

Survey of School Library Media Centers in Iowa, July 2002-June 2003

Direct questions to Media Directors at your AEA or Gerry Rowland, State Library of Iowa, 515-281-7573 or Gerry.Rowland@lib.state.ia.us.

The survey was to be completed on the web at www.silo.lib.ia.us

- **ALL shaded areas required a response!**
- **Totals and / or percentiles are listed for each question. The percentile is the percentage of libraries that fall below the number listed. For example, 25 % of reporting libraries fall below the number listed as the 25th percentile.**

PART A - RESPONDENT INFORMATION, Total and Percentiles

- Please identify your school by Name, Level, and District, and provide **all contact information** for the individual who responded to this survey.
- *Report for FY 2003 (July 1, 2002-June 30, 2003) unless current information is requested.*
- Complete a separate questionnaire for **each** School Library Media Center (SLMC).
- **Do not** combine data for multiple SLMCs in one survey.

Number of School Library Media Centers (SLMCs) reporting: 1,104

Number of buildings served by 1,104 reporting centers: 1,269 of 1,719 (73.8%)

Public SLMCs: 1,026

Private Accredited SLMCs: 78

Number of school districts reporting: 354 of 371

School Level and enrollment

<i>Level</i>	<i>Number in level</i>
Elementary	541
Jr. High/Middle	145
High	164
Combined	254

Population served per center:

Total	424, 384
25th	207
50th	313
75th	457

Number of SLMCs reporting by AEA:

<i>AEA</i>	<i>SLMCs</i>
1	81
267	156
4	36
8	128
9	102
10	126

11	178
12	84
13	81
14	29
15	77
16	26

Number of SLMCs you manage in your district:

1-588; 2-248; 3-157; 4-61; 5-17; 6-12; 7+-22

PART B - SERVICE HOURS PER TYPICAL WEEK, Total and Percentiles

- Please report the typical **weekly** number of hours this library media center was open. *Report data from July 2002-June 2003.*

Number of hours open for library services to students and staff per school week

Total	38,450
25th	33.7
50th	37.5
75th	40

PART C - SCHOOL LIBRARY MEDIA STAFFING – PAID, Total and Percentiles

- Please report the levels of **paid** staff for this library media program. *Report data from July 2002-June 2003.*
- Include both the **number** of people at each level (Col. A) and the **total number of staff-hours** per typical **week** for each staff type (Col. B).
- Do not report more than 40 hours per week per person.**
- Count each individual only once.
- Do **not** include volunteers or student workers or their hours, if any.
Example: If two people are reported as "All other paid staff" on line C 2 (a) and one works 20 hours per week and the other 10, enter 30 on line C 2 (b).
- Endorsement defined: Persons with the title Library Media Specialist hold endorsements 108, 109 or 174 from the State of Iowa Teacher Licensure board. To be eligible for licensure, a school library media specialist shall be a certified teacher and shall have received training in selection, utilization and evaluation of equipment and of library media materials in all formats; information retrieval, reference services and networking; planning, evaluation and administration of media programs and other areas, from an accredited college or university.

Paid Staff	Line	Col. A Number of People (head count, not FTE)		Col. B Total Staff-Hours per Typical Week	
		Total		Total	
Library media specialists	1	Total	946	Total	24,201
		N=0	177	25th	5.7
		1	907	50th	20
		2	18	75th	40
		3+	1		
Library media associates	2	Total	965	Total	28,194

		N=0	257		25th	5
		1	747		50th	30
		2	84		75th	37.5
		3	11			
		4	3			
		5	1			
All other paid staff	3	Total	214			
		N=0	949			
		1	115		Total	4,255
		2	24		25th	0
		3	10		50th	0
		4	4		75th	0
		5	1		>0=	164
Totals (add lines 1-3 in both columns)	4	Total	2,138			
		N=0	27			
		1	254		Total	59,417
		2	669		25th	36.25
		3	104		50th	46.25
		4	34		75th	70
		5+	15			

