CALIFORNIA DEPARTMENT OF EDUCATION

School Library Survey Collecting Information from the 2016–2017 Academic Year

> **Additional directions for completing certain questions are provided in dark red. Directions in light red are provided by the CDE.**

For more information on codes and regulations related to school library programs, see the following: California Code of Regulations 16040 (5) (b) at http://tinyurl.com/gulbvtd defines school libraries, and Education Code 18100–18103 at http://tinyurl.com/jcvle2k establishes school library service and maintenance. For more comprehensive explanations, see the CDE Library Survey Directions.

1. Did you have a dedicated common area in your school designated as the library in the 2016–2017 academic year? (If "Yes," continue filling out the survey. Please answer every question.)

   ○ Yes, our school had a library located on campus.
   ○ Yes, our school had a joint-use school library and public or college library on campus.
   ○ No, we did not have a designated library facility. (If "no" is selected, the next set of questions open.)
   ○ No, we used a library on an adjacent school campus (provide the name of adjacent library used below). (After entering name, this response will take you to the close of the survey.)

   [   ]

   Question #1 (Continued):

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

   ○ This is a new facility and wasn't open in 2016–2017.
   ○ 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 "closed" is selected, the next set of questions open.)

   Question #1 (Continued):

   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
   ☐ Other
   ☐ I'm not sure

(If your response to question 1 was "no," you are now finished with the survey, and this will take you to the end.)

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).

The standards are organized as follows: (1) students access information, (2) students evaluate information, (3) students use information, and (4) students integrate information literacy skills into all areas of learning.

4. Share ways in which your school library supported students in preparing them for college and career readiness (e.g., maintained organization of resources so students felt comfortable navigating any public or college library, offered extended hours of access to the library, provided lessons on information and digital literacy, offered access to subscription databases, worked with teachers and administration to offer current quality resources that supported learning).

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

○ Yes
○ No

If the above answer is "Yes," 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.

6. Did you have at least one paid credentialed staff working in the school library?
   (Teacher contract and certificated salary schedule)

○ Yes
○ No (This response will take you to question 8.)

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7. What certificate did the credentialed staff hold?

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

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

- ○ Yes
- ○ No

Some districts require their classified library staff to possess an A.A. degree in Library Support Staff Certification.   For further information on the LSSC see: http://ala-apa.org/lssc/.

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

- ☐ None
- ☐ District-based training **ILTSS provides PD and training**
- ☐ County Office of Education sponsored training
- ☐ Public library sponsored training
- ☐ Conferences (e.g., CSLA Annual Conference, regional workshops, CUE)
- ☐ Professional Growth Units (e.g., Infopeople courses, Instructional Media Resource Assistant [IMRA])
- ☐ 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:

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 online.

Professional	Weekly Hours	FTE
10. Credentialed Staff		
11. Library aide, Technician, paraprofessional, or clerk		
Total		

12. How many different school libraries did the certificated staff serve in 2016–2017?

(If there were no certificated staff serving this site, then mark 0.)

13. How many different school libraries did the classified staff serve in 2016–2017?

(If there were no classified staff serving this site, then mark 0.)

In the following section, some of the questions focus on Access as outlined in the *California Model School Library Standards (CA MSLS),* http://www.cde.ca.gov/ci/cr/lb/schlibrarystds.asp – 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. Report hours the library was open for use during school hours and before and after school hours.

Description	Weekly Hours
14. Regular school hours in a typical week (e.g., M–F 8:00 a.m.–2:45 p.m. and were hours during which classes met or students were at lunch, recess, etc.)	
15. a) What were your library's normal open hours of operation (e.g., M,W,F 7:30 a.m.–3:30 p.m. and T,TH 7:30 a.m.–12:30 p.m.)?	
b) How many hours total was the library open per week (e.g., 32 hours)?*	
16. Within the hours the library was open, how many hours was the library flexibly scheduled per typical school week? **	

*CA MSLS recommend a minimum of 36 hours per week.
**CA MSLS recommend a flexible schedule (at least 20 hours per week).

