

2008-2009 Syracuse City School Library Annual Report

1. School Data

1. School Name?

2. What is your patron information?

Official 2008-2009 BEDS enrollment:

Number of faculty:

Number of administrators:

Number of other staff:

3. What grade levels are at your school?

K

5

10

1

6

11

2

7

12

3

8

4

9

4. Staff signatures

Library Media Specialist Name

Library Media Specialist Signature (sign printed copy)

Principal's Name

Principal's Signature (sign printed copy)

Date

2. Library Staffing, Facility and Use

1. (BEDS) Does this school have one or more certified Library Media Specialists (LMS)?

YES

NO

2. (BEDS) If Yes, which most closely approximates the portion of a full-time position devoted to library functions?

1/2 time LMS or less

full-time LMS

full-time LMs plus 1/2 time

2 full-time LMS

more than 2 full-time LMS

3. (BEDS) How many professional staff other than a certified LMS are assigned to the library? (Enter 0 if none)

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4. (BEDS) How many paid Support Staff are assigned to the library? (Enter 0 if none)

5. If support staff is less than full time indicate hours per week:

6. Has the support staff been increased/reduced?

YES

NO

Please Explain

7. (BEDS) Is this school a member of a School Library System (SLS)?

YES

NO

8. (BEDS) Does this school have a school LMC or access to a shared school LMC in this building?

YES

NO

9. (BEDS) Is this LMC shared with another school in this building?

YES

NO

10. (BEDS) How many students can be seated in the LMC at one time?

11. Average daily student attendance for the 2008-2009 school year in the library.

12. Total in-house library resource usage for the 2008-2009 school year. (estimate)

13. Total number of books and AV circulated (checked out) during the 2008-2009 school year.

14. Total 2008-2009 library resource usage (Add Total in-house to Total circulated).

15. Total interlibrary loan requests for resources borrowed from other locations for 2008-2009.

16. Total interlibrary loan requests for resources filled or loaned to other locations for 2008-2009.

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3. Scheduling and Programming

1. (BEDS) How many hours is the library media center staffed and open for student use?

fewer than 10 hours/week

10-20 hours/week

open during all school hours

open during all school hours plus before/or after school

2. (BEDS) How many hours per week is the library available for use by teachers and students without prior scheduling?

0 hours (none)

fewer than 10 hours a week

10-20 hours a week

At any time

3. (BEDS) Does the LMS collaborate and plan with classroom teachers for instruction?

YES

NO

4. (BEDS) Do classroom teachers accompany students to the library for whole-class instruction?

YES

NO

5. (BEDS) Are library and information literacy skills taught and integrated into core academic areas to meet the NYS Learning Standards? (Check all that apply.)

English/Reading

Social Studies

Math

Science

6. Effort is made to link the New York State Learning Standards with AASL (American Association of School Libraries) Information Literacy Skills in all lessons taught in the library.

Always

Usually

Sometimes

Seldom

Never

7. Literacy programs for students are planned and promoted by the librarian to support the New York State Learning Standards.

Always

Usually

Sometimes

Seldom

Never

8. Students and staff have easy access to the library at the point of need and to qualified professional staff throughout the school day due to a flexible schedule.

Always

Usually

Sometimes

Seldom

Never

9. What percent of the library schedule includes time for flexible access?

10. Number of fixed scheduled classes lasting a class period weekly in the library.

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11. Number of weekly fixed schedule story times in the library.

12. Who can issue passes to the library? (check all that apply)

Classroom
Teacher

Study Hall
Teacher

LMS

Substitute
Teacher

Administrator

Other

4. Library Resources

1. Total number of books in the school library as of July 1, 2008.

2. Number of books added to the school library July 1, 2008 - June 30, 2009.

3. Books withdrawn or lost during the school year 2008-2009.

4. (BEDS) Total books in the school library at end of the school year, June 30, 2009.

5. Number of periodical subscriptions (# titles) from July 1, 2008 - June 30, 2009.

6. Total number of AV (non-book) resources in the school library July 1, 2008.

7. Number of AV (non-book) resources added to the school library during 2008 - 2009.

8. Total number of AV (non-book) resources withdrawn or lost during the 2008 - 2009 school year

9. (BEDS) Total number of (non-book) materials that are cataloged and processed in the LMC, June 30, 2009.

10. Access to resources outside the school is provided via interlibrary loan.

Always

Usually

Sometimes

Seldom

Never

11. Access to online database subscriptions are provided to students and staff through the Library System "Library Links" web page.

Always

Usually

Sometimes

Seldom

Never

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12. Online database subscriptions and the Internet are used to create research projects designed to improve achievement on the New York State Learning Standards.