<i>Education Levels and Endorsement</i>			
Highest education level attained by the library media specialists in this building	5		
		BA	N=57
		BA-15	86
		BA-30	191
		MA	269
		MA-15	138
		MA-30	108
		MA-45	94
		NA	160
Does the person responsible for this library have school library endorsement?	6		
		No	N=216
		Yes	868
		NA	19
Does the person responsible for this library have a teaching certificate?	7		
		No	N=140
		Yes	945
		NA	18

Management of the Media Center			
Highest education level attained by the person directly managing the media center on a day-to-day basis?	8	HS	N=213
		Jr Coll	88
		BA	109
		BA-15	74
		BA-30	147
		MA	176
		MA-15	96
		MA-30	82
		MA-45	77
		PhD	4
		NA	37
Title of person directly managing the media center on a day-to-day basis?	9	Media Associate	N=379
		Media Specialist	617
		Other	51
		NA	56
Does this school have a district level media center coordinator?	10	No	N=680
		Yes	411
		NA	12

PART D - PAID STAFF ACTIVITIES PER TYPICAL WEEK, Total and Percentiles

- Report your best estimate of the **number of hours** per typical **week** *all staff* spend on **each** of the following activities. *Report data from July 2002-June 2003.*
- Include **all** staff hours, not just professional staff. **Column B includes Media Associates and Other Paid Staff.**

Activities	Staff-hours/typical week				
	Line	Col. A Media Specialist hours		Col. B Other Paid Staff hours	
Collaboration		Total	1,984	Total	677
Hours spent weekly identifying materials for and planning instructional units with teachers	1	25th	0	25th	0
		50th	1	50th	0
		75th	2.5	75th	1
Hours spent weekly teaching students <u>cooperatively</u> with teachers	2	Total	2,069	Total	559
		25th	0	25th	0
		50th	0.5	50th	0
		75th	2	75th	0
Hours spent weekly providing information skills instruction to students—individually or in groups (e.g., locating information, citations, copyright/plagiarism, evaluating Internet sources, note-taking)	3	Total	4,766	Total	1,888
		25th	0.5	25th	0
		50th	3	50th	0
		75th	6	75th	2
Hours spent weekly providing in-service training to teachers and/or other school staff (includes informal one to one and formal group sessions)	4	Total	941	Total	300
		25th	0	25th	0
		50th	0.5	50th	0
		75th	1	75th	0

Hours spent weekly implementing reading and literacy incentive activities for students and/or promoting reading guidance (e.g., reader's advisory services, book talks, book clubs, story times, author visits, puppet shows)	5	Total 2,641 25th 0 50th 1 75th 3	Total 1,994 25th 0 50th 0 75th 2
Hours spent weekly on collection development (e.g., selecting materials)	6	Total 2,219 25th 0.5 50th 1 75th 3	Total 688 25th 0 50th 0 75th 0.5
Leadership Hours spent weekly meeting with school library staff from building, district, or beyond	7	Total 671 25th 0 50th 0.25 75th 1	Total 266 25th 0 50th 0 75th 0
Hours spent weekly meeting with principal and/or other building or district administrators	8	Total 414 25th 0 50th 0.25 75th 0.5	Total 136 25th 0 50th 0 75th 0
Hours spent weekly attending general faculty and/or staff meetings	9	Total 597 25th 0 50th 0.5 75th 1	Total 185 25th 0 50th 0 75th 0
Hours spent weekly with meeting standards and/or curriculum committees/teams/task forces	10	Total 490 25th 0 50th 0.25 75th 0.75	Total 62 25th 0 50th 0 75th 0
Technology Hours spent weekly managing computers/library automation/computer networks in the library	11	Total 2,859 25th 0 50th 1 75th 3	Total 2,867 25th 0 50th 0.5 75th 3
Hours spent weekly managing computer technology outside the library	12	Total 1,583 25th 0 50th 0 75th 1	Total 950 25th 0 50th 0 75th 0
Other Hours spent weekly on All other library activities (e.g., processing, retrieving, checking in and out, re-shelving/re-storing)	13	Total 4,877 25th 0 50th 2 75th 5	Total 16,288 25th 2 50th 13.8 75th 22.5
Hours spent outside the library teaching in a classroom	14	Total 1,226 25th 0 50th 0 75th 0	Total 622 25th 0 50th 0 75th 0
Extra school duties unrelated to school library services such as study halls, monitoring restrooms, lunch, etc.)	15	Total 1,053 25th 0 50th 0 75th 1	Total 3,121 25th 0 50th 0 75th 3.75
TOTAL WEEKLY HOURS OF PAID STAFF (Add Lines 1 through 15 →)	16	Total 29,538 25th 8 50th 24 75th 40	Total 31,706 25th 8 50th 30 75th 38
Total number of volunteer hours by non-paid staff	17	3,954	

