Survey of School Library Media Centers in Iowa, July 2004-June 2005

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 completed on the web at www.silo.lib.ia.us

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 2005 (July 1, 2004-June 30, 2005) 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.
- ***Include in the survey all buildings which are served by the SLMC.***

Number of School Library Media Centers (SLMCs) reporting: 1,016

Number of buildings served by 1,016 reporting centers: 1,167 of 1,677 buildings w/ a SLMC (69.6% response)

Public SLMCs: 925   Private Accredited SLMCs: 91

Number of school districts reporting: 317 of 367 (86.4%)

Number of school districts with no certified school library media specialists: 83 (22.6%)

Number of public library school buildings with no certified school library media specialist: 202 of 1,532 (13.2%)

School Level and enrollment

Level	Number in level
Elementary	508
Jr. High/Middle	142
High	156
Combined	210

Population served per center:

Total	394,611
25th	210
50th	318
75th	480

Number of SLMCs reporting by AEA:

AEA	SLMCs
1	73
267	125
4	35
8	117

9	104
10	119
11	190
12	78
13	61
14	24
15	64
16	26

Number of SLMCs you manage in your district:

1-529; 2-243; 3-136; 4-46; 5-20; 6+-42

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 2004-June 2005.*

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

Total	35,149
25th	32.5
50th	37.5
75th	40

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

- Please report the levels of **paid** staff for this library media program. *Report data from July 2004-June 2005.*
- 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 3 (a) and one works 20 hours per week and the other 10, enter 30 on line C 3 (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**	
Library media specialists	1	Total N=0 N=1 N=2 N=3+	823 193 781 14 3	Total 25th 50th 75th	19,838 4.5 20 40
Library media associates	2	Total N=0 N=1 N=2 N=3 N=4 N=5	887 188 701 77 6 1 2	Total 25th 50th 75th	25,638 15 30 37.5
All other paid staff	3	Total N=0 N=1 N=2 N=3 N=4 N=5+	252 687 124 20 9 6 3	Total 25th 50th 75th >0=	3,980 0 0 0 174
Totals (add lines 1-3 in both columns)	4	Total N=0 N=1 N=2 N=3 N=4 N=5+	1,960 25 258 591 97 29 17	Total 25th 50th 75th	49,456 32.8 41.6 61

Education Levels, Endorsement, Management		
District level media center coordinator	5	na
Highest level attained by the media specialists in this building	6	na
Highest level attained by the media associates in this building	7	na

School library endorsement	8	na
Teaching certificate	9	na
Title of person managing the media center on a day-to-day basis	10	na

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 2004-June 2005.*
- Include **all** staff hours, not just professional staff. **Column B includes Media Associates and Other Paid Staff.**

Activities	Line	Col. A Media Specialist hours		Col. B Other Paid Staff hours	
Collaboration Hours spent **weekly** identifying materials for and planning instructional units with teachers	1	Total 25th 50th 75th	1,665 .1 1 2.5	Total 25th 50th 75th	742 0 0 1
Hours spent weekly teaching students <u>cooperatively</u> with teachers	2	Total 25th 50th 75th	1,660 0 0.5 2	Total 25th 50th 75th	563 0 0 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 25th 50th 75th	3,941 1 3 6	Total 25th 50th 75th	2,166 0 1 3
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 25th 50th 75th	749 0 0.5 1	Total 25th 50th 75th	296 0 0 0
Literacy and Collection Development 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 25th 50th 75th	2,388 0 1 3.5	Total 25th 50th 75th	1,788 0 .5 2.3
Hours spent weekly on collection development (e.g., selecting materials)	6	Total 25th 50th 75th	1,928 0.5 1 3	Total 25th 50th 75th	657 0 0 1
Leadership Hours spent weekly meeting with school library staff from building, district, or beyond	7	Total 25th 50th 75th	541 0 0.3 1	Total 25th 50th 75th	240 0 0 .3
Hours spent weekly meeting with principal and/or other building or district administrators	8	Total 25th 50th 75th	360 0 0.3 0.5	Total 25th 50th 75th	135 0 0 0
Hours spent weekly attending general faculty and/or staff meetings	9	Total 25th 50th 75th	603 0 0.5 1	Total 25th 50th 75th	223 0 0 .5

