

# 2007 Idaho School Libraries/Media Centers Survey

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

1	School Name	_____
2	NCES School ID	_____
3	School District Name	_____
4	School District Number	_____
5	School Street Address	_____
6	City	_____
7	County	_____
8	Zip	_____

### Library [Building] Specific

9	Library/Media Center mailing address:	_____
10	City	_____
11	Zip	_____
12	Web Address	_____
13	Library Phone	_____
14	Contact Person in the building	_____

### Respondent

15	Name of respondent	_____
16	Respondent's Phone	_____
17	Respondent's Email:	_____
18	Square footage of library	_____
18a	Seating capacity	_____

### Service Population

19	Students	_____
20	Faculty/Staff	_____
21	Total Service Pop (19 + 20)	_____

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## 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.

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	_____
23	Teacher	_____
24	Paraprofessional	_____
25	<b>Total State-certified FTE (22 + 23 + 24)</b>	_____
26	Other Staff	_____
27	<b>Total FTE</b>	_____
28	Adult Volunteer Hours	_____
29	Hours Open per Week	_____
30	Summer Hours per week	_____

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

**III A. Income**

31	Income from School District	_____
32	Income from Other Sources	_____
33	Grants	_____

**III B. Operating Expenditures**

Collections

34	Print Collection Expenditures	_____
35	Electronic [Non-Print] Format Expenditures	_____
36	Electronic Databases Expenditures	_____
37	<b>Total Collection Expenditures (34 + 35 + 36)</b>	_____
38	Other Operating Expenditures	_____
39	Electronic Expenditures	_____
40	<b>Total Expenditures (37 + 38 + 39)</b>	_____

**Part IV. Holdings #41 - 46**

41	Books	_____
42	Audio	_____
43	Video	_____
44	Electronic Format	_____
45	<b>Total Holdings (41 + 42 + 43 + 44)</b>	_____
46	Subscriptions	_____

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

47 Circulation

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48 ILL Provided

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49 ILL Received

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

50	Annual Visits	_____
51	Annual Reference Transactions	_____
52	Total Programs	_____
53	Cooperative Programs	_____
54	Program Attendance	_____

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

55	Computers in library	_____
56	Computers elsewhere in school building	_____
57a	Internet Connectivity	_____
57b	Connectivity Speed	_____
58	Annual User Sessions	_____
59	Other Databases	_____

## 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. Lifted from Iowa Part H.

**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.

### Collaboration

#### Teacher/Librarian

60a Identifying materials for and planning instructional units with teachers \_\_\_\_\_

60b Teaching students cooperatively with teachers \_\_\_\_\_

60c Providing information literacy skills instruct to students - individually or in groups (e.g. location information, citations, copyright/plagiarism, evaluating Internet sources, note-taking) \_\_\_\_\_

60d Providing in-service training to teachers and /or other school staff (includes informal one to one and formal group sessions) \_\_\_\_\_

#### Other Paid Staff

61a Identifying materials for and planning instructional units with teachers \_\_\_\_\_

61b Teaching students cooperatively with teachers \_\_\_\_\_

61c Providing information literacy skills instruct to students - individually or in groups (e.g. location information, citations, copyright/plagiarism, evaluating Internet sources, note-taking) \_\_\_\_\_

61d Providing in-service training to teachers and /or other school staff (includes informal one to one and formal group sessions) \_\_\_\_\_

#### Total

62a Identifying materials for and planning instructional units with teachers (60a + 61a) \_\_\_\_\_

62b Teaching students cooperatively with teachers (60b + 61b) \_\_\_\_\_

62c Providing information literacy skills instruct to students - individually or in groups (e.g. location information, citations, copyright/plagiarism, evaluating Internet sources, note-taking) (60c + 61c) \_\_\_\_\_

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62d Providing in-service training to teachers and /or other school staff (includes informal one to one and formal group sessions) 60d + 61d \_\_\_\_\_

**Literacy and Collection Development**

Teacher/Librarian

63a 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 Collection development (e.g., selecting materials - adding, weeding) \_\_\_\_\_

Other Paid Staff

64a 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) \_\_\_\_\_

64b Collection development (e.g., selecting materials - adding, weeding) \_\_\_\_\_

Total

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) (63a + 64a) \_\_\_\_\_

65b Collection development (e.g., selecting materials - adding, weeding) (63b + 64b) \_\_\_\_\_

**Leadership**

Teacher/Librarian

66a Meeting with school library staff from building, district or beyond \_\_\_\_\_

66b Meeting with principal and/or other building or district administrators \_\_\_\_\_

66c Attending general faculty and/or staff meetings \_\_\_\_\_

66d Meeting with standards and/or curriculum committees/teams/task/force \_\_\_\_\_

Other Paid Staff

67a Meeting with school library staff from building, district or beyond \_\_\_\_\_

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

**Technology**

Teacher/Librarian

- 69a Managing computers/library automation/computer networks in the library \_\_\_\_\_
- 69b Managing computer technology outside the library \_\_\_\_\_

Other Paid Staff

- 70a Managing computers/library automation/computer networks in the library \_\_\_\_\_
- 70b Managing computer technology outside the library \_\_\_\_\_

Total

- 71a Managing computers/library automation/computer networks in the library (69a + 70a) \_\_\_\_\_
- 71b Managing computer technology outside the library (69b + 70b) \_\_\_\_\_

**Other**

Teacher/Librarian

- 72a On all other library activities (e.g., processing, retrieving, checking in and out, re-shelving/re-storing) \_\_\_\_\_

Other Paid Staff

- 72b On all other library activities (e.g., processing, retrieving, checking in and out, re-shelving/re-storing) \_\_\_\_\_

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Total

72c On all other library activities (e.g., processing, retrieving, checking in and out, re-shelving/re-storing) (72a + 72b) \_\_\_\_\_

Teacher/Librarian

73a Total Weekly Hours of Paid Staff in the Library \_\_\_\_\_

Other Paid Staff

73b Total Weekly Hours of Paid Staff in the Library \_\_\_\_\_

Total

73c Total Weekly Hours of Paid Staff in the Library (73a + 73b) \_\_\_\_\_

**Activities Outside the Library**

Teacher/Librarian

74a Hours spent outside the library teaching another curricular area \_\_\_\_\_

74b Hours spent in additional school duties unrelated to school library services such as study halls, monitoring restrooms, lunch duty, playground duty, etc \_\_\_\_\_

74c Total Hours of paid staff in additional duties \_\_\_\_\_

Other Paid Staff

75a Hours spent outside the library teaching another curricular area \_\_\_\_\_

75b Hours spent in additional school duties unrelated to school library services such as study halls, monitoring restrooms, lunch duty, playground duty, etc \_\_\_\_\_

75c Total Hours of paid staff in additional duties \_\_\_\_\_

Total

76a Hours spent outside the library teaching another curricular area (74a + 75a) \_\_\_\_\_

76b Hours spent in additional school duties unrelated to school library services such as study halls, monitoring restrooms, lunch duty, playground duty, etc (74b + 75b) \_\_\_\_\_

76c Total Hours of paid staff in additional duties (74c + 75c) \_\_\_\_\_

**Activities of Volunteers**

Teacher/Librarian

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77a Total number of volunteer hours by non-paid staff

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Other Paid Staff

77b Total number of volunteer hours by non-paid staff

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Total

77c Total number of volunteer hours by non-paid staff (77a + 77b)

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