

# School Library Survey

## Pursuant to House Resolution 987 of 2010

**Goal:** To evaluate library services for students in kindergarten through grade 12 in each building within the 500 Pennsylvania public school districts in compliance with House Resolution 987. The components of H.R. 987 are stated below in *italics*. If you need clarification on the questions, please contact PDE at [ra-schoolsurvey@state.pa.us](mailto:ra-schoolsurvey@state.pa.us) or Eileen Kern, Vice-President/President-Elect of the Pennsylvania School Librarians Association, [ekern@psla.org](mailto:ekern@psla.org).

### **BUILDING PROFILE**

1. AUN:
  - School Building Number:
  - Name of School District:
  - Name of School Building:
  - Grade Levels Served:
  - Name of Person Completing Survey:
  - Professional Position:
  - Contact Information - Phone:
  - Contact Information - Email:

### **SECTION ONE: CENTRALIZED SCHOOL LIBRARY COLLECTION**

*(The number of public schools without a centralized school library collection in the building under the administration of a certified school librarian assigned full-time to that building.)*

2. Does your school building have a school library facility with print and other resources for students and staff to borrow and use?
  - Yes *(If yes, please continue to Section Two)*
  - No physical library or library services provided *(If no, please answer questions 3-4; this will complete your portion of the survey)*
  - No physical library, but some library services are provided *(If some services provided, please continue the survey and complete the questions relevant to your school library program)*
3. The timeframe for closure of the school library was:
  - Library closed last year
  - Library closed two years ago
  - Library closed three years ago
  - Library closed four years ago
  - Library closed more than five years ago
4. The reason(s) for the closure of the school library. Please check all that apply:
  - Budget cuts not related to staffing
  - Staffing cuts

- Attrition
- Collection was too old to be useful and the cost to update too prohibitive
- Space needed for other purposes
- Lack of use
- Other \_\_\_\_\_

## SECTION TWO: CERTIFICATION OF PROFESSIONAL STAFFING

*(The ratio of certified school librarians to students)*

5. The school librarian(s) in this building is:
- A certified school librarian (area of certification is K-12 library science)
    - Number of staff certified in K-12 library science
      - One
      - Two
      - Three
  - A certified educator in another discipline (i.e. English, Reading, Elementary Education, etc.)
    - Number of certified educators serving as school librarians whose certification does not include K-12 library science
      - One
      - Two
      - Three
  - No certified educator serves as a school librarian in this building

Answer questions 6-8 for certified school librarian(s) that serve this building,  
 Answer questions 9-10 for certified educator(s) in another discipline that serve as the school librarian in this building.

6. For each certified school librarian, complete the line below. The average number of hours per week the school librarian(s) is assigned to serve as the school librarian in this building.
- Librarian A \_\_\_\_\_
- Librarian B \_\_\_\_\_
- Librarian C \_\_\_\_\_

7. The ratio of certified school librarians to students in this building (express as 1:700, 0.5:510, etc.) \_\_\_\_\_

8. This year's professional staffing of certified school librarian(s) reflects an
- Increase over three years ago
  - Same as three years ago
  - Decrease from three years ago
  - Don't know

9. For each certified educator serving as a school librarian whose certification does not include K-12 library science, complete the line below. The average number of hours per week this educator(s) is assigned to serve as the school librarian **in this building**.

Librarian A \_\_\_\_\_

Librarian B \_\_\_\_\_

Librarian C \_\_\_\_\_

10. This year's professional staffing of educator(s) certified in another discipline who serve as a school librarian in this building reflects an
- Increase over three years ago
  - Same as three years ago
  - Decrease from three years ago
  - Don't know

### **SECTION THREE: SUPPORT STAFFING**

*(The assignment of other support staff to work in school libraries, the number of such other staff, and their qualifications)*

Library support staff assist students and teachers in the library and perform library-related tasks. In answering these questions, support staff must work under the direction of the school librarian (whether certified or not).

11. Number of library support staff assigned to this school library.
- One
  - Two
  - Three
  - Four
  - Five or more
  - No library support staff
12. The total number of hours per week that library support staff work in this school library. (Combined hours of all paid library support staff.)
- 1- 9 hours
  - 10-19 hours
  - 20-39 hours
  - 40-59 hours
  - 60- 79 hours
  - 80 hours or more
  - No paid support staff
13. The average number of adult volunteers who work in this school library in a typical week.
- 1-10 adult volunteers
  - 11-20 adult volunteers
  - 21-30 adult volunteers
  - 31 or more volunteers
  - No adult volunteers
14. The average number of hours per week that volunteers work in this school library. (Combined total of all volunteers)

- 1-9 hours per week
- 10-19 hours per week
- 20-29 hours per week
- 30-40 hours per week
- 41 hours or more
- None