Hours spent weekly with meeting standards and/or curriculum committees/teams/task forces	10	Total 25th 50th 75th	488 0 0.3 1	Total 25th 50th 75th	95 0 0 0
Technology Hours spent weekly managing computers/library automation/computer networks in the library	11	Total 25th 50th 75th	2,386 .1 1 3	Total 25th 50th 75th	2,992 0 1 4.8
Hours spent weekly managing computer technology outside the library	12	Total 25th 50th 75th	1,261 0 0 1	Total 25th 50th 75th	1,023 0 0 .5
Other Hours spent weekly on **All other library activities** (e.g., processing, retrieving, checking in and out, re-shelving/re-storing)	13	Total 25th 50th 75th	3,850 .5 2 5	Total 25th 50th 75th	15,627 7 15 25
TOTAL WEEKLY HOURS OF PAID STAFF in the library	14	Total 25th 50th 75th	21,410 4 20 38	Total 25th 50th 75th	26,434 10 27.5 36
Hours spent outside the library teaching in a classroom	15	Total 25th 50th 75th	1,431 0 0 0	Total 25th 50th 75th	594 0 0 0
→) **Extra school duties unrelated to school library services** such as study halls, monitoring restrooms, lunch, etc.)	16	Total 25th 50th 75th	810 0 0 1	Total 25th 50th 75th	3,331 0 1 5
Total number of volunteer hours by **non-paid staff**	17	4,039			

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 2004-June 2005.*

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Computer Connections and Access	Line	Number of computers in school			
		Col. A *Located in or under supervision of school library*		Col. B *Located elsewhere, not under library control, but connected to LMC resources*	
TOTALS: FIRST, enter on this line the *TOTAL* number of computers in *each* of the Col. A and Col. B categories:	1	Total 25th 50th 75th	24,709 5 15 33	Total 25th 50th 75th	69,783 23 50 102
THEN, enter the number of each of the Line 1 TOTALS that have…					
Internet access	2	Total 25th 50th 75th	23,838 5 14 32	Total 25th 50th 75th	69,783 23 50 102
Access to the school library catalog	3	Total 25th 50th 75th	17,701 2 7 27	Total 25th 50th 75th	47,621 0 25 72
Access to school library databases (e.g., ProQuest, EBSCO, e-Library, SIRS, Gale Group, etc.)	4	Total 25th 50th 75th	23,276 4 14 32	Total 25th 50th 75th	68,425 20 50 100
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 25th 50th 75th	18,405 0 8 28	Total 25th 50th 75th	53,784 0 32 84
Access to district or school home page to guide users to library resources	6	Total 25th 50th 75th	21,327 3 10 32	Total 25th 50th 75th	68,696 0 46 98
Access to the school library web page	7	Total 25th 50th 75th	17,445 0 5 27	Total 25th 50th 75th	49,896 0 23 77
Menu option or bookmark to a public library catalog	8	Total 25th 50th 75th	11,834 0 1 11	Total 25th 50th 75th	32,003 0 0 42
Menu option or bookmark to the Area Education Agency website.	9	Total 25th 50th 75th	21,878 2 10 30	Total 25th 50th 75th	54,254 0 35 79.5
School library web page URL	10	N=671 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 2004-June 2005.*
- *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.

Type of Usage **per Typical Week**	*Line*	*Number per* **Week**	
Total Visits to the school library, scheduled or unscheduled, by:			
Individuals (students, teachers, administrators, parents, student aides, volunteers, others). Do *not* count people who are in the LMC in groups	1a	Total 25th 50th 75th	318,166 89 225 425
Classes or other **groups** (e.g., the number of **classes** or **groups** of teachers, administrators, parents, or students)	1b	Total 25th 50th 75th	23,880 10 17 26
Information skills instruction contacts, 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) Do *not* count people who are in the LMC in groups	2a	Total 25th 50th 75th	82,555 12 40 100
Classes or other **groups** (e.g., the number of **groups** of teachers, administrators, parents, or students touring your library)	2b	Total 25th 50th 75th	12,467 2 6 14
Total circulation of materials, including all formats, in a typical **week**	3	Total 25th 50th 75th	468,085 160 350 625
In-library use of materials in a typical **week** (estimate based on re-shelving count)	4	Total 25th 50th 75th	125,067 25 50 150
Inter-library loans <u>to</u> any other library, outside of your district, in a typical **week**	5	Total 25th 50th 75th	422 0 0 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 25th 50th 75th	31,820 2 11 28

