

School Library Survey Collecting Information from the 2017-2018 Academic Year

Additional directions for completing certain questions are provided in red.

1. Did you have a dedicated common area in your school designated as the library in the 2017–2018 academic year?

- Yes, our school had a library located on campus.
 Yes, our school had a joint-use school library.
 No, we did not have a designated library facility.
 No, we used a library on an adjacent school campus (provide the name of adjacent library used).

Name of the adjacent school library:

If your school building did NOT have a designated library facility, was it because:

- This is a new facility and wasn't open in 2017–2018.
 It never had a library facility.
 The library facility closed during the past three years.
 The library facility closed more than three years ago.

If your school had a library facility in the past but no longer does, what were the reasons for the closure of the school library? Please check all that apply:

- Budget cuts
 Administrative decision
 Staffing cuts
 Collection was too old to be useful and the cost to update too prohibitive
 Space needed for other purposes
 Lack of use
 Damaged or destroyed by natural disaster
 Other
 I'm not sure

2. Our school had a joint-use school library with a:

- Public Library
 College
 Another K–12 school – Within district or outside of district?

Specify name of the joint-use partner:

3. If possible, briefly explain how the joint-use school library was funded and managed (e.g., each site had its own budget for collection development, and we shared staff; I'm not sure).

These questions (unless noted) focus on the library program at the site level. If you worked at multiple sites, answer the questions as the program ran for the present school you are completing the survey for, and complete a separate survey for each site at which you worked.

4. We had a partnership with our local public library.

- Yes Los Angeles Public Library provided students "Student Success Cards" with special circulation privileges.
 No

Please provide a brief description of the partnership (e.g., after school programs, accessing public library databases – online eCard, One Card program – student ID is full public library access card).

Library Staffing

For purposes of answering questions referring to staff working in the library, the following applies:

Credentialed Teacher Librarian – Individual holds a California teaching credential and a California Teacher Librarian Services Credential or an Emergency Teacher Librarian Services Credential and is paid as a teacher.

Credentialed Teacher, Not Librarian – Individual holds a California teaching credential with no library endorsement and is paid as a teacher.

Library Paraprofessional – May be called librarian, aide, clerk, technician, assistant, etc., but is NOT paid as a teacher.

5. **Did you have at least one paid credentialed staff working in the school library?**
(Teacher contract and certificated salary schedule) (*Contracting for a Librarian of Record does not count at the school level.*)

- Yes
- No

6. **What certificate did the credentialed staff hold?**

- Credentialed teacher librarian
- Emergency-credentialed teacher librarian
- Credentialed teacher without a teacher librarian credential
- Other (please explain)

Please explain certificate held by the credentialed staff.

7. **Did you have at least one paid classified employee working in the school library?**
(Classified contract and classified salary schedule)

- Yes
- No

8. **What training did the classified library staff possess and/or receive? (Select all that apply.)**

- None
- District-based training
- County Office of Education sponsored training (e.g., Instructional Media Resource Assistant [IMRA])
- Public library sponsored training
- Conferences (e.g., CSLA Annual Conference, regional workshops, CUE)
- Professional Growth Units (e.g., Infopeople courses)
- A.A. degree in Library Support Staff Certification (specify where you earned your certificate below)
- Other (specify below)

Specify where you earned your certificate:

Specify other classified training:

Please enter the total number of weekly hours worked for all paid staff assigned to this single school library. For example, if there were two school/teacher librarians and one worked 40 hours per week and the other worked 20 hours per week, enter 60 for the weekly hours. If there were no hours worked, then mark 0. The Full-Time Equivalent (FTE) hours will be calculated for you.

Profession	Weekly Hours	FTE
9. Credentialed staff		<input type="text"/>
10. Library aide, technician, paraprofessional, or clerk		<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>

11. How many different school libraries did the certificated staff serve in 2017–2018?

12. How many different school libraries did the classified staff serve in 2017–2018?

In the following section, some of the questions focus on Access as outlined in the [California Model School Library Standards \(CA MSLS\)](#)– School Library Program Standard B (Access).

Library Access

Library Service Hours in a Typical Week

Report the typical weekly number of hours the school library was staffed and open for use.