17. 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

18. 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

19. 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

20. How many times a week did you go to classrooms to work with students and teachers?

- ○ 0
- ○ 1–5
- ○ 6–10
- ○ 11–20
- ○ 20 or more

Library's Physical Space

Description	Yes/No Answer
21. a) The library facility had enough space to accommodate one class for instruction.	○ Yes ○ No
b) Plus additional individuals and small groups working independently.	○ Yes ○ No
22. There was enough space to accommodate the library collection, furnishings, and equipment.	○ Yes ○ No
23. The space was flexible, allowing for different configurations depending upon need.	○ Yes ○ No
24. The library had a makerspace.	○ Yes ○ No
25. Our library was a learning commons.	○ Yes ○ No

Library's Virtual Presence

Did the school library have:

Description	Answer		
26. An automated catalog **= Yes**	☐ Yes	☐ No	
27. A library Web site with or without access to online library catalog	☐ With	☐ Without	☐ Not applicable (school library did not have Web site)
28. Automated library circulation **= Yes**	☐ Yes	☐ No	
29. Automated textbook circulation **Yes - Destiny**	☐ Yes	☐ No	
30. Integrated online information searching that includes your library catalog, paid access databases, and open educational resources **= Yes**	☐ Yes	☐ No	☐ Not applicable (school library did not have a Web site/online resources)
31. Wireless Internet access for students	☐ Yes	☐ No	
32. Cable/hard-wire Internet access for students	☐ Yes	☐ No	
33. A library blog	☐ Yes	☐ No	
34. A library wiki	☐ Yes	☐ No	
35. Collaboration software (e.g., SharePoint, Google Drive, etc.)	☐ Yes	☐ No	
36. A library Twitter account	☐ Yes	☐ No	☐ Not applicable (school library was not permitted to have a Twitter account)
37. A library Facebook page **= Not Applicable**	☐ Yes	☐ No	☐ 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.

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

39. 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])

40. 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
   ○ No access

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

   ○ Yes
   ○ No

42. 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* at http://www.cde.ca.gov/ci/cr/lb/schlibrarystds.asp – School Library Program Standard D (Resources). *Resources include print and digital materials (e.g., subscription databases, audiobooks, eBooks) that align with the curriculum and are accessible to students with various cognitive or language needs.*

Overall Collection

43. Enter the number of print books in the school library collection at the end of the 2016–2017 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
   ○ 30,000–32,499
   ○ 32,500–34,999
   ○ 35,000–37,499
   ○ 37,500–39,999
   ○ 40,000–42,499
   ○ 42,500–44,999
   ○ 45,000–47,499
   ○ 47,500–50,000
   ○ 50,001 or more

44. Enter the number of electronic book (eBook) titles purchased for library use during the 2015–2016 academic year.

   ○ Zero
   ○ 99 or fewer
   ○ 100–499
   ○ 500–999
   ○ 1,000–1,499
   ○ 1,500–1,999
   ○ 2,000–2,499
   ○ 2,500 or more

45. Enter the number of print subscriptions to magazines and newspapers during the 2015–2016 academic year (count subscriptions, not individual titles or issues).

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

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

   ○ Yes
   ○ No

   If the above answer is "Yes," were they for in-house use only?　　　○ Yes　　○ No

47. Did you check out video materials (VHS and DVDs)?

   ○ Yes
   ○ No

   If the above answer is "Yes," were they for in-house use only?　　　○ Yes　　○ No

Age of Collection

48. 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: 1984 + 1992 + 2001 + 2005 + 2011 + 2011 = 12,004. Then, 12,004 ÷ 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.　　[   ]

49. What was the name of the most recent president who had a whole book on him IN THE LIBRARY COLLECTION?
   [   ]

Licensed Databases

50. Did your library offer access to any online subscription information databases for students in the 2016–2017 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.

