

2010-2011 IDAHO SCHOOL LIBRARIES/MEDIA CENTERS

Part 1. Outlet Information & Population #1 – 22

Element Instructions & Definitions

- 1 **School Name** – e.g. Lincoln Elementary
- 2 **NCES # Building** – 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 5 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 <http://nces.ed.gov> > Data Tools > Search for Public Schools.
- 3 **School District Name** – The legal name of the administrative entity.
- 4 **School District Number** – The identification number used by the State of Idaho.
- 5 **School District Street Address** – The physical address of the administrative entity [district office]
- 6 **City**
- 7 **County**
- 8 **Zip**

Library [Building] Specific

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

Respondent

- 15 **Name of respondent** – Person responsible for completing this survey
- 16 **Respondent's Phone**
- 17 **Respondent's e-Mail**

- 18** **Square footage of library** – Report the square footage for library space only. Do not include space shared with other functional areas of the school, if any.
- 19** **Seating Capacity** – Count the number of chairs and study carrels in use in the library area only.

Service Population

- 20** **Students** – Student enrollment is defined as the number of public school students enrolled on October 1st. The data collection period is the 2010-2011 school year.
- 21** **Faculty/Staff** – Number of faculty and staff served by library/media center. The data collection period is the 2010-2011 school year.
- 22** **Total Service Pop** – calculated $22 = 20 + 21$

PART II. Staffing Hours #23 – 30

The data collection period is the 2010-2011 school year. 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 position 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

- 23** **Teacher-Librarian** (Library Media Generalist/Specialist) – State-certified with library media generalist/specialist endorsement. Note: In Idaho a certificated library media generalist/specialist requires teacher certification. Teacher-Librarian is the preferred title for the NSLAP.
- 24** **Teacher** – State-certificated as a teacher, but without library media generalist/specialist endorsement.
- 25** **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.

- 26 **Total State-certified FTE** – Calculated $26 = 23 + 24 + 25$
- 27 **Other Staff** – Not State-Certificated, either as a teacher, library media generalist/special or paraprofessional.
- 28 **Total FTE** – Number of fulltime equivalents on the library staff (based on 40 hours per week). Calculated $28 = 26 + 27$.
- 29 **Adult Volunteer Hours** – Total adult volunteer hours in a typical week – [not in Totals] Exclude student aides.
- 30 **Hours Open per Week** – School Year
- 31 **Summer Hours per Week** – If there is a summer program operating out of the library explain in the note area.

Part III. Financial Information # 32 – 41

III A. Income

- 32 **Income from School District** - Includes all funds allocated by School District for library/media center operations. Report additional income generated at building level in 33. The data collection period is the 2010-2011 school year.
- 33 **Income from Other Sources** - Fines, fees, gifts, fund-raising efforts. The data collection period is the 2010-2011 school year.
- 34a **Government Grants** – State and Federal. Indicate source in note area.
- 34b **Other Grants** – Gates, Albertson's, other Non-Profits. Indicate source in note area.
- 34 **Total Income** – Total income received. The data collection period is the 2010-2011 school year. ($34 = 32 + 33 + 34a + 34b$)
- 35 **Print Materials 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. The data collection period is the 2010-2011 school year.
- 36 **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]. The data collection period is the 2010-2011 school year.
- 37 **Electronic Databases Expenditures** - Amount spent for electronic databases. The data collection period is the 2009-2010 school year.
- 38 **Total Collection Expenditures** - calc $38 = 35 + 36 + 37$
- 39 **Other Operating Expenditures** - Other operating expenditures - all other operating expenses not included above, such as programming, supplies, etc. The data collection period is the 2010-2011 school year.

40 **Other Electronic Expenditures** - Include contracted tech support/ software support and maintenance fees, etc not included in 36 or 37 above. The data collection period is the 2010-2011 school year.

41 **Total Expenditures** - Total operating expenditures. Does not include capital expenses.
Calc 41 =38 +39 +40

Part IV. Holdings # 42 – 47

42 **Print Materials** – Includes books 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.) The data collection period is the 2010-2011 school year.

43 **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). Note: Does not include items available via State contracts, i.e., LiLI. The data collection period is the 2010-2011 school year.

44 **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). Note: Does not include items available via State contracts, i.e., LiLI. The data collection period is the 2010-2011 school year.

45 **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. The data collection period is the 2010-2011 school year.

46 **Total Holdings** - Calc 46 =42 +43 +44 +45

47 **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. Note: Does not include items available via State contracts, i.e., LiLI. The data collection period is the 2010-2011 school year.

Part V. Circulation & ILL # 48 – 50

48 **Circulation** - Transactions that involve lending an item from the collection for use outside the library.

49 **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. The data collection period is the 2010-2011 school year.

50 **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. The data collection period is the 2010-2011 school year.

Part VI. Services and Programs # 51 – 55

51 **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). The data collection period is the 2010-2011 school year.

Is this an: Estimate Actual Count

52 **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?"). The data collection period is the 2010-2011 school year.

Is this an: Estimate Actual Count

53 **Total Programs** - Yearly Total Programs a library offers – includes weekly story hours, book talks, or any series of programs as separate programs. The data collection period is the 2010-2011 school year.

54 **Total Program Attendance** - Number of people who attended library-sponsored programs. The data collection period is the 2010-2011 school year.

Is this an: Estimate Actual Count

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 State Network
- l Other
- m Don't Know

If you feel that you need to give more information on this question – for example, you may have more than one type of connectivity - please indicate it in the note field to the right of the question.

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

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. The data collection period is the 2010-2011 school year.

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.