**SECTION FOUR: LIBRARY ACCESS**

*(The number of hours that students have access to the school library in their building per day)*

15. The average number of hours per week the school library is open for teachers and students to use and staffed by a certified school librarian. \_\_\_\_\_
16. The average number of hours per week the school library is open for teachers and students to use and staffed by someone other than a certified school librarian.  
\_\_\_\_\_
17. The average number of hours per week the school library is open beyond the student school day.
- 1- 4 hours
  - 5- 9 hours
  - 10-14 hours
  - 15 hours or more
  - None

**SECTION FIVE: PRINT AND ELECTRONIC RESOURCES**

*(The amount of up-to-date and useful print and electronic resources to which students and teachers have access through school library services)*

**Print Resources**

18. Number of books in print format in this library. \_\_\_\_\_
19. Number of books in print format per student. \_\_\_\_\_
20. Number of current print and newspaper magazine subscriptions for this library.  
\_\_\_\_\_

**Electronic Resources**

21. Number of licensed, web-based, informational databases that students can access (excluding P.O.W.E.R Library Resources; count by database title). \_\_\_\_\_
22. Number of eBooks available (excluding P.O.W.E.R Library resources or resources supplied outside of your District.) \_\_\_\_\_

23. Number of video materials (i.e. VHS Cassettes, DVDs) available for use in this library.  
\_\_\_\_\_

24. Number of audio materials (i.e. Audio books, CDs, music on tape) available for use in this library. \_\_\_\_\_

### **Automated/Online Catalog**

25. This school library has an automated/online catalog that students and teachers can access anywhere inside the school building.

- Yes
- No

26. This school library has an automated/online catalog that students, teachers, and parents can access remotely from outside the school building.

- Yes
- No

## **SECTION SIX: AGE AND CONDITION OF COLLECTION**

*(The average age and condition of books and technology in school libraries)*

### **Age of Print Resources**

27. Average age of the print book collection in this library. \_\_\_\_\_ (4 digit year)

- Check this box if data is unavailable from automation system or no automation system

28. Average age of the print book collection in this library with designation within the Dewey Decimal 600 section. \_\_\_\_\_ (4 digit year)

- Check this box if data is unavailable from automation system or no automation system

### **Age of Audiovisual Resources**

29. Average age of the video materials (i.e. VHS Cassettes, DVDs) in this library. \_\_\_\_\_ (4 digit year)

- Check this box if data is unavailable from automation system or no automation system

30. Average age of the audio materials (i.e. audio books, CDs, music on tape) \_\_\_\_\_ (4 digit year)

- Check this box if data is unavailable from automation system or no automation system

31. Number of district-funded licensed productivity tools students can access to create projects (i.e. Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Inspiration,

Kidspiration, Adobe Creative Products, Camtasia, or similar tools) Note: Please count each individual title

- 1-3
- 4-6
- 7-9
- 10 or more
- None

32. Considering the school district’s filtering software, are students able to access and utilize web-based productivity/collaboration tools (i.e. wikis, blogs, Google Docs, OpenOffice, Audacity, or similar tools) via the school network?

- Yes, with unlimited access
- Yes, with limited access
- No access

**SECTION SEVEN: FUNDING**

*(The amount of funding from each and all sources being spent annually over the last ten years for school library resources and services)*

Please complete following questions with regard to annual financial data for this school library for as many years as possible.

\*NOTE: “Instructional resources” include all materials that students and teachers have access to for learning that are either housed in or licensed by the school library (i.e., library books, AV, magazines, and electronic databases and other resources). Do not include supplies, equipment, library automation licenses or equipment maintenance contracts. Do not include budget costs for library staffing.

33. Amount spent per student by the district for instructional resources for this school library to the nearest dollar amount. Mark appropriate box.

	\$1- \$10	\$11- \$15	\$16- \$20	\$21- \$25	\$26- \$30	\$31- \$35	\$36- \$40	\$41- \$45	\$45- \$50	\$51 or more	No district funding	Not avail- able
2009- 2010												
2008- 2009												
2007- 2008												
2006-												

2007													
2005-2006													
2004-2005													
2003-2004													
2002-2003													
2001-2002													
2000-2001													

34. Within the past two years, the school library program’s outside funding (PTA/PTO, grants, fundraisers, etc.) reflects:
- An increase of outside funding
  - No change in outside funding
  - A decrease of outside funding
  - This school library receives no outside funding

**SECTION EIGHT: AGE OF TECHNOLOGICAL EQUIPMENT**

*(The availability of up-to-date, functional, Internet-connected computers for student use in school libraries)*

**Access and Age of Computers**

35. Number of computers (including work stations, laptops and similar devices) housed in this library and/or library lab with Internet connectivity that were purchased or leased in the last five years.

