

## 2007 IDAHO SCHOOL LIBRARIES/MEDIA CENTERS

### Part I. Outlet Information & Population #1 - 21

Element	Instructions & Definitions
1	<b>School Name</b> - e.g. Lincoln Elementary
2	<b>NCES# Building</b> - The NCES School ID number is a unique 12 digit identifier assigned to individual schools by the National Center for Educational Statistics (NCES) This number can be used to link the school to the district on the school district NCES address file. The first 7 digits of the 12 digit school ID are the district ID, the last five are the school ID, put together, they make a 12 digit unique code for each school. The NCES School ID number may be found at the NCES website <a href="http://nces.ed.gov">http://nces.ed.gov</a> > Data Tools > Search for Public Schools.
3	<b>School District Name</b> - The legal name of the administrative entity
4	<b>School District Number</b> - The identification number used by State of Idaho
5	<b>School District street address</b> - The physical address of the administrative entity [district office]
6	<b>City</b>
7	<b>County</b>
8	<b>Zip</b>

#### Library [Building] Specific

9	<b>Library/Media Center mailing address</b> - The address to which library mail should be sent
10	<b>City</b>
11	<b>Zip</b>
12	<b>Web Address</b>
13	<b>Library Phone</b>
14	<b>Contact Person in the building</b> - Person in charge of library or media center within the building

#### Respondent

15	<b>Name of respondent</b> - Person responsible for completing this survey.
16	<b>Respondent's Phone</b>
17	<b>Respondent's Email</b>
18	<b>Square footage of library</b>
18a	<b>Seating capacity</b>

#### Service Population

19	<b>Students</b> - Student enrollment is defined as the number of public school students enrolled on October 1.
20	<b>Faculty/Staff</b> - Number of faculty and staff served by library/media center.
21	<b>Total Service Pop</b> - calculated 19+20=21

### PART II. Staffing Hours #22 - 30

Report the number of hours worked in a typical week by people paid by the school to do library work as of the last day of the school year most recently completed. Includes unfilled /vacant positions. Report actual

staffing as of the last day of the school year. Do not include positions budgeted for but never filled. To ensure comparable data:

Base FTE on a forty-hour work week. FTE is the amount of time required to perform an assignment stated as a proportion of a full-time position and computed by dividing the amount of time employed by the time normally required for a full-time position. Enter FTE only for library media center responsibilities. Exclude additional instructional duties that the librarian also has, such as teaching an English class. If the librarian has responsibility for more than one library media center, enter FTE only for hours worked in the library media center referred to in 9 above. Exclude travel time. Report actual staffing as of the last day of the school year. Do not include positions budgeted for but never filled. To ensure comparable data:

Report actual staffing as of the last day of the school year. Do not include positions budgeted for but never filled. The chart below provides common FTEs. For hours not listed, divide hours worked by 40 to two decimal places. Example: .15, .40. Calculate only to two decimal places.

FTE (Full Time Equivalents):

1 hour work per week = .02 FTE 10 hours work per week = .25 FTE  
2 hours work per week = .05 FTE 12 hours work per week = .30 FTE  
3 hours work per week = .07 FTE 15 hours work per week = .37 FTE  
4 hours work per week = .10 FTE 16 hours work per week = .40 FTE  
5 hours work per week = .12 FTE 20 hours work per week = .50 FTE  
6 hours work per week = .15 FTE 25 hours work per week = .62 FTE  
7 hours work per week = .17 FTE 30 hours work per week = .75 FTE  
8 hours work per week = .20 FTE 35 hours work per week = .87 FTE  
9 hours work per week = .22 FTE 40 hours work per week = 1.00 FTE

- 22 **Library Media Generalist/Specialist** - State-certificated with library media generalist/specialist endorsement. Note: In Idaho a certificated library media generalist/specialist requires teacher certification.
- 23 **Teacher** - State-certificated as a teacher, but without library media generalist/specialist endorsement.
- 24 **Paraprofessional** - State certificated requires a two year associate degree, required in Title I schools. Note: Paraprofessionals are required for schools receiving federal monies. For the purposes of Title I, Part A, a paraprofessional is an employee of an LEA who provides instructional support in a program supported with Title I, Part A funds.
- 25 **Total State-certified FTE** - Calculated 25=22+23+24
- 26 **Other Staff** - Not State-Certificated, either as a teacher, library media generalist/specialist or paraprofessional.
- 27 **Total FTE** - Number of fulltime equivalents on the library staff (based on 40 hours per week). Calculated 27=25+26.
- 28 **Adult Volunteer Hours** - Total adult volunteer hours in a typical week - [not in Totals] Exclude student aides.
- 29 **Hours Open per Week** - School Year
- 30 **Summer Hours per week** - If there is a summer program operating out of the library explain in the note area.