13. How many hours total was the school library open per week (e.g., 32 hours)?

14. When was your school library facility typically open for student use? (Select all that apply.)

- Before classes started
- During class time
- During breaks (e.g., nutrition)
- During lunch
- After school
- Some evenings
- On weekends
- Summer school
- None of the above

15. Which of the following terms best describe the method used to schedule classes in the school library?

- Fixed/Block (classes scheduled at regularly specified times)
- Flexible (open schedule [i.e., scheduled visits at varying times according to need])
- Mixed (some classes block scheduled/flexibly scheduled)
- No class visits

16. Approximately how many school days per school year was the library in your building closed for use as a testing space or other use not related specifically to the library program?

- 0
- 1–5
- 6–10
- 11–20
- 20 or more

Library's Physical Space

Description	Yes/No Answer
17. a) The library facility had enough space to accommodate one class for instruction.	<input type="radio"/> Yes <input type="radio"/> No
b) Plus additional individuals and small groups working independently.	<input type="radio"/> Yes <input type="radio"/> No
18. There was enough space to accommodate the library collection, furnishings, and equipment.	<input type="radio"/> Yes <input type="radio"/> No
19. The space was flexible, allowing for different configurations depending upon need.	<input type="radio"/> Yes <input type="radio"/> No
20. The library had a makerspace.	<input type="radio"/> Yes <input type="radio"/> No

Library's Virtual Presence

Did the school library have:

Description	Answer
21. A library Web site with or without access to online library catalog	<input checked="" type="radio"/> With <input type="radio"/> Without <input type="radio"/> Not applicable (school library did not have Web site)
22. Automated library circulation	<input type="radio"/> No <input type="radio"/> Yes - Destiny
23. Automated textbook circulation	<input type="radio"/> No <input type="radio"/> Yes - Destiny
24. Integrated online information searching that included your library catalog, paid access databases, and open educational resources	<input type="radio"/> No <input type="radio"/> Yes, Digital Library <input type="radio"/> Not applicable (school library did not have a Web Site/online resources)
25. Wireless Internet access for students	<input type="radio"/> No <input type="radio"/> Yes
26. A library blog	<input type="radio"/> No <input type="radio"/> Yes
27. Collaboration software (e.g., SharePoint, Google Drive, etc.)	<input type="radio"/> No <input type="radio"/> Yes
28. A library Twitter account	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Not applicable (school library was not permitted to have a Twitter account)
29. A library Facebook page	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Not applicable (school library was not permitted to have a Facebook page)

Computers/Tablet Devices

CA MSLS recommend the following number of computers in the school library: minimum of one class set of networked computers composed of at least 10 at the elementary school, 15 at the middle school, and 25 at the high school.

30. How many computers were housed in and available in your school library for direct instruction and/or student use during library programs?

31. Did your school issue every student a laptop or tablet? (Select all that apply.)

- Laptop (including Chromebooks)
- Tablets (e.g., iPad, iPod, Playbook, Xoom, Galaxy Tab, etc.)
- Not applicable (we were not a 1:1 school)
- Other (please specify [e.g., 1:1 for third grade on up])

Please specify for other (e.g., 1:1 for third grade on up)

32. Considering the school district's filtering software, were students able to access and utilize Web-based productivity/collaboration tools (e.g., wikis, blogs, Google Docs, or similar tools) via the school network?

- Yes, with unlimited access
- Yes, with limited access – L.A. Unified provides students with limited access
- No access

33. Did your school library provide eBook readers/portable devices for students to check out?

- Yes
- No

34. When were students allowed to bring their own computers/devices to the library? (Select all that apply.)

- For individual use
- For class use
- For direct instruction
- Not allowed

RESOURCES: School Library Collection

In the following section, some of the questions focus on Resources as outlined in the [California Model School Library Standards – School Library Program Standard D \(Resources\)](#). *Resources include print and digital materials (e.g., subscription databases, audiobooks, e-books) that align with the curriculum and are accessible to students with various cognitive or language needs.*

Overall Collection

35. Enter the number of print books in the school library collection at the end of the 2017–2018 academic year. Include reference books in your count, and count each reference volume as one. **See Attachment B: Copy Count Statistics**

- 2,499 or less
- 2,500–4,999
- 5,000–7,499
- 7,500–9,999
- 10,000–12,499
- 12,500–14,999
- 15,000–17,499
- 17,500–19,999
- 20,000–22,499
- 22,500–24,999
- 25,000–27,499
- 27,500–29,999
- 30,000–34,999
- 35,000 or more

36. Were electronic book (e-Book) titles purchased for library use during the 2017–2018 academic year?

- Yes
- No
- Not Applicable

37. Enter the number of print subscriptions to magazines and newspapers during the 2017–2018 academic year (count subscriptions, not individual titles or issues).