Always

Usually

Sometimes

Seldom

Never

5. Library Budget

1. Total 2007 - 2008 Official BEDS Enrollment (use school budgets spreadsheet 08-09) Prior year BEDS enrollment is used for budgeting purposes

2. NY State Aid 711 budget allocation

Total Allocation

Per Student Allocation

3. SCSD Library Resources budget allocation

Total Allocation

Per Student Allocation

4. SCSD Publications and Subscription budget allocation

Total Allocation

Per Student Allocation

5. Middle School Special budget allocation (middle schools only)

Total Allocation

Per Student Allocation

6. List any additional funds received by the library from other sources during 2008-2009. (special aid, grants, PTO, district supplement etc.)

6. Technology

1. Teachers are offered learning opportunities in new technologies by the library.

Always

Usually

Sometimes

Seldom

Never

2. (BEDS) Total number of database subscriptions, including NOVELNY statewide databases

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3. (BEDS) Enter the number of computers located in the following locations with Higher-end processing power (Pentium 3, Macintosh G3, equivalent or higher CPU's)

- 1. Classrooms or science labs
- 2. Computer technology labs
- 3. Library/media centers
- 4. Administrative or PPS offices
- 5. Other Locations

4. (BEDS) Enter the number of computers located in the following locations with Lower-End (Pentium 2, Macintosh-Apple Power PC, equivalent or lower CPU's) DO NOT INCLUDE OBSOLETE COMPUTERS

- 1. Classrooms or science labs
- 2. Computer technology labs
- 3. Library/media centers
- 4. Administrative or PPS offices
- 5. Other Locations

5. (BEDS) Of the total number of computers used for instruction (classroom or science labs, computer technology labs, and library/media centers reported in question number 2 how many have Internet access in the following categories:

- Dial Up
- High-speed/Broadband (Wired or Wireless)
- No Internet Connectivity

6. (BEDS) Total Number of computers with Internet access in the LMC?

7. (BEDS) Does this school provide individual E-Mail accounts to: (check all that apply)

- Administrators Teachers Students

8. (BEDS) Is there a policy or expectation for teachers to use their school or district-provided email address, as opposed to an account through hotmail, yahoo etc. as a primary school communication tool?

- YES NO NOT APPLICABLE

9. (BEDS) Does the library have an automated system to access library resources?

- YES NO

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10. (BEDS) If yes, how many online public access catalogs (OPAC) do you have?

11. Does the school library have CD-ROM and DVD equipment?

YES

NO

12. Does the school library have CD-ROM burner and DVD burner equipment?

YES

NO

13. Does the school library have Computer Projection equipment?

YES

NO

14. Does the school library have Digital Camera equipment?

YES

NO

15. Does the school library have Digital Video Camera equipment?

YES

NO

16. Does the school library have Portable Storage equipment? (zip, USB, external drive etc)

YES

NO

17. Does the school library have Portable Computing Devices equipment? (PDA, Alphasmart, Dana, I Touch)

YES

NO

18. Does the school library have Color Printer?

YES

NO

19. Does the school library have Computer Scanner equipment?

YES

NO

20. Does the school library have a telephone?

YES

NO

21. Does the school library share a phone line with other departments?

YES

NO

22. Does the school library have telefax equipment in the library?

YES

NO

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23. (BEDS) Does this school use distance learning?

YES

NO

24. (BEDS) If Yes, does this school use the following for distance learning:

Classrooms include any instructional space (include libraries, resource rooms, labs)

	YES	NO
E-Mail correspondence?	<input checked="" type="radio"/>	<input type="radio"/>
Internet content (e.g., connected University)?	<input checked="" type="radio"/>	<input type="radio"/>
One-to-one, real-time video conferencing (e.g., CUSeeMe, I-chat)?	<input checked="" type="radio"/>	<input type="radio"/>
Synchronous, multi-point (one to many or many to many) real-time video conferencing?	<input checked="" type="radio"/>	<input type="radio"/>
Other (please specify)		

7. Communications and Reporting

1. Check all means of communication utilized by your library.

- TELEFACSIMILIE EMAIL EMAIL LIST SERVES TELEPHONE DISTRICT MAIL U.S. MAIL BLOG WIKI POD

2. Check all means of reporting done by your library.

- SCSD ANNUAL REPORT
 WRITTEN REPORT TO PRINCIPAL
 MEETINGS WITH PRINCIPAL
 EVALUATION PRECONFERENCE
 PTA PRESENTATIONS
 PARENT NEWSLETTER
 STAFF NEWSLETTER
 STAFF MEETINGS

Other (please specify)

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3. List all of the non-library building activities and responsibilities, and committees that the Library Media Specialist is involved in:

Non-library activities and responsibilities: (please list)

4. Check all school committees the LMS is a member of:

- School Leadership Team
- Labor Management Team
- Instruction and Staff Development Team
- Behavior and Discipline Committee
- Special Events School Committee
- Community of Caring Committee or Character Education Committee
- District Technology Support Team
- Syracuse Teachers Association Building Representative

Other (please specify)

8. 2008-2009 Library Program Accomplishments

1. List special accomplishments of the School Library Media Program for 2008-2009 (Include descriptions of new programs and activities. Also include circumstances that impacted your existing programs.)