    ○ Yes   ○ No   **Yes – Digital Library**

2015–2016 Budget

51. How much money was spent in the school library for the **purchase of library books** during the 2015–2016 academic year? Include both print titles and digital titles (eBooks). Include processing costs if purchased with library books. (Any answer other than "$50,000 or more" will take you to question 53.)

    ○ 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 (This response will take you to question 52.)

52. If you spent more than $50,000 on 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+."

    [   ]

53. How much money was spent in the school library for the purchase of library materials **other than books** during the 2016–2017 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. (Any answer other than "$25,000 or more" will take you to question 55.)

    ○ 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 (This response will take you to question 54.)

54. 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+."

   [   ]

55. Check one or more of the following funds used to purchase library materials during the 2015–2016 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

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

   ○ Yes
   ○ No

   If the above answer is "Yes," 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 that was 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*, http://www.cde.ca.gov/ci/cr/lb/schlibrarystds.asp provide the emphasis on instruction and teaching.

57. Did your school have a library advisory committee?

   ○ Yes
   ○ No
   (If the answer is "Yes," the next questions apply.)

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

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

   [   ]

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):

[   ]

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

○ Yes
○ No

If you answered "No," above, did library staff attend meetings of the school site council two or more times per academic year?

○ Yes
○ No

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

○ Yes
○ No

60. When was the last time library staff job descriptions were updated and approved?

[   ]

☐ I'm not sure

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

○ Monthly (or more frequently)
○ Quarterly   **= For TLs**
○ Twice a year **= For library aides**
○ Once a year
○ None

Who was responsible for organizing and leading these meetings (if there were no meetings, answer N/A)?

ILTSS

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.

For questions 62–74, select your answers from the following:

- More than once per week
- Once per week
- 2–3 times per month
- Once per month
- Less than once per month
- Never

Description	Answers
62. 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
63. Provided teachers with information about new resources	Select one
64. Helped students and teachers find and use resources outside school library	Select one
65. Provided reading, listening, and viewing guidance for students	Select one
66. Helped parents realize importance of lifelong learning	Select one
67. Coordinated in-school production of materials	Select one
68. Coordinated or disseminated audio/video programming (e.g., video streaming, distance education, cable TV)	Select one
69. Coordinated school or library computer networks	Select one
70. Provided access to online library catalog and circulation	Select one
71. Provided Internet access for students in the library	Select one
72. Provided electronic access to a resource-sharing network	Select one
73. Communicated proactively with principal	Select one
74. Managed a schoolwide reading program (e.g., AR, Read 180, Reading Counts)	Select one

75. 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

76. What was the average number of classes that visited the library in a typical week?

77. 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 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,* http://www.cde.ca.gov/ci/cr/lb/schlibrarystds.asp – School Library Program Standard C (teacher librarian responsibilities).

For questions 78–82, 85–86, select your answers from the following:

• More than once per week
• Once per week
• 2–3 times per month
• Once per month
• Less than once per month
• Never
• Not applicable – we do not have a teacher librarian

Additional choice for 83 a), b), and 84.

• With guidance and support from district librarian

How often did you engage in the following activities?

Question	Answer
78. Planned instructional unit with teachers	Select one
79. Taught students cooperatively with teachers	Select one
80. Facilitated learning activities where students worked collaboratively in groups	Select one
81. Taught students how to use digital resources	Select one
82. Facilitated opportunities for student-led inquiry	Select one
83. a) Managed the library, including collection development and supervision of ordering	Select one
b) Our collection development included weeding, de-selection, and withdrawals	Select one
84. Responsible for cataloging	Select one
85. Supervised the work of paraprofessionals, student aides, and volunteers	Select one
86. Went into classrooms to provide instruction	Select one

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

○ Yes
○ No

If the above answer is "Yes," please explain what types of activities or instruction occurred in the library during teaching planning time:

88. 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.

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

○ Yes
○ No

(If the above answer is "Yes," answer the next question.)

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)

Contact Information

Respondent Information

Name:

Title:

E-mail:

Phone:

Library Web site URL:

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:

Thank you for your time and effort to complete this survey, your answers are invaluable.

California Department of Education
Posted February 2017