 10-20 hours a week

**FINANCIAL SUPPORT**

**C. SUPPLIES & MATERIALS**

Please list the amount spent in 2008-2009 and the amount budgeted for the media center for 2009-2010 school year in the following categories. ***(Media Center Budget Only)***

<b>Categories</b>	<b>Spent 2008-2009</b>	<b>Budget 2009-2010</b>
Print Resources (include books, serials, reference works)		
Non-Print Resources (include any audio visual/computer software)		
Online Resources/Electronic Databases (include LAN or Internet programs)		
Supplies		
Other:		
<b>Total Supplies &amp; Materials</b>		

**D. OTHER EXPENDITURES**

Categories	Spent 2008-2009	Budget 2009-2010
Contractual		
AV Equipment		
Computer Equipment		
Other:		
<b>Total Other Expenditures</b>		

**E. OUTSIDE FUNDING**

Categories	Spent 2008-2009	Budget 2009-2010
Federal Funds (Chapter II, etc.)		
State Supplemental (\$6.25 per pupil)		
Supplemental Collection CoSer Funds 2008-2009 (ICAD)		
Other: Please Specify (PTA, Book Fair, Grants, etc.)		
<b>Total Outside Funding</b>		

**Check all that apply:**

Are your online resources funded by  technology budget  library budget?  Other: \_\_\_\_\_  
(please specify)

Are your automation costs, if applicable, funded from the  district budget  library budget?

Overall this year has your funding  increased  decreased  stayed the same?

Comments/Needed Improvements for Financial Resources: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. DESCRIPTION OF LIBRARY MEDIA CENTER RESOURCES**

The purpose of this element of the member plan is to provide a description of media center resources.

- 1. Print
  - a. Number of volumes added during 2008-2009 \_\_\_\_\_
  - b. Number of volumes in the book collection as of May 2009 \_\_\_\_\_
  - c. Number of volumes per pupil \_\_\_\_\_
  - d. Average age of collection \_\_\_\_\_
    - Fiction \_\_\_\_\_
    - Non-Fiction \_\_\_\_\_
- 2. Serials
  - a. Number of serial print subscriptions \_\_\_\_\_
  - b. Number of newspaper print subscriptions \_\_\_\_\_
  - c. Other: \_\_\_\_\_ \_\_\_\_\_
- 3. AV Resources
  - a. Number of audio-visual titles \_\_\_\_\_
- 4. Online Resources Available
  - a. Number of databases purchased by school \_\_\_\_\_
  - b. Number of databases provided by the New York State Library (NOVEL) \_\_\_\_\_
- 5. Comments:
  - a. In what areas do you need to build your collection? \_\_\_\_\_

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**G. ONLINE RESOURCES**

Do you provide instruction in the use of databases for:

- Students – individually Yes No
- Students – classes Yes No
- Faculty/Staff - individually Yes No
- Faculty/Staff – groups or meetings Yes No

Do your staff and students know about and use the 19 NOVEL databases at school and home? Yes No

Would they be able to easily get web addresses and passwords for remote usage? Yes No

How many additional databases (beyond NOVEL) are available to your students through the school library? \_\_\_\_\_

**H. USAGE STATISTICS**

What was your total circulation, September 1, 2008 – May 31, 2009? \_\_\_\_\_

What was your total in house use, September 1, 2008 – May 31, 2009? \_\_\_\_\_

If you have a library webpage, how many unique visitors do you have monthly? \_\_\_\_\_

Number of classes taught per week collaboratively – librarian and teacher(s) together (average)? \_\_\_\_\_

Number of 30-40 minute classes taught in the library per week by the librarian alone (average)? \_\_\_\_\_

Number of classes taught in the library per week by teachers or others (no LMS involvement) (average)? \_\_\_\_\_

What percentage of these classes are part of a fixed schedule? Fixed \_\_\_\_\_%

What percentage of these classes are part of a flexible schedule? Flexible \_\_\_\_\_%

Total ILL requests for resources *borrowed from* other locations for 2008-2009? \_\_\_\_\_

Total ILL requests for resources *filled or loaned* to other locations for 2008-2009? \_\_\_\_\_

**DATABASES:**

The SLS is not requesting this information. However, you should be monitoring the usage statistics of your online databases. Is the usage going up or down? What database do your students use the most? Are some databases not being used at all? Why do you think that is?