### Part III. Financial Information #31 - 40

#### III A. Income

- 31 **Income from School District** - Includes all funds allocated by School District for library/media center operations. Report additional income generated at building level in 32.
- 32 **Income from Other Sources** - Fines, fees, gifts, fund-raising efforts.
- 33 **Grants** - Amount received from grants, if any. [Federal, Gates, etc.] Indicate source in note area.

### III B. Operating Expenditures

#### Collections

- 34 **Print Collection Expenditures** - Amount spent for books, periodicals, and non-book print materials for all ages - all items purchased or leased for use by the public. Does not include supplies, processing, or programming costs.
- 35 **Electronic [Non-Print] Format Expenditures** - Amount spent for materials in electronic format - the number of CD-ROMs, magnetic disks, and other items designed for use with a computer. [Include Video and Audio, Web-based].
- 36 **Electronic Databases Expenditures** - Amount spent for electronic databases.
- 37 **Total Collection Expenditures** -  $\text{calc } 37=34+35+36$
- 38 **Other Operating Expenditures** - Other operating expenditures - all other operating expenses not included above, such as programming, supplies, etc.
- 39 **Electronic Expenditures** - Include contracted tech support/ software support and maintenance fees, etc.
- 40 **Total Expenditures** - Total operating expenditures. Does not include capital expenses.  $\text{calc } 40=37+38+39$

### Part IV. Holdings #41 - 46

- 41 **Books** - (Volumes) and periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. (Juvenile generally refers to people under the age of 14.)
- 42 **Audio** - These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings, such as web-based or downloaded audio books and MP3 files. Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).
- 43 **Video** - These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc. Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).
- 44 **Electronic Format** - Materials in electronic format - number of physical units such as CD-ROMs and magnetic disks designed to be used with a computer. Or downloadable unit, if accessible through OPAC.
- 45 **Total Holdings** -  $\text{Calc } 45=41+42+43+44$
- 46 **Subscriptions** - Total periodical subscriptions received, both purchased or as gifts (either adult or juvenile). Does not include the number of individual issues but rather each title received.

### Part V. Circulation & ILL #47 - 49

- 47 **Circulation** - Transactions that involve lending an item from the collection for use outside the library.
- 48 **ILL Provided** - Items a library sends to another library upon request. Library materials, or

copies of the materials, provided by the school library media center upon request. The libraries involved in interlibrary loans are not members of the same school district.

- 49 **ILL Received** - Number of ILLs received from other libraries - items a library specifically requests and borrows from another library, including regional libraries, for a patron. Does not include bulk loans (collections) from the Dept. of Libraries. Library materials, or copies of the materials, received by the school library media center from another library upon request. The libraries involved in interlibrary loans are not members of the same school district.

## Part VI. Services and Programs #50 - 54

- 50 **Annual Visits** - Total number of people who enter the library annually including those attending programs and meetings and those requiring no staff services (such as a class accompanied by a teacher, or a student with a tutor).
- 51 **Annual Reference Transactions** - Information contacts involving the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Also includes transactions when a staff member uses information gained from previous use of information sources to answer a question, even if the source is not consulted again during the current transaction. Does not include directional transactions (e.g., "where's the bathroom?").
- 52 **Total Programs** - Yearly Total Programs a library offers – includes weekly story hours, book talks, or any series of programs as separate programs.
- 53 **Cooperative Programs** - Number of these programs that were sponsored cooperatively with other organizations or agencies (e.g., scouts, public library, Head Start, Success by Six) in a community.
- 54 **Program Attendance** - Number of people who attended library-sponsored programs.

## Part VII. Library and Networked Computers #55 - 59

- 55 **Computers in library** - Number of computers that are located in the library (including classrooms and study rooms that are under the jurisdiction of the library).
- 56 **Computers elsewhere in school building** - Number of computers that are elsewhere in the building (such as, in labs, offices, and classrooms) with networked access to library services.
- 57a **Internet Connectivity** - Indicate the primary type of internet connectivity available to students in the library/media center.
- a None
  - b Dial-up
  - c Cable
  - d Wireless
  - e DSL
  - f Municipal Network - regardless of type
  - g Dedicated Connection
  - h Satellite
  - i Frame Relay
  - j Fiber Optic
  - k Don't Know
- Note: If you do not know the connection type, please make an effort to learn it from someone who does know before checking Don't Know.
- 57b **Connectivity Speed** - Indicate the theoretical optimum download speed available to students. Depending on the number of persons simultaneously using public or staff Internet computers in the library, this may not be the actual or typical download speed.
- a Less than 128 Kbps (kilobits/second)

- b 129 Kbps - 256 Kbps
- c 257 Kbps - 768 Kbps
- d 769 Kbps - 1.4 Mbps (megabits/second)
- e 1.5 Mbps (T1)
- f 1.6 Mbps - 5.0 Mbps
- g 6.0 Mbps - 10 Mbps
- h Greater than 10 Mbps
- i Don't Know

Note: If you do not know the connection speed, please make an effort to learn it from someone who does know before checking Don't Know.

**58 Annual User Sessions** - Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

**Note:** The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

**59 Other Databases** - Enter the number of databases [other than LiLI], that the library offers.

## Part VIII. Paid Staff Activities #60 - 77

This section was added to help capture information related to the issue of having Highly Qualified Staff as in the new SKILLS bill in Congress as of June 27, 2007.

**Paid Staff Activities per Typical Week** - Report your best estimate of the number of hours per typical week all staff spend on each of the following activities. Include all paid staff hours but separate State-Certified from Other Paid Staff. Do not include volunteer hours.

**Teacher/Librarian Item A. Other Paid Staff Item B. Total Items A + B**

### Collaboration

- 60a, 61a, 62a** Identifying materials for and planning instructional units with teachers
- 60b, 61b, 62b** Teaching students cooperatively with teachers
- 60c, 61c, 62c** Providing information literacy skills instruct to students - individually or in groups (e.g. location information, citations, copyright/plagiarism, evaluating Internet sources, note-taking)
- 60d, 61d, 62d** Providing in-service training to teachers and /or other school staff (includes informal one to one and formal group sessions)

### Literacy and Collection Development

- 63a, 64a, 65a** Implementing reading and literacy incentive activities for students and./or promoting reading guidance (e.g., reader's advisory services, book talks, book clubs, story times, author visits, puppet shows)
- 63b, 64b, 65b** Collection development (e.g., selecting materials - adding, weeding)

### Leadership

- 66a, 67a, 68a** Meeting with school library staff from building, district or beyond
- 66b, 67b, 68b** Meeting with principal and/or other building or district administrators
- 66c, 67c, 68c** Attending general faculty and/or staff meetings
- 66d, 67d, 68d** Meeting with standards and/or curriculum committees/teams/task/force

### Technology

- 69a, 70a, 71a** Managing computers/library automation/computer networks in the library

<b>69b, 70b, 71b</b>	Managing computer technology outside the library
	<b>Other</b>
<b>72a, 72b, 72c</b>	On all other library activities (e.g., processing, retrieving, checking in and out, re-shelving/re-storing)
<b>73a, 73b, 73c</b>	Total Weekly Hours of Paid Staff in the Library
	<b>Activities Outside the Library</b>
<b>74a, 75a, 76a</b>	Hours spent outside the library teaching another curricular area
<b>74b, 75b, 76b</b>	Hours spent in additional school duties unrelated to school library services such as study halls, monitoring restrooms, lunch duty, playground duty, etc
<b>74c, 75c, 76c</b>	Total Hours of paid staff in additional duties
	<b>Activities of Volunteers</b>
<b>77a, 77b, 77c</b>	Total number of volunteer hours by non-paid staff