

# Orleans/Niagara BOCES School Library System Member Plan

(Plan of Service 2012 - 2016)

Building Member Plan

**A Self-Assessment Tool**

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Students and staff have easy access to the OPAC and the Internet.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The library media specialist keeps students, classroom teachers and administrators in the building well informed regarding School Library System services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check which apply:

- \_\_\_\_\_ Memos
- \_\_\_\_\_ Promotional Materials
- \_\_\_\_\_ Faculty Meetings
- \_\_\_\_\_ Team or Department Meetings
- \_\_\_\_\_ Curriculum Meetings

**II. Program**

**A. Resources**

	YES	IN PROGRESS	NO	N/A
1. The collection is adequate for the school's pupils and programs for: Reference Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General & Recreational Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The collection includes significant, reliable, accurate, up-to-date books and other media that support the curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Collection Strengths:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Collection Weaknesses:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	YES	IN PROGRESS	NO	N/A
3. The LMC is automated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Out of date, inappropriate and worn books are regularly withdrawn from the collection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A written policy for collection weeding exists in the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adequate funds are available for purchasing printed materials and other media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A written selection policy governing library resources exists in the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The district has an officially adopted copyright policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 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?

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### C. Services

	YES	IN PROGRESS	NO	N/A
1. Instructional Program				
a. Information skills are taught as an integral part of the content and objectives of the school's curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The information skills curriculum includes accessing, evaluating, and communicating information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Library media specialists and teachers jointly plan, teach and evaluate instruction in information access, use and communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Teachers and students are offered learning opportunities related to new technologies, use and production of a variety of media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Access to resources outside the school is provided to students and teachers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Students and teachers have access to the library and to qualified professional staff throughout the school day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Class visits are scheduled <i>flexibly</i> to encourage library use at point of need.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. New York State Learning Standards are linked with lessons taught in the library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. The library media specialist provides leadership in the evaluation and/or implementation of information and instructional technologies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

- |  |   |
|--|---|
| <input type="checkbox"/> Bibliographic instruction | <input type="checkbox"/> Literature appreciation        |
| <input type="checkbox"/> Book talks                | <input type="checkbox"/> Planning with teachers         |
| <input type="checkbox"/> Class instruction         | <input type="checkbox"/> Promote Summer Reading program |
| <input type="checkbox"/> Computer applications     | <input type="checkbox"/> Research Skills                |
| <input type="checkbox"/> Internet training         | <input type="checkbox"/> Teacher workshops              |

### User services

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

Other \_\_\_\_\_

2. List any in-service or mini courses attended. \_\_\_\_\_

\_\_\_\_\_

3. List any classes you have taught to your peers. \_\_\_\_\_

\_\_\_\_\_