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**J. COMMUNICATION TOOLS**

Do you produce a newsletter from your library to your users distributed on a regular basis – can be print, non-print or both? Yes No

Do you provide a webpage for your users that provides information about your library and links to relevant resources? Yes No

Are you responsible for the library website? Yes No

Are you responsible for the building website? Yes No

Have you integrated Web 2.0 tools (blogs, wikis, podcasts, etc.) as part of your communications/promotional package? Yes No

What methods do you use to report or communicate about your library program?  
*(please check all applicable)*

- |  |  |
|--|--|
| <input type="checkbox"/> Informal meetings with administration | <input type="checkbox"/> School Calendars    |
| <input type="checkbox"/> Formal meetings with administration   | <input type="checkbox"/> E-mails             |
| <input type="checkbox"/> Annual report                         | <input type="checkbox"/> List-servs          |
| <input type="checkbox"/> Memos                                 | <input type="checkbox"/> Newsletter          |
| <input type="checkbox"/> Blogs or Wikis                        | <input type="checkbox"/> Flyers              |
| <input type="checkbox"/> Displays and Exhibits                 | <input type="checkbox"/> Posters             |
| <input type="checkbox"/> School Newspaper                      | <input type="checkbox"/> Bulletin Boards     |
| <input type="checkbox"/> School Lunch Menus                    | <input type="checkbox"/> Community Newspaper |
| <input type="checkbox"/> AV Productions                        | <input type="checkbox"/> Board Presentations |
| <input type="checkbox"/> Team/Department Meetings              | <input type="checkbox"/> Faculty Meetings    |
| <input type="checkbox"/> Telephone                             | <input type="checkbox"/> School Handbooks    |
| <input type="checkbox"/> Monthly report                        | <input type="checkbox"/> Open House          |
| <input type="checkbox"/> New Teacher Orientation               | <input type="checkbox"/> Other _____         |

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**J. COMMUNICATION TOOLS Cont.**

Indicate to whom the certified library media specialist reports media center activities and how frequently (monthly, semi-annually, annually, upon request, etc.)

How Often?  
(daily/weekly/monthly, etc.)

- Faculty \_\_\_\_\_
- Building Principal \_\_\_\_\_
- Superintendent \_\_\_\_\_
- Board of Education \_\_\_\_\_
- Parent/Community Organizations \_\_\_\_\_

Comments/Needed Improvements for Library Media Center Communications: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**K. POLICIES**

Policy	Plan in Place	Board Approved	Last Updated
A written materials selection policy governing library media center resources exists in the district. Policy includes: <ul style="list-style-type: none"> <li>• Weeding</li> <li>• Challenged materials policy</li> </ul>	__Yes __ No __Yes __ No __Yes __ No	__Yes __ No __Yes __ No __Yes __ No	
A written Internet policy (acceptable use) exists in the district.	__Yes __ No	__Yes __ No	
A written plagiarism policy exists in the district.	__Yes __ No	__Yes __ No	
A written citation guideline exist in the district.	__Yes __ No	__Yes __ No	
A written copyright policy exists in the district.	__Yes __ No	__Yes __ No	

Comments/Needed Improvements for Library Media Center Resources:  
 \_\_\_\_\_  
 \_\_\_\_\_

**L. PROFESSIONAL DEVELOPMENT**

Organization	Member (Y/N)	Attend events? (Y/N)	Funded by your district (Y/N)
ALA/AASL			
NYLA			
SLMS			
ENYSLMA			
SLS	Y		
Other: _____			

Do you participate in any of the following?

School Library System Workshops	Yes	No
BOCES/Teacher Center Workshops	Yes	No
District Workshops	Yes	No
College/graduate courses	Yes	No
Other – please specify _____		

*ALA/AASL = American Library Association/American Association of School Librarians  
 NYLA = New York Library Association  
 SLMS = School Library Media Section  
 ENYSLMA = Eastern New York School Library Media Association  
 SLS = School Library System*

Please list any school committees or other professionally related activities or organizations you are involved with: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**M. SUMMARY**

*If necessary, please use a separate sheet of paper to answer the following:*

After assessing your building library media program, what are the program priorities for next year? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Within the next five years? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HFM BOCES School Library System Plan of Service

School Library System

**MEMBER PLAN**

**2008-2013**

\_\_\_\_\_  
School District

\_\_\_\_\_  
Building

Completion of the attached sheets is a valuable self-assessment and planning tool. It provides avenues for assessing the current state of the Library Media Center resources and services. It also provides a convenient format for communicating these findings to others in the educational community. Completion of the Member Plan is a requirement for membership in the School Library System.

If there are any questions regarding the *Member Plan*, please check with your Certified School Library Media Specialist or call the HFM BOCES SLS office at 736-4370. Please note: the deadline for the submission of the Member Plan is June 30, 2009.

**ASSURANCES**

I have read the attached member plan of the library resources and services, as required by Commissioner's Regulations 90.18 (f)(4). We will use this self-assessment tool to improve the Library Media Program. I assure the School Library System and the State Education Department that we will make every effort to provide a certified School Library Media Specialist to administer the Library Media program, including School Library System responsibilities.

\_\_\_\_\_  
Certified Library Media Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date

This Member Plan was discussed by the building principal and the Certified School Library Media Specialist on \_\_\_\_\_.  
(date)