- Zero
- 10 or fewer
- 11–20
- 21–30
- More than 30

38. Did you check out audio materials (CDs, audio books)?

- Yes
- No

Were the checked out audio materials available for in-house use only?

- Yes
- No

Age of Collection

39. Enter the average copyright date of the books in the library's 629 section. Include books in the 629 circulating section, 629 reference section, and 629 digital titles owned by the library. **See Attachment C on how to run the report in Destiny.**

- Enter "0" in the box if the library had no books in the 629 Dewey section, and continue with the survey.
- Count the number of books in all of the 629s (from 629 through 629.999).
- Next, add up the copyright dates of all the books in the 629s.
- Divide the sum of the copyright dates by the total number of books in the 629s.
- Enter whole numbers only. Do not use letters, words, or any form of punctuation.
- Example: Assuming you had only six books in the 629s and their copyright dates were 1984, 1992, 2001, 2005, and two books from 2011, then: $1984 + 1992 + 2001 + 2005 + 2011 + 2011 = 12,004$. Then $12,004 \div 6 = 2001$ (rounded off to a whole number).
- Correct entry: 2001.

Average copyright date of books in Dewey section 629. Round off to a four-digit year.

40. What was the name of the most recent U.S. president who had a whole book on him IN THE LIBRARY COLLECTION?

Licensed Databases

41. Did your library offer access to any online subscription information databases for students in the 2017–2018 academic year? This question does not apply to databases offered by the local public library, CD-ROM databases, or search engines. Examples of subscription information databases include: EBSCO *Ultra*, Gale's *In Context*, *World Book Online*, etc.

No Yes – **Digital Library**

42. Our school signed up for, and provided access to the Statewide Databases beginning in the 2018-2019 school year?

No Yes – **included in Digital Library**

2017–2018 Budget

43. How much money was spent in the school library for the purchase of library books during the 2017–2018 academic year? Include both print titles and digital titles (eBooks). Include processing costs if purchased with library books.

- No Budget
- Less than \$1,000
- Less than \$2,000
- Less than \$3,000
- Less than \$4,000
- Less than \$5,000
- \$5,000–\$9,999
- \$10,000–\$14,999
- \$15,000–\$19,999
- \$20,000–\$24,999
- \$25,000–\$29,999
- \$30,000–\$34,999
- \$35,000–\$39,999
- \$40,000–\$44,999
- \$45,000–\$49,999
- \$50,000 or more

a. Was the budget to purchase library books provided at the site level or the district level?

44. Enter the amount spent on books here (must be \$50,000 or more).

PLEASE NOTE: Enter whole numbers only. Do not use letters, words, or any form of punctuation.

Correct entry: 150000.

Incorrect entries: "approx. 150,000," "one hundred fifty thousand," "150,000+."

45. How much money was spent in the school library for the purchase of library materials other than books during the 2017–2018 academic year? Include periodicals (paper or electronic), technology and media resources, and related equipment. Do not include salaries, conference expenses, routine supplies, maintenance agreements, district purchases of shared electronic databases, etc.

- No Budget
- Less than \$1,000
- Less than \$2,000
- Less than \$3,000
- Less than \$4,000
- Less than \$5,000
- \$5,000–\$9,999
- \$10,000–\$14,999
- \$15,000–\$19,999
- \$20,000–\$24,999
- \$25,000 or more

a. Was the budget to purchase library materials other than books provided at the site level or the district level?

46. If you spent more than \$25,000 on materials other than books, enter the amount here.
 PLEASE NOTE: Enter whole numbers only. Do not use letters, words, or any form of punctuation.
 Correct entry: 150000.
 Incorrect entries: "approx. 150,000," "one hundred fifty thousand," "150,000+."

47. Check one or more of the following funds used to purchase library materials during the 2017–2018 academic year.

- General/LCFF (district or site)
- State Lottery Funds
- Fundraising (parent groups, book fairs, etc.)
- Title I (federal)
- Local Bond Measure
- Start-up Funds (special reserve fund)
- Other (One-time discretionary grants to districts, etc.)
- None of the above

48. Was your library program written into your Local Control Accountability Plan (LCAP)?

- Yes
- No

Was the library funding tied to your LCAP?