Inter-library loans <u>to</u> any other library, in your district, in a typical **week**	7	Total	2,578
		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	7,539
		25th	0
		50th	1
		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 2004-2005 school year.*

Item	Line	Col. A Number		Col. B *Average Copyright Year*	
Fiction books	1	Total	4,255,700	25th	1984
		25th	2,314	50th	1988
		50th	3,739	75th	1992
		75th	5,466		
Non-fiction books **except** print encyclopedias	2	Total	4,706,583	25th	1982
		25th	2,500	50th	1987
		50th	3,892	75th	1990
		75th	5,768		
Encyclopedia sets (print)	3	Total	45,021	25th	1990
		25th	3	50th	1996
		50th	4	75th	2000
		75th	7		
Current print subscriptions to magazines and newspapers	4	Total	25,699	NA	
		25th	6		
		50th	14		
		75th	30		
Audio Materials (cassettes, CDs, LPs)	5	Total	46,024		
		25th	0	25th	
		50th	10	50th	1989
		75th	50	75th	1995
Video materials (cassettes and discs)	6	Total	131,600	25th	1986
		25th	16	50th	1993
		50th	70	75th	1996
		75th	170		
Computer software packages for use in school library by students	7	Total	65,956		
		25th	0	NA	
		50th	5		
		75th	20		

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Does the school LMC provide access to e-books	8	Yes N=51
Does the school LMC provide access to the online databases other than Iowa AEA Online	9	Yes N=329
ABC Clio	10	17
Access Science	11	1
CQ Press	12	25
NetTrekker	13	1
Noodletools	14	46
ProQuest	15	81
E-Library	16	86
SIRS	17	102
Other	18	143

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 2004-2005 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.

Item	*Line*	*Whole dollars only*
TOTAL ANNUAL OPERATING EXPENDITURES	1	Total $5,321,860 25th $1,843 50th $3,517 75th $6,450

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 2004-June 2005.*

Does the library media staff submit an annual budget request?	1	Yes N=270
Does the library media program have an advisory committee?	2	Yes N=128
Does the library media professional or staff submit an annual report?	3	Yes N=481
Does the library media professional direct, supervise, or coordinate support staff?	4	Yes N=705
Does the library have a selection policy and reconsideration policy to prepare itself for challenges?	5	Yes N=891

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 2004-June 2005.*

Do you have a local public library?	1	Yes	N=974
Does your library media program have a working relationship with the local public library?	2	Yes	N=819

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	Yes	N=242
Does the public library staff present booktalks at the school library?	4	oYes	N=164
Does the school library provide homework alerts to the public library?	5	Yes	N=235
Does the school library direct reference questions to the public library?	6	Yes	N=585
Does the school library receive bulk loans from the public library?	7	Yes	N=163
Is there a summer reading program at the public library?	8	Yes	N=941

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

- *Report data from July 2004-June 2005.*

Do you take advantage of staff development activities at your AEA?	1	Yes	N=936
Does your library media program acquire databases through the support of your AEA?	2	Yes	N=664
Does your library media program use reference information and services from the AEA media program?	3	Yes	N=905
Does your library media program utilize instructional resource materials from the AEA media program?	4	Yes	N=908
Do you request consulting services from the AEA media program? (by phone, e-mail, face-to-face)	5	Yes	N=833
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	Yes	N=902
Does the library media professional regularly receive communication from the AEA Instructional Media staff?	7	Yes	N=965
Does your library media program use production services offered by the AEA media program? (e.g.; slides, video duplication, lamination, printing)	8	Yes	N=745
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	Yes	N=810
Does your library participate in the following AEA Library Professional Development opportunities?			
Media advisory meetings	10	Yes	N=518
Booktalks, Bibliography of new materials	11	Yes	N=618
IowaAEAOnline training	12	Yes	N=603
Information literacy	13	Yes	N=567
Other	14	Yes	N=484