Part I. Outlet Information & Population #1 - 22

1. School Name
2. NCES School ID #
3. School District Name
4. School District Number
5. School District 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
19. Seating capacity

Service Population

20. Students
21. Faculty/Staff
22. Total Service Pop (22 = 20 + 21)

Part II. Staffing & Hours #23 - 31

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:

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):
<table>
<thead>
<tr>
<th>Hours Worked</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.02</td>
</tr>
<tr>
<td>2</td>
<td>0.05</td>
</tr>
<tr>
<td>3</td>
<td>0.07</td>
</tr>
<tr>
<td>4</td>
<td>0.10</td>
</tr>
<tr>
<td>5</td>
<td>0.12</td>
</tr>
<tr>
<td>6</td>
<td>0.15</td>
</tr>
<tr>
<td>7</td>
<td>0.17</td>
</tr>
<tr>
<td>8</td>
<td>0.20</td>
</tr>
<tr>
<td>9</td>
<td>0.22</td>
</tr>
<tr>
<td>10</td>
<td>0.25</td>
</tr>
<tr>
<td>12</td>
<td>0.30</td>
</tr>
<tr>
<td>15</td>
<td>0.37</td>
</tr>
<tr>
<td>16</td>
<td>0.40</td>
</tr>
<tr>
<td>20</td>
<td>0.50</td>
</tr>
<tr>
<td>25</td>
<td>0.62</td>
</tr>
<tr>
<td>30</td>
<td>0.75</td>
</tr>
<tr>
<td>35</td>
<td>0.87</td>
</tr>
<tr>
<td>40</td>
<td>1.00</td>
</tr>
</tbody>
</table>

23. Teacher-Librarian (Library Media Generalist/Specialist)
24. Teacher
25. Paraprofessional
26. Total State-certified FTE (26 = 23 + 24 + 25)
27. Other Staff
28. Total FTE (28 = 26 + 27)
29. Adult Volunteer Hours
30. Hours Open per Week
31. Summer Hours per week

### Part III. Financial Information #32 - 41

#### III A. Income
32. Income from School District
33. Income from Other Sources
34a. Government Grants
34b. Other Grants
34. Total Grants (34 = 32 + 33 + 34a + 34b)

#### III B. Operating Expenditures
35. Print Materials Expenditures
36. Electronic [Non-Print] Format Expenditures
37. Electronic Databases Expenditures
38. Total Collection Expenditures (38 = 35 + 36 + 37)
39. Other Operating Expenditures
40. Other Electronic Expenditures
41. Total Expenditures (41 = 38 + 39 + 40)

### Part IV. Holdings #42 - 47

42. Print Materials
43. Audio
44. Video
45. Electronic Format
46. Total Holdings (46 = 42 + 43 + 44 + 45)
47. Subscriptions

### Part V. Circulation & ILL #48 - 50

48. Circulation
49. ILL Provided
### Part VI. Services and Programs #51 - 54

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>51</td>
<td>Annual Visits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is this an:</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Annual Reference Transactions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is this an:</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Total Programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is this an:</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Total Program Attendance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is this an:</td>
<td></td>
</tr>
</tbody>
</table>

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

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>Computers in library</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Computers elsewhere in school building</td>
<td></td>
</tr>
<tr>
<td>57a</td>
<td>Internet Connectivity</td>
<td></td>
</tr>
<tr>
<td>57b</td>
<td>Connectivity Speed</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Annual User Sessions</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Other Databases</td>
<td></td>
</tr>
</tbody>
</table>

### 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 hours but separate State-Certified from Other Paid Staff. Do not include volunteer hours.

**Collaboration**

**Teacher/Librarian**

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

**Other Paid Staff**

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

**Total**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>62a</td>
<td>Identifying materials for and planning instructional units with teachers (62a = 60a + 61a)</td>
<td></td>
</tr>
<tr>
<td>62b</td>
<td>Teaching students cooperatively with teachers (62b = 60b + 61b)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Providing information literacy skills instruct to students - individually or in groups</td>
<td></td>
</tr>
</tbody>
</table>
62c (e.g. location information, citations, copyright/plagiarism, evaluating Internet sources, note-taking) \( (62c = 60c + 61c) \)

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

Literacy and Collection Development

Teacher/Librarian

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)

Other Paid Staff

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)

Total

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) \( (65a = 63a + 64a) \)

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

Leadership

Teacher/Librarian

Meeting with school library staff from building, district or beyond

Meeting with principal and/or other building or district administrators

Attending general faculty and/or staff meetings

Meeting with standards and/or curriculum committees/teams/task/force

Other Paid Staff

Meeting with school library staff from building, district or beyond

Meeting with principal and/or other building or district administrators

Attending general faculty and/or staff meetings

Meeting with standards and/or curriculum committees/teams/task/force

Total

Meeting with school library staff from building, district or beyond \( (68a = 66a + 67a) \)

Meeting with principal and/or other building or district administrators \( (68b = 66b + 67b) \)

Attending general faculty and/or staff meetings \( (68c = 66c + 67c) \)

Meeting with standards and/or curriculum committees/teams/task/force \( (68d = 66d + 67d) \)

Technology

Teacher/Librarian

Managing computers/library automation/computer networks in the library

Managing computer technology outside the library

Other Paid Staff

Managing computers/library automation/computer networks in the library

Managing computer technology outside the library

Total
Managing computers/library automation/computer networks in the library (71a = 69a + 70a)

Managing computer technology outside the library (71b = 69b + 70b)

Other

Teacher/Librarian

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

Other Paid Staff

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

Total

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

Teacher/Librarian

Total Weekly Hours of Paid Staff in the Library

Other Paid Staff

Total Weekly Hours of Paid Staff in the Library

Total

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

Activities Outside the Library

Teacher/Librarian

Hours spent outside the library teaching another curricular area

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

Total Hours of paid staff in additional duties

Other Paid Staff

Hours spent outside the library teaching another curricular area

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

Total Hours of paid staff in additional duties

Total

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

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

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

Activities of Volunteers

Teacher/Librarian

Total number of volunteer hours by non-paid staff

Other Paid Staff

Total number of volunteer hours by non-paid staff

Total

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