- Yes
- No

Curriculum and Instruction

General Programming

This section is designed to gather a basic understanding of the type of library program offered to your school community. The questions move from broad general program questions to progressively more focused questions on instruction and teaching. The [California Model School Library Standards](#) provide the emphasis on instruction and teaching.

49. Did your school have a library advisory committee?

- Yes
- No

a. What was the composition of committee members? (Select all that apply.)

- Teacher librarians
- Teachers
- Students
- Community members
- Other (please list below):

Other composition type:

b. How did the library advisory committee support the library program? (Select all that apply.)

- Volunteer management
- Financial advice
- Collection development advice
- Censorship challenges
- Other (please list):

Other committee support type:

50. Did the library staff serve on the school site council?

- Yes
- No

Did library staff attend meetings of the school site council two or more times per academic year?

- Yes
- No

51. Did you have a library policy/procedure manual?

- Yes
- No

52. When was the last time library staff job descriptions were updated and approved? **TL = 1995 / Library Aide = 2015**

53. How often did the library staff in your district meet for planning and professional development?

- Monthly (or more frequently)
- Quarterly – **Teacher Librarian**
- Twice a year – **Library Aides**
- Once a year
- None

Who was responsible for organizing and leading these meetings (if there were no meetings, answer N/A)? **Integrated Library & Textbook Support Services**

Basic Services

This section of questions asks about general services and basic instruction that might be performed by any and all library staff regardless of credential and/or title.

Description	Answer
54. Informally instructed students in the use of resources (e.g., care and handling of books, library layout, parts of books, locating books, etc.)	Select One... ▼
55. Provided reading, listening, and viewing guidance for students	Select One... ▼
56. Communicated proactively with principal	Select One... ▼
57. Managed a schoolwide reading program (e.g., AR, Read 180, Reading Counts)	Select One... ▼

58. What types of activities occurred during a typical class visit? (Select all that apply.)

- Returned, selected, and checked out new books
- Storytime/Book talks
- Provided training in basic library skills (e.g., care and handling of books, library layout, parts of books, locating books, etc.)
- Worked on research projects

59. What was the average number of classes who visited the library in a typical week?

60. A typical class visit lasted:

- 20 minutes or less
- 30 minutes
- 45 minutes
- 60 minutes
- Varied depending on class and project needs

Teaching Approaches

These next questions are intended to gain an accurate picture of what level of services were being provided in your school library program. While the questions' emphases are on a strong library program – the ideal: a team of a teacher librarian + library support staff – we expect to see a range of services provided that correspond to the staffing level and staff expertise.

Report how often you engaged in various teaching activities as defined in the [California Model School Library Standards](#) – School Library Program Standard C (teacher librarian responsibilities).

How often did you engage in the following activities?

Question	Answer
61. Plan instructional unit with teachers	Select One... ▼
62. Teach students how to use digital resources	Select One... ▼
63. a) Manage the library, including collection development and supervision of ordering	Select One... ▼
b) Our collection development included weeding, de-selection, and withdrawals	Select One... ▼
64. Responsible for cataloging	Select One... ▼
65. Supervised the work of paraprofessionals, student aides, and volunteers	Select One... ▼
66. Went into classrooms to provide instruction	Select One... ▼

67. Library classes were taught while classroom teachers had planning time.

- Yes
- No

Please explain what types of activities or instruction occurred in the library during teaching planning time:

68. How did you implement the CA MSLS?

- Aligned the standards to our library instruction.
- Embedded the standards into the curriculum.
- While we were familiar with the standards, we did not use them to guide instruction.
- We were not familiar with these standards.

69. I was called upon to lead and/or provide professional development.

- Yes
- No

I led and provided professional development in the following manner (select all that apply):

- 1:1
- Small groups of teachers
- Grade-level meetings
- Staff meetings
- District-level trainings
- Other (please specify)

Describe the manner in which you led and provided professional development (other):

Contact Information

Respondent Information

Name:

Title:

E-mail:

Phone:

Library Web site URL:

(If your library has a Web site.)

In case we need to clarify any of your answers, please provide the appropriate contact information for the individual responsible for library services in your district. (In some cases this may be the same individual as above.)

Name:

E-mail:

Phone: