

2014-15 MSDE Public School Annual Library Media Center Report

Welcome!

Welcome to the Maryland State Department of Education's Public School Annual Library Media Center Report. The data collected from this report will be of assistance to your school system in examining its school library media program according to the guidelines outlined in **Standards for School Library Media Programs in Maryland**. The data will also assist the State in collecting and communicating information about the School Library Media Programs in Maryland.

What is new this year? Please note a change to the Dewey area this year that is being weeded. You will be reporting on the 600s - (Technology). Also note additional questions in the following areas: the Library's Virtual Presence, and the school librarian's Professional Environment and Teaching Approaches. Following submission of data from all schools in your district, your library media administrator for your system will be asked to verify your data and then a sign-off will be required by your School Superintendent. Please be as accurate as possible when reporting your data and **make sure you read any local directions provided**.

If you need assistance, please contact Jay Bansbach, Specialist, School Library Media Program, at carl.bansbach@maryland.gov

SECTION I - School Information

Please complete the following.

*1. School Name?

*2. School ID Number? (This must be a four digit number; use leading zeroes where applicable)

*3. School System?

- | | | |
|---|--|---|
| <input type="radio"/> Allegany (01) | <input type="radio"/> Frederick (10) | <input type="radio"/> Somerset (19) |
| <input type="radio"/> Anne Arundel (02) | <input type="radio"/> Garrett (11) | <input type="radio"/> Talbot (20) |
| <input type="radio"/> Baltimore County (03) | <input type="radio"/> Harford (12) | <input type="radio"/> Washington (21) |
| <input type="radio"/> Calvert (04) | <input type="radio"/> Howard (13) | <input type="radio"/> Wicomico (22) |
| <input type="radio"/> Caroline (05) | <input type="radio"/> Kent (14) | <input type="radio"/> Worcester (23) |
| <input type="radio"/> Carroll (06) | <input type="radio"/> Montgomery (15) | <input type="radio"/> Baltimore City (30) |
| <input type="radio"/> Cecil (07) | <input type="radio"/> Prince George's (16) | <input type="radio"/> Seed School |
| <input type="radio"/> Charles (08) | <input type="radio"/> Queen Anne's (17) | |
| <input type="radio"/> Dorchester (09) | <input type="radio"/> St. Mary's (18) | |

2014-15 MSDE Public School Annual Library Media Center Report

*4. School Level for Building?

- ☐ Elementary ☐ High
☐ Middle/Jr. High ☐ Combined

*5. Grades in the School Building?

- | | | |
|-------------------------------|----------------------------|-----------------------------|
| <input type="checkbox"/> PreK | <input type="checkbox"/> 4 | <input type="checkbox"/> 9 |
| <input type="checkbox"/> K | <input type="checkbox"/> 5 | <input type="checkbox"/> 10 |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 6 | <input type="checkbox"/> 11 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 7 | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 8 | |

6. Student Enrollment? (Use your Sept. 30, 2014 enrollment count; if you have no official enrollment count enter zero) Do not enter a comma, e.g., 1234 not 1,234.

***7. Please identify the person completing the School Library Media Report (choose one and enter your name in the box below).**

- ☐ MSDE Certified Library Media Specialist
☐ MSDE Certified Teacher working toward MSDE Library Media Specialist Certification
☐ Paraprofessional, Library Media Assistant
☐ Other

Enter your name here -- if you selected "Other" please include both your name and title.

Section II - Staffing

Enter in the appropriate spaces below the number of library media staff (excluding volunteers). To report full-time equivalent or part-time staff, count .2 for each full day of service in a 5 day week.

Staff is any personnel assigned to work in the Library Media Center (excluding volunteers). Note that the information requested is the number of professional personnel with or without State library media certification and the number of all paid technical, clerical or assistant staff.

Certification

***8. Certified? - Number with State Library Media Certification (please use a "0" if none).**

2014-15 MSDE Public School Annual Library Media Center Report

*9. National Board Certification? (Has the Library Media Specialist achieved National Board Certification?)

	YES	NO
Library Media Specialist A	<input type="radio"/>	<input type="radio"/>
Library Media Specialist B	<input type="radio"/>	<input type="radio"/>

*10. Seeking State Certification? - Number working towards State Library Media Certification (please use "0" if none).

*11. Non-certified - Number without State Library Media Certification (please use "0" if none).

*12. Support - Number of paid technical, clerical or assistants (please use "0" if none).

Section III - Budget

(Include all sources of funding to the individual school - seek guidance from your library media administrator if there are questions about what funds should be included in this total)

*13. Total budget for the Library Media Center? Report in whole dollars only. Do not enter a \$ or comma, e.g., 1234 not \$1,234.

Section IV - Collection

This includes the total holdings of materials in the Library Media Center (LMC) purchased with all sources of funding as inventoried and counted in your respective catalog system. (This would include all holdings purchased with all funds, i.e., local/central office, State and federal funds, PTA gifts, and donations.)

Count items as circulated. (Example: a five-tape audio book checked out as a set is one item, not five.)

Library Media Center Materials

*14. Books (exclude bound volumes of periodicals) - Do not enter a comma, e.g., 1234 not 1,234.

*15. Periodicals (Number of Print Subscriptions) - Count only print periodical subscriptions purchased during this current reporting year.

2014-15 MSDE Public School Annual Library Media Center Report

***16. Video Materials (DVDs, VHS cassettes) - Do not enter a comma, e.g., 1234 not 1,234.**

17. Audio Materials (audio books, music on tape, CDs - shelved)

***18. Other Materials - Examples of "Other Materials" include kits, computer software, realia, etc. Do not enter a comma, e.g., 1234 not 1,234.**

***19. Total - Please add questions 14 through 18. Do not enter a comma, e.g., 1234 not 1,234.**

***20. eBooks and eAudio Books (count number of titles here, if purchased at the school level). eBooks and eAudio Books should be part of the total if they are in the catalog and included under your holdings code. Do not enter a comma, e.g., 1234 not 1,234.**

***21. Video-on-demand or streaming video collections, e.g., Safari Montage, Discovery Education Streaming (if individually cataloged (MARC) titles and held on a school server, count here - do not count as a database). Do not enter a comma, e.g., 1234 not 1,234.**

2014-15 MSDE Public School Annual Library Media Center Report

***22. Online Database Titles - Count each online (web-based) database title as "one." Include both titles purchased with local funds and those provided in conjunction with MDK12 Digital Library Consortium. Please check with your library media administrator if unsure about this question and what should be counted.**

Video-on-demand or streaming video collections, e.g., Safari Montage, Discovery Education Streaming (count here as a database (1), if content is pushed out from a central office server or from the web)

Currently, six (6) SIRS databases are provided by your system in conjunction with the MDK12 Digital Library to all schools in your district. In addition, EBSCO Masterfile Premier, EBSCO Science Reference Center, EBSCO History Reference Center, EBSCO Automotive Repair Reference Center, EBSCO Business Source Premier, EBSCO MAS Ultra, EBSCO Middle Search Plus are provided to all Middle and High Schools through a partnership with the State Library Resource Center. EBSCO Primary Search (including Searchasaurus) is provided for elementary schools through this same agreement.

PLEASE NOTE: For elementary schools, the minimum number to record in this block is "7" plus the number of databases purchased with local funds.

For middle and high schools, record "13" plus the number of databases purchased with local funds.

Copyright Sensitive Dewey Area 600-699 (Technology)

***23. Total number of holdings in the Copyright Sensitive Dewey Area (include eBooks). Do not enter a comma, e.g., 1234 not 1,234.**

***24. What percentage of materials in the indicated Copyright Sensitive Dewey Area (600-699) has the following copyright dates? PLEASE NOTE: The survey WILL NOT accept the following: a percent (%) sign after numbers or a total less than 100%. Your percentage must be whole numbers - you may enter a zero, if an appropriate response.**

% of items pre-1994	<input type="text"/>
% of items 1994-2003	<input type="text"/>
% of items 2004-2013	<input type="text"/>
% of items 2014+	<input type="text"/>

2014-15 MSDE Public School Annual Library Media Center Report

Section V - Services

Identify information services accessible through the Library Media Center (LMC) and respond to questions about your school library's virtual presence and use of social media, media communication, and collaboration tools.

