

HFM BOCES
SCHOOL LIBRARY SYSTEM (SLS)

MEMBER PLAN

Part 1
2021 - 2026

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

There is scheduled time dedicated for:

Daily Weekly Monthly

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inter-Library Loans/School Library System reports and duties |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Library maintenance (shelving, checking in/out books, magazines, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Library administration (cataloging, processing, ordering, planning, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Planning instruction |

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

Number of full-time support staff (TA, Aide) _____ FTE

Number of part-time support staff (TA, Aide) _____

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

Is staffing available for the Certified Media Specialist to be able to teach, plan and collaborate outside the library classroom? 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

Can you accommodate multiple classes comfortably/simultaneously in your library? _____

How many students can be seated in your library? _____

What is the average daily attendance in your library? _____

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 and the amount budgeted for the media center for the school year in the following categories. **(Media Center Budget Only)**

Categories	Spent	Budget
Print/Non-Print Resources (include books, serials, reference works, audio books, e-books)		
Electronic Databases/Internet Resources		
Supplies		
Other:		
Total Supplies & Materials		

D. Sources of Funding		
Categories	Spent	Budget
District		
State Supplemental (\$6.25 per pupil)		
Supplemental Collection CoSer Funds (ICAD)		
Other		
Total Sources of Funding (Total must match total of section C)		

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: _____

E. 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 titles added for previous school year _____
 - b. Number of titles in the collection as of current date _____
 - c. Number of titles per pupil _____
 - d. Average age of collection _____
 - Fiction _____
 - Non-Fiction _____

- 2. Serials
 - a. Number of magazine print subscriptions _____
 - b. Number of newspaper print subscriptions _____
 - c. Other: _____

- 3. Non-Print
 - a. Number of e-books _____
 - b. Number of audio books _____
 - c. Number of video titles _____

- 4. Online Resources Available
 - a. Number of databases purchased by school _____
 - b. Number of databases provided by the New York State Library (NOVELny) and HFM BOCES SLS _____

- 5. Comments:
 - a. In what areas do you need to build your collection? _____

F. USAGE STATISTICS

What was your total circulation, July 1 – June 30 of the previous year? _____

What was your total in house use, July 1 – June 30 of the previous year? _____

Do you have a library webpage, social media site or libguide?
If yes, how many unique visitors did you have July 1 - June 30 of the previous year _____

Number of classes taught collaboratively – librarian and
teacher(s) together from July 1-June 30 of the previous year, 2016? _____

Number of classes taught in the library annually by the
librarian alone? _____

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
the previous school year ? _____

Total ILL requests for resources *filled or loaned* to other locations
for the previous school year? _____

DATABASES:

Do you provide instruction in the use of databases/online resources 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 databases/online
resources school and home? Yes No

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?

G. LIBRARY TECHNOLOGY (permanently housed in media center)

Do you have an Automated catalog? If so, which system are you using? Yes No

Alexandria (HFM SLS system) Other _____

How many computers/Chromebooks do you have in the library for patron use? _____
(Do not include circulation terminals or staff terminals in your count.)

NOTE: The equipment listed below refers to equipment housed in the library/media center and under the jurisdiction of the library media specialist.

How many of the following does the school library have:

- DVD equipment? _____
- DVD burner equipment? _____
- VCRs? _____
- Computer projection equipment? _____
- Digital video production equipment? _____
- Portable storage devices? (ex: Zip, thumb) _____
- Charging station? _____
- Color printer? _____
- Scanning equipment? _____
- E-book reader? _____
- Mobile lab (laptop/tablet/chromebook cart)? _____
- Laminator? _____
- Wireless (WiFi) technology? Yes No
- Fax equipment in the library? Yes No
- Copy machine in the library? Yes No
- Video conferencing capabilities in the library? Yes No
- Interactive whiteboard technology? Yes No
- 3D printer? Yes No

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

If yes – is this lab under your supervision? Yes No

H. 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(or other) that provides information about your library and links to relevant resources? Yes No

Are you responsible for the library website(or other)? Yes No

Are you responsible for the building website? Yes No

Have you integrated social media, blogs, 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"/> Newsletter | <input type="checkbox"/> Flyers |
| <input type="checkbox"/> Blogs or Wikis | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Displays and Exhibits | <input type="checkbox"/> Community Newspaper |
| <input type="checkbox"/> School Newspaper | <input type="checkbox"/> Board Presentations |
| <input type="checkbox"/> Bulletin Boards | <input type="checkbox"/> AV Productions |
| <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? _____

H. 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.)

	<u>How Often?</u>			
	Never	Seldom	Often	As Needed
<input type="checkbox"/> Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Building Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Superintendent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Board of Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parent/Community Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Needed Improvements for Library Media Center Communications: _____

I. 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"> • Weeding • Challenged materials policy 	__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 copyright policy exists in the district.	__Yes__ No	__Yes__ No	

Comments/Needed Improvements for Library Media Center Resources: _____

J. PROFESSIONAL DEVELOPMENT

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

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

Do you participate in any of the following?

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

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

K. 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? _____