- 0
- 1-9
- 10-19
- 20-39
- 40-59
- 60-79
- 80-99
- over 100 computers

36. Number of computers (including work stations, laptops and similar devices) housed in this library and/or library lab with Internet connectivity that were purchased or leased more than five years ago.

- 0
- 1-9

- 10-19
- 20-39
- 40-59
- 60-79
- 80-99
- over 100 computers

37. Number of computers throughout the school networked to school library resources (online catalog, licensed databases, etc.).

- 0
- 1-19
- 20-59
- 60-99
- 100-149
- 150-199
- 200-249
- 249-299
- over 300 computers

38. This building has a one-to-one student laptop program.

- Yes
- No

## SECTION NINE: LIBRARY SERVICES AND PROGRAMS

*(The kinds of other library services and programs provided by school libraries to support students and teachers.)* **If no certified educator serves as a school librarian in this building, please skip this section.**

39. The average number of hours per week the school librarian(s) spends delivering instruction in this school library. \_\_\_\_\_

40. The type of scheduling used in this school library is:

- Fixed (regularly scheduled classes)
- Flexible (classes scheduled based on need by the teacher and the librarian; schedule varies from week to week)
- Combination of fixed and flexible

41. The average number of hours per week the school librarian(s) is assigned other non-library related duties (i.e. bus duty, lunch duty, recess duty, hall duty, detention duty, etc.) to the closest quarter hour.

- Less than one hour
- 1- 1.75 hours
- 2- 2.75 hours
- 3- 3.75 hours
- 4- 4.75 hours
- 5- 5.75 hours
- Six hours or more
- Not assigned other non-library duties

42. The number of group visits per typical week (i.e. Number of whole classes or smaller groups, not number of individuals in such groups)

- 1-10 groups
- 11-20 groups
- 21-30 groups

- 31-40 groups
- 41-50 groups
- 51 groups or more

43. The average number of hours per week the school librarian(s) engages students in activities to improve their ability to read and/or motivate them to read. (i.e. book selection, book clubs, book talks, literature circles, book fairs, etc.)

- 1- 5 hours
- 5.25- 10 hours
- 10.25- 15 hours
- 15.25- 20 hours
- 20.25- 25 hours
- More than 25 hours

44. The school librarian's instruction is based upon a library and/or information literacy curriculum.

- Yes, the information literacy curriculum used in this building is part of a grade-leveled or sequenced, board and/or district-approved K-12 written curriculum that has been written or revised in the past five years.
- Yes, the information literacy curriculum used in this building is part of a grade-leveled or sequenced, board and/or district-approved K-12 written curriculum that has been written or revised more than five years.
- Yes, the information literacy curriculum used in this building has been written in the last five years, but is not part of a K-12 sequenced written curriculum.
- Yes, the information literacy curriculum used in this building was written more than five years ago, but is not part of a K-12 sequenced written curriculum.
- The school librarian does not utilize a written information literacy curriculum.

45. Time is allocated within the daily, weekly or cycle schedule for the school librarian to collaborate with classroom teachers on student-focused instructional units.

- Yes
- No

46. The average number of hours per week the school librarian spends meeting with teachers in this building to plan instruction.

- Less than one hour
- 1- 2 hours
- 2.25 – 3 hours
- 3.25 – 4 hours
- 4.25 – 5 hours
- More than 5 hours

47. The name(s) of building and/or district leadership committees on which the school librarian serves. (Click all that apply)

- Curriculum
- Technology

- Strategic Planning/School Improvement
- Act 48/Professional Development
- Grade Level/Departmental
- Other \_\_\_\_\_

48. The school librarian is given annual opportunities to participate in professional development (conferences, workshops, etc.) outside the school district that is relevant to school library programs.

- Yes
- No

### **SECTION TEN: ADDITIONAL ASPECTS**

*(Additional aspects of school libraries related to the overall purpose of this study. HR 987, page 5 lines 18-22, states: "Resolved, That the State Board of Education with the Department of Education be urged to provide recommendations necessary or desirable to address school library inequities or insufficiencies affecting disadvantaged students and communities.")*

Check all that apply for this school library facility and program.

- The library collection of resources is **adequate** to address the needs of English language learners (ELL) and contains some resources written/spoken in the native languages of ELL students.
- The library has **adequate** assistive technology allowing students with visual disabilities to search the collection catalog, to read or listen to books and other written materials, and to perform research on an Internet-connected computer.
- The library collection of high interest, low reading level resources is **adequate** to address the needs of students reading well below grade level.
- The library facility and its collection are accessible to students with physical disabilities, i.e., students using wheel chairs, students with dexterity limitations, etc.
- The library collection contains **adequate** resources that are multi-cultural or reflective of different cultural backgrounds.