PART E - SCHOOL LIBRARY MEDIA TECHNOLOGY, Total and Percentiles

- FIRST, determine the number of computers located *in or under supervision of* the school library. This might include some computers not located *in* the library.
 - (**Note**: For this question, the terms "computer", "terminal", and "workstation" are considered synonymous.)
- Enter this number on Line 1 in Col. A.
- THEN, determine the number of computers that are:
 - located elsewhere in the school (like a computer lab, mini-lab, administrative office, etc.), and
 - are *not* under supervision of the school library, and
 - are connected to LMC resources. (Do *not* include any that are *not* connected to LMC resources)
- Enter this number on Line 1 in Col. B.
- On Lines 2 through 9, enter the number of the Line 1 Totals, in *each* column, that have the accesses, options, etc. specified on each of Lines 2 through 9.
- A computer in either of the Line 1 Totals may be included on as many of Lines 2 through 9 as necessary.
- For example, a computer in the school library might have Internet access *and* a school home page. This computer would be counted on both Lines 2 *and* 6 under Col. A.
- Report data from July 2002-June 2003.

Computer Connections and Access	Line	Number of computers in school			
		Col. A <i>Located in or under supervision of school library</i>		Col. B <i>Located elsewhere, not under library control, but connected to LMC resources</i>	
TOTALS: FIRST, enter on this line the TOTAL number of computers in each of the Col. A and Col. B categories:	1	Total	27,845	Total	67,840
		25th	5	25th	1
		50th	13	50th	43
		75th	31	75th	85
THEN, enter the number of each of the Line 1 TOTALS that have...					
Internet access	2	Total	26,617	Total	68,676
		25th	4	25th	4
		50th	12	50th	43
		75th	30	75th	85
Access to the school library catalog	3	Total	16,228	Total	39,447
		25th	1	25th	0
		50th	5	50th	0
		75th	20	75th	49
Access to school library databases (e.g., ProQuest, EBSCO, e-Library, SIRS, Gale Group, etc.)	4	Total	23,803	Total	66,549
		25th	4	25th	0
		50th	11	50th	40
		75th	30	75th	84
Access to digital streaming for curriculum content or professional growth (e.g., AP classes, textbooks, etc. Digital streaming involves video from stored sources (tape or disk), delivered over the Internet	5	Total	11,744	Total	34,073
		25th	0	25th	0
		50th	0	50th	0
		75th	10	75th	40
Access to district or school home page to guide users to library resources	6	Total	20,822	Total	59,780
		25th	1	25th	0
		50th	7	50th	30
		75th	28	75th	78
Access to the school library web page	7	Total	17,082	Total	45,962
		25th	0	25th	0
		50th	2	50th	0
		75th	23	75th	65

Menu option or bookmark to a public library catalog	8	Total 12,063 25th 0 50th 0 75th 8	Total 27,996 25th 0 50th 0 75th 24
Menu option or bookmark to the Area Education Agency website.	9	Total 18,254 25th 1 50th 6 75th 26	Total 50,147 25th 0 50th 20 75th 62
School library web page URL	10	N=512 reporting URL	

PART F - MEDIA USAGE PER TYPICAL WEEK, Total and Percentile

- Please report the following types of usage of the library media program **per typical WEEK**. *Report data from July 2002-June 2003.*
- *If annual totals are available, divide the annual total by 38.*
- If these figures must be estimated, and it is easier to estimate for a month or a year:
 - estimate for a month and divide by four; or
 - estimate for a year, and divide by the number of weeks the library media center is open annually.

