Regulations of the Commissioner of Education 90.18 set forth the requirements for school library systems. One of these requirements states that each member school shall file, with the local school library system, a plan which examines district and member school library resources and programs and describes the ways in which the member school proposes to make effective use of the school library system.

The Member Plan will help school library media specialists and administrators evaluate their library programs and resources. As a self-assessment tool, it enables the school library media specialist to consider the library’s current strengths and needs develop a long-range plan for growth of the library program and services, and determine the methods by which the library program supports the instructional process.

School ____________________________

Signature of Building Principal    Date

_________________________________________  ________________
Signature of School Library Media Specialist   Date

Member Plans should be given to the district SLS Liaison to present to the Chief School Officer to read and sign, if acceptable.
I. Communication:

This section addresses procedure for prompt and efficient communication within the district regarding School Library System policies, procedures and services.

Library Phone: _______________________________

School Phone: _______________________________

Library Fax: ________________________________

School Fax: ________________________________

E-mail Address: ______________________________

Web Site Address, if applicable: __________________

(Check One)

[ ] YES  [ ] IN PROGRESS  [ ] NO  [ ] N/A

1. The SLS liaison informs library media specialist(s) about School Library System activities and services.

2. Students and staff have easy access to the OPAC and the Internet.

3. The library media specialist keeps students, classroom teachers and administrators in the building well informed regarding School Library System services.

Please check which apply:

[ ] Memos

[ ] Promotional Materials

[ ] Faculty Meetings

[ ] Team or Department Meetings

[ ] Curriculum Meetings

II. Program

A. Resources

1. The collection is adequate for the school’s pupils and programs for: Reference Work General & Recreational Reading

2. The collection includes significant, reliable, accurate, up-to-date books and other media that support the curriculum.

Collection Strengths:

___________________________

___________________________

___________________________

Collection Weaknesses:

___________________________

___________________________

___________________________
3. The LMC is automated.       ☐   ☐   ☐   ☐   ☐
4. Out of date, inappropriate and worn books are regularly withdrawn from the collection. ☐   ☐   ☐   ☐   ☐
5. A written policy for collection weeding exists in the district. ☐   ☐   ☐   ☐   ☐
6. Adequate funds are available for purchasing printed materials and other media. ☐   ☐   ☐   ☐   ☐
7. A written selection policy governing library resources exists in the district. ☐   ☐   ☐   ☐   ☐
8. The district has an officially adopted copyright policy. ☐   ☐   ☐   ☐   ☐

B. Collection Statistics

1. Number of volumes in the book collection? ________
2. Number of volumes per pupil? ________
3. Number of periodical titles? ________
4. Which electronic databases do you have?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

C. Services

1. Instructional Program
   a. Information skills are taught as an integral part of the content and objectives of the school’s curriculum. ☐   ☐   ☐   ☐   ☐
   b. The information skills curriculum includes accessing, evaluating, and communicating information. ☐   ☐   ☐   ☐   ☐
   c. Library media specialists and teachers jointly plan, teach and evaluate instruction in information access, use and communication skills. ☐   ☐   ☐   ☐   ☐
   d. Teachers and students are offered learning opportunities related to new technologies, use and production of a variety of media. ☐   ☐   ☐   ☐   ☐
   e. Access to resources outside the school is provided to students and teachers. ☐   ☐   ☐   ☐   ☐
   f. Students and teachers have access to the library and to qualified professional staff throughout the school day. ☐   ☐   ☐   ☐   ☐
   g. Class visits are scheduled flexibly to encourage library use at point of need. ☐   ☐   ☐   ☐   ☐
   h. New York State Learning Standards are linked with lessons taught in the library. ☐   ☐   ☐   ☐   ☐
   i. The library media specialist provides leadership in the evaluation and/or implementation of information and instructional technologies. ☐   ☐   ☐   ☐   ☐
D. Scheduling (complete all that apply)

1. Type of Schedule:  
   ____ Block, grades __________________
   ____ Flexible, grades _________________
   ____ Scheduled, grades _______________

   If Block, # of classes per week __________
   If scheduled, # of classes per week ________
   If scheduled, what is the length of time ______

E. Staffing

   **Time spent on managing a library**
   Number of certified library media specialists __________
   Number of full-time library support staff _____________
   Number of part-time library support staff _____________

F. Building Data

   Grade levels served _______________
   Number of students _______________
   Number of teachers _______________
   Library hours _______________

III. Summary

   After assessing the building library media program, what direction would you like to see for your program; in the next five years?

   

At the February 23, 1995 Council Meeting, it was decided that this report could also contain circulation and attendance statistics, BEDs data and the age of the collection.

Thank you for completing this member plan.
The following is to be handled by the district liaison.

IV. Annual report to the Board of Education

   The district liaison is responsible for submitting a report to the administration for the Board of Education regarding participation in the SLS. This annual report will include at least the following: use of Interlibrary Loan, attendance at SLS in service workshops, attendance at SLS Liaison or Council Meetings and visitations from School Library System Personnel.

   **Schools only get out of the School Library System what they put into it; it takes school involvement to be successful. The ultimate goal is to provide students equal access to information.**
Attachment

Services – depending upon your circumstances, you may or may not provide some of these services. Check off those which apply.

1. Please check all services provided by the library media staff:

   Instructional services
   ___ Bibliographic instruction ___ Library appreciation
   ___ Book talks ___ Planning with teachers
   ___ Class instruction ___ Promote Summer Reading program
   ___ Computer applications ___ Research Skills
   ___ Internet training ___ Teacher workshops

   User services
   ___ Audio taping ___ Inventory books
   ___ Bibliographies ___ Inventory equipment
   ___ Career information ___ Media services (via BOCES)
   ___ Circulation ___ Networking with other libraries
   ___ College catalog/video collection ___ New materials lists
   ___ Communication with local public library ___ Photocopying for students
   ___ Community resource catalog and/or file ___ Reference assistance
   ___ Digital Photography ___ Reserve Books
   ___ Email use ___ Teacher and/or staff in-service
   ___ Equipment repair ___ Teacher information/curriculum support
   ___ Exhibits and bulletin boards ___ Update Periodical List
   ___ Individualized research ___ Video taping
   ___ Interlibrary Loan ___ Weeding

   Other

2. List any in-service or mini courses attended. _______________________________________

3. List any classes you have taught to your peers. ______________________________________