*25. Technology Services and Virtual Presence. Does the school library have:

	YES	NO
An online, automated catalog system ?	<input type="radio"/>	<input type="radio"/>
A website?	<input type="radio"/>	<input type="radio"/>
A Twitter account?	<input type="radio"/>	<input type="radio"/>
A Facebook page?	<input type="radio"/>	<input type="radio"/>
A blog?	<input type="radio"/>	<input type="radio"/>
A wiki?	<input type="radio"/>	<input type="radio"/>
Collaboration software (e.g. Office 360, Edmodo, Google Apps, Alfresco etc.)?	<input type="radio"/>	<input type="radio"/>
Wireless Internet access for students?	<input type="radio"/>	<input type="radio"/>
A link from the school website directing users to the library's website?	<input type="radio"/>	<input type="radio"/>
Connection to the school wide network?	<input type="radio"/>	<input type="radio"/>
Do students have access to the electronic catalog (OPAC or PAC) from their classroom?	<input type="radio"/>	<input type="radio"/>
Do students have access to the electronic catalog (OPAC or PAC) from their home?	<input type="radio"/>	<input type="radio"/>

*26. Internet Accessibility - Enter the number of internet accessible computers in the LMC.

*27. Computer Lab

	YES	NO
Are the computer labs managed by the LMC staff?	<input type="radio"/>	<input type="radio"/>

Section VI - Instructional Program

2014-15 MSDE Public School Annual Library Media Center Report

*28. Schedule - Check the type of instructional program schedule used in your library media center.

- ☐ All classes flexibly scheduled
- ☐ All classes fixed scheduled
- ☐ Some classes fixed schedule, other classes flexibly scheduled

*29. Teaching Approaches - How often do you engage in the following teaching activities?

	More than once per week	Once per week	2-3 times per month	Once per month	Less than once per month	Never
Plan instructional units with teachers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teach students cooperatively with teachers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitate learning activities where students work collaboratively in groups.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teach students how to use digital resources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitate opportunities for student-led inquiry.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*30. How often do you help students with the following activities?

	More than once per week	Once per week	2-3 times per month	Once per month	Less than once per month	Never
Apply critical thinking skills (problem solving, analysis, logic, cause/effect) when doing research.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the credibility of information sources, including the internet.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use technology (e.g., wikis, Google Docs, blogs, YouTube, Delicious, etc.) to organize and share information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use a variety of sources when gathering information about a topic.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*31. During a typical week, how many hours is the Library Media Center open before and after school?

2014-15 MSDE Public School Annual Library Media Center Report

Roles

During the school year, what percentage of time do you spend in performing the library media specialist roles as identified by *Empowering Learners: Guidelines for School Library Media Programs* (AASL, 2009) and local school system requirements?

PLEASE NOTE: The survey WILL NOT accept the following: a percent (%) sign after numbers or a total less than 100% also, your percentages must be whole numbers - you may enter a zero as a response, if appropriate.

***32. Roles**

% Leader	<input type="text"/>
% Instructional Partner	<input type="text"/>
% Information Specialist	<input type="text"/>
% Teacher	<input type="text"/>
% Program Administrator	<input type="text"/>
% Technology (e.g., technical support, technology coordinator, webmaster)	<input type="text"/>
% Other (e.g., duties such as bus or lunch, test monitoring, study hall)	<input type="text"/>

2014-15 MSDE Public School Annual Library Media Center Report

33. Professional Environment

	YES	NO
Does the school library have an advisory committee?	<input type="radio"/>	<input type="radio"/>
Do you meet regularly with the principal and/or other building or district administrators?	<input type="radio"/>	<input type="radio"/>
Do you participate as a member of the School Improvement Team (SIT), in a professional learning community team at the school level, or as part of grade level teams?	<input type="radio"/>	<input type="radio"/>
Do you participate in other school committees (e.g., curriculum, technology, PTA, etc.)?	<input type="radio"/>	<input type="radio"/>
Do you provide professional development for teachers (e.g., information literacy, educational technology, etc.)?	<input type="radio"/>	<input type="radio"/>

***34. How many hours per week are spent meeting with teachers to plan instruction/instructional units?**

***35. How many hours in a typical week do you spend actively delivering instruction, alone or in collaboration with a classroom teacher, to students in the library, in classrooms, in computer labs, and at other school locations?**

Utilization and Access for Students and Staff

***36. On a weekly basis, approximately what percentage of STUDENTS utilizes the library media center?**

***37. On a weekly basis, approximately what percentage of STAFF utilizes the library media center?**

***38. Was the library closed during this past year for testing purposes?**

2014-15 MSDE Public School Annual Library Media Center Report

39. If you answered YES to question #38, estimate how many hours during this past school year that the library been closed for testing purposes?

40. During the time the library was closed for testing purposes, were you used as a test proctor or administrator?

Thank you for completing the 2014-2015 Public School Annual Library Media Center Report.