<i>Type of Usage per Typical Week</i>	<i>Line</i>	<i>Number per Week</i>
<u>Total Visits to the school library</u> , scheduled or unscheduled, by:		
Individuals (students, teachers, administrators, parents, student aides, volunteers, others). <i>Do not</i> count people who are in the LMC in groups	1a	Total 246,446 25th 64 50th 175 75th 375 _____ people
Classes or other groups (e.g., the number of classes or groups of teachers, administrators, parents, or students)	1b	Total 15,478 25th 8 50th 15 75th 25 _____ groups
<u>Information skills instruction contacts</u> , scheduled or unscheduled, for purposes like locating information, citations, copyright/plagiarism, critical thinking, evaluating Internet sources, or note-taking by:		
Individuals (students, teachers, administrators, parents, others) <i>Do not</i> count people who are in the LMC in groups	2a	Total 84,539 25th 10 50th 40 75th 100 _____ people

Classes or other groups (e.g., the number of groups of teachers, administrators, parents, or students touring your library)	2b	Total 9,616 25th 2 50th 6 75th 15 _____ groups
Total circulation of materials, including all formats, in a typical week	3	Total 417,433 25th 150 50th 325 75th 600
In-library use of materials in a typical week (estimate based on re-shelving count)	4	Total 125,579 25th 22 50th 50 75th 135
Inter-library loans <u>to</u> any other library , outside of your district, in a typical week	5	Total 314 25th 0 50th 0 75th 0
Inter-library loans <u>received</u> from any other library , outside of your district, in a typical week . Contact your AEA for average circulation to your building.	6	Total 73,477 25th 2 50th 12 75th 30
Inter-library loans <u>to</u> any other library , in your district, in a typical week	7	Total 2,384 25th 0 50th 1 75th 2
Inter-library loans <u>received</u> from any other library , in your district, in a typical week	8	Total 2,199 25th 0 50th 0 75th 2

PART G - SCHOOL LIBRARY MEDIA COLLECTION, Total and Percentiles

- Report in Col. A and Col. B on *all* holdings (except N/A on Line 5).
- Include all circulating and non-circulating items, *but*
- *Exclude* any materials that are *not* available for use by teachers or students, such as materials reserved for library media staff, the principal, counselors, etc.
- Report average copyright dates in Col. B. If these dates cannot be obtained from an electronic catalog, randomly select 25 items in the category (e.g., one per range or section, every third item, an item from every fifth shelf), and *average* their copyright dates.
- *Report items in the collection as of the end of the 2002-2003 school year.*

		Col. A	Col. B
<i>Item</i>	<i>Line</i>	<i>Number</i>	<i>Average Copyright Year</i>
Fiction books	1	Total 4,257,144 25th 2,100 50th 3,436 75th 5,160	25th 1980 50th 1985 75th 1990

Non-fiction books except reference books	2	Total 4,661,032 25th 2,192 50th 3,625 75th 5,455	25th 1979 50th 1985 75th 1989
Reference books only (print)	3	Total 471,822 25th 136 50th 292 75th 556	25th 1981 50th 1988 75th 1993
Encyclopedias & reference titles on CD-ROM or laser disk	4	Total 16,490 25th 0 50th 3 75th 12	25th 0 50th 1994 75th 1998
Current print subscriptions to magazines & newspapers	5	Total 24,063 25th 7 50th 15 75th 30	N/A
Audio materials (cassettes, CDs, LPs)	6	Total 53,099 25th 0 50th 9 75th 48	25th 0 50th 1971 75th 1991
Video materials (cassettes and discs)	7	Total 147,120 25th 12 50th 60 75th 150	25th 0 50th 1990 75th 1995
Computer software packages for use in school library by students	8	Total 44,451 25th 0 50th 5 75th 19	
Does the school LMC provide access to e-books	9	No N=1,033 Yes 70	
Does the school LMC provide access to the online databases provided by the AEA	10	No N=75 Yes 1,028	

PART H - ANNUAL OPERATING EXPENDITURES, Total and Percentiles

- Report the annual operating expenditures for this library media program from school or district funds *for the 2002-2003 school year*.
- Exclude major one-time capital outlays for computers, furniture, and other equipment.
- Exclude labor costs and fees and salaries of personnel assigned to media responsibilities.
- Exclude spending from income from book fairs, bake sales, donations, and other volunteer efforts.

<i>Item</i>	<i>Line</i>	<i>Whole dollars only</i>	
TOTAL ANNUAL OPERATING EXPENDITURES	1	Total	\$6,172,142
		25th	\$1,511
		50th	\$3,549
		75th	\$6,750

PART I - SCHOOL LIBRARY MEDIA MANAGEMENT

- Please mark YES or NO for each of the following questions.
- If there is no library media professional, mark N/A on line 4.
- *Report data from July 2002-June 2003.*

Does the library media staff submit an annual budget request?	1	No Yes	N=797 307
Does the library media program have an advisory committee?	2	No Yes	N=957 147
Does the library media professional or staff submit an annual report?	3	No Yes	N=598 506
Does the library media professional direct, supervise, or coordinate support staff?	4	No Yes	N=313 791
Does the library have a selection policy and reconsideration policy to prepare itself for challenges?	5	No Yes	N=129 975

PART J - PARTNERSHIP BETWEEN SCHOOL LIBRARY AND PUBLIC LIBRARY

- In this Part and in Part K following, please mark YES or NO for each question.
- *Report data from July 2002-June 2003.*

Do you have a local public library?	1	No Yes	N=49 1055
Does your library media program have a working relationship with the local public library?	2	No Yes	N=236 868

In which of the following ways do your school library media center and the local public library work together?

Are there electronic access links (such as shared catalog access) between your library and the local public library?	3	No Yes	N=890 214
Does the public library staff present booktalks at the school library?	4	No Yes	N=936 168
Does the school library provide homework alerts to the public library?	5	No Yes	N=843 261
Does the school library direct reference questions to the public library?	6	No Yes	N=436 668
Does the school library receive bulk loans from the public library?	7	No Yes	N=935 169
Is there a summer reading program at the public library?	8	No Yes	N=87 1017

PART K - PARTNERSHIP BETWEEN SCHOOL LIBRARY MEDIA PROGRAM AND AEA INSTRUCTIONAL MEDIA SERVICES

- *Report data from July 2002-June 2003.*

Do you take advantage of staff development activities at your AEA?	1	No Yes	N=96 1008
Does your library media program acquire databases through the support of your AEA?	2	⁰ No Yes	N=76 1028
Does your library media program use reference information and services from the AEA media program?	3	No Yes	N=93 1011
Does your library media program utilize instructional resource materials from the AEA media program?	4	No Yes	N=93 1011
Do you request consulting services from the AEA media program? (by phone, e-mail, face-to-face)	5	No Yes	N=176 928
Does your library media program participate in the cooperative purchasing opportunities offered through the AEA media program? (e.g.; ACEM - AEA Collaborative for Educational Media)	6	⁰ No Yes	N=119 985
Does the library media professional regularly receive communication from the AEA Instructional Media staff?	7	No Yes	N=34 1070
Does your library media program use production services offered by the AEA media program? (e.g.; slides, video duplication, lamination, printing)	8	No Yes	N=252 852
Does your library media program request technical assistance from AEA media services? (e.g.; professional development of instructional media services, how to request materials online, navigation of online resources, or utilization a particular piece of software or hardware operation)	9	No Yes	N=171 933