

SCHOOL LIBRARY MEDIA CENTER QUESTIONNAIRE SCHOOLS AND STAFFING SURVEY 2007-08 SCHOOL YEAR



(Please correct any errors in school name, address, and ZIP Code.)

THIS SURVEY HAS BEEN ENDORSED BY:

American Association of School Librarians
 American Federation of Teachers
 Bureau of Indian Affairs, Office of Indian Education Programs
 Council of Chief State School Officers
 Council of the Great City Schools
 National Association of Elementary School Principals
 National Association of Secondary School Principals
 National Education Association
 National Indian Education Association

NOTICE:

This survey is authorized by Title I, Part E, Sections 151(b) and 153(a) of Public Law 107-279, the Education Sciences Reform Act of 2002.



DEAR LIBRARY MEDIA SPECIALIST:

The Schools and Staffing Survey is the largest sample survey of America's elementary and secondary schools. Your participation is important. Below are answers to some general questions.

WHAT IS THE PURPOSE OF THIS SURVEY?

The purpose of this survey is to obtain information about school library media centers, such as staffing, collections, and expenditures.

WHO IS CONDUCTING THIS SURVEY?

The U.S. Census Bureau is conducting this survey for the National Center for Education Statistics (NCES) of the U.S. Department of Education.

WHY SHOULD YOU PARTICIPATE IN THIS SURVEY?

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

WILL YOUR RESPONSES BE KEPT CONFIDENTIAL?

Your responses are protected from disclosure by federal statute (P.L. 107-279, Title I, Part E, Sec. 183). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law.

HOW WILL YOUR INFORMATION BE REPORTED?

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

WHERE SHOULD YOU MAIL YOUR COMPLETED QUESTIONNAIRE?

Please return your completed questionnaire in the enclosed pre-addressed, postage-paid envelope or mail it to:

**U.S. CENSUS BUREAU
ATTN: DCB 60A
1201 E. 10th STREET
JEFFERSONVILLE, IN 47132-0001**

WE HOPE YOU WILL PARTICIPATE IN THIS VOLUNTARY SURVEY.

SINCERELY,



MARK SCHNEIDER

**COMMISSIONER FOR EDUCATION STATISTICS
NATIONAL CENTER FOR EDUCATION STATISTICS**

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0598. The time required to complete this information collection is estimated to average 35 minutes per response, including the time spent to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns about the contents of this questionnaire, e-mail: dSD.sass@census.gov, or write directly to: Schools and Staffing Survey, National Center for Education Statistics, 1990 K Street, N.W., #9018, Washington, DC 20006.



INSTRUCTIONS

The data you enter on this form will be captured through the use of imaging technology. Please print all information clearly in ordinary characters, using a black ballpoint pen.

CORRECT marking example – <i>(Use care to keep characters in their designated spaces.)</i>	INCORRECT marking example –
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">3 5</div> 1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No	<div style="display: inline-block; margin-right: 20px;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">35</div> 1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No </div> <div style="display: inline-block; vertical-align: middle;">OR</div> <div style="display: inline-block; margin-left: 20px;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">3 5</div> 1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No </div>

- a. Please do not write any comments near the answer spaces.
 - b. Unless otherwise indicated, please refer to the current (2007-08) school year. Some questions refer to the 2006-07 school year. If you were not working in this library media center during the 2006-07 school year, please consult with another staff member who was working in this library media center last year or the school principal.
 - c. If you are unsure about how to answer a question, please give the best answer you can rather than leaving it blank.
 - d. Report data for this school's library media center only.
 - e. "Library media center" is the phrase used throughout the questionnaire to cover what may be called any of the following: school library, media center, resource center, information center, instructional materials center, learning resource center, or any other similar name.
 - f. If you have any questions, call the U.S. Census Bureau at 1-800-221-1204. Someone will be available to take your call Monday through Friday, between 8:30 a.m. and 5:00 p.m. (Eastern Time). The U.S. Census Bureau is also available to answer your questions via e-mail at: dsd.sas@census.gov.
- 1. Does this school have a library media center?**
- 🍏 *A library media center is an organized collection of printed and/or audiovisual and/or computer resources which is administered as a unit, is located in a designated place or places, and makes resources and services available to students, teachers, and administrators.*
 - 🍏 *A library media center may be called a school library, media center, resource center, information center, instructional materials center, learning resource center, or any other similar name.*

0025

- 1 Yes → Continue with this questionnaire or give it to the individual who is responsible for this school's library media center, e.g., the librarian or library media specialist.
- 2 No → STOP NOW AND RETURN THIS QUESTIONNAIRE TO THE U.S. CENSUS BUREAU IN THE ENCLOSED ENVELOPE. THANK YOU FOR YOUR TIME.

YOUR COMMENTS



I 2007-08 FACILITIES, SERVICES, AND POLICIES

2. Can this library media center accommodate a full class of students at one time?

0030

1 Yes2 No → *GO TO item 4 below.*

3. If a full class is working in the library media center, can other activities be accommodated concurrently, such as production activities, conferences, small group work, or individual browsing?

0031

1 Yes2 No

4. During the most recent full week of school, was this library media center used as a classroom, due to a classroom shortage?

0032

1 Yes2 No

5. Which of the following best describes the type of scheduling for the library media center?

🍏 *Mark (X) only one box.*

0033

1 Only flexible scheduling (available as needed) → *GO TO item 7 below.*2 Only regular scheduling (previously specified times)3 Both flexible and regular scheduling

6. How frequent are the scheduled periods?

🍏 *Mark (X) only one box.*

0034

1 Weekly2 Once every 2 weeks3 Varies by grade level

7. May students use the library media center independently during the following times?

a. Before school

0035

1 Yes2 No

b. After school

0036

1 Yes2 No

c. During regular school hours

0037

1 Yes2 No

8. During the most recent full week of school, how many times did students visit the library media center?

🍎 For example, a student visiting the library 5 times during the week is counted as 5 visits.

🍎 If none, please mark (X) the box.

0038

0

None

or

Student visits during recent full week

9. During the most recent full week of school, what was the total number of books and other materials checked out from the library media center?

🍎 Include items checked out by all persons.

🍎 If none, please mark (X) the box.

0039

0

None

or

Total

10. Does this library media center provide support for the following programs?

a. Family literacy activities

0040

1

Yes

2

No

b. Book clubs

0041

1

Yes

2

No

11. Does this school have any of the following school board-approved policies?

a. A policy for acceptable use of the Internet

0042

1

Yes

2

No

b. A policy for materials selection

0043

1

Yes

2

No

c. A policy for challenges to library holdings

0044

1

Yes

2

No

12. Does this library media center have a library policy and procedures manual?

0045

1

Yes

2

No



II 2007-08 STAFFING

13. Around the first of October, did this library media center have any paid state-certified library media specialists?

- 🍏 Record HEAD COUNTS, not FTEs (full-time equivalent).
- 🍏 Count a library media specialist as certified if he or she has met your state's regular or standard certification requirements in the library media specialty area.
- 🍏 Include those who have completed all necessary course work and are eligible for full certification upon completion of a probationary period.

0050

1 Yes →

2 No

How many are –
 🍏 Record responses, then GO TO item 14 below.

0051 Full-time

0052 Part-time

0053 Total paid state-certified library media specialists

14. Around the first of October, did this library media center have any paid professional staff who are NOT state-certified as library media specialists?

- 🍏 Record HEAD COUNTS, not FTEs (full-time equivalent).
- 🍏 Do not include library aides or paid clerical staff.

0054

1 Yes →

2 No

How many are –
 🍏 Record responses, then GO TO item 15 below.

0055 Full-time

0056 Part-time

0057 Total paid professional staff NOT state-certified as library media specialists

15. Around the first of October, did this library media center have any paid library aides or clerical staff?

- 🍏 Record HEAD COUNTS, not FTEs (full-time equivalent).
- 🍏 Do not include volunteers.

0058

1 Yes →

2 No

How many are –
 🍏 Record responses, then GO TO item 16 below.

0059 Full-time

0060 Part-time

0061 Total paid library aides or clerical staff

16. If you marked "NO" to items 13 AND 14 (that is, this library media center has no paid professional staff), then mark (X) here → 0062 0 → **GO TO item 19 on page 7.**

Otherwise, continue with item 17 on page 7.



17. How many of the paid professional library media staff have earned a master's degree in librarianship, library science, information science, educational media, instructional design, or instructional technology?

🍏 Record HEAD COUNTS, not FTEs (full-time equivalent).

🍏 If none, please mark (X) the box.

0063

0

None

or

Paid professional staff members

18. How many of the paid professional library media staff are state-certified as classroom teachers?

🍏 Record HEAD COUNTS, not FTEs (full-time equivalent).

🍏 Include those who have completed all necessary course work and are eligible for full certification upon completion of a probationary period.

🍏 If none, please mark (X) the box.

0064

0

None

or

Certified as classroom teachers

19. Do any volunteers provide services for the library media center?

0065

1

Yes

2

No → GO TO item 21 below.

20. During the most recent full week of school, what was the total number of regularly scheduled volunteers in the library media center who were –

🍏 Record HEAD COUNTS, not FTEs (full-time equivalent).

🍏 If none, please mark (X) the box.

a. Adult volunteers?

0066

0

None

or

Adult volunteers

b. Student volunteers?

0067

0

None

or

Student volunteers

21. Does the school staff member with primary responsibility for this library media center spend time in another school (i.e., an itinerant library media specialist)?

🍏 Mark (X) only one box.

0068

1

Yes

2

No

3

There is no school staff member who has primary responsibility for the library media center.



III 2007-08 TECHNOLOGY

22a. How many computer workstations does the library media center have for student and/or staff use?

🍎 *If none, please mark (X) the box.*

0075 0 None → [GO TO item 25 on page 9.](#)

↓ Computer workstations

b. Of the computer workstations reported above, how many have access to the Internet?

🍎 *If none, please mark (X) the box.*

0076 0 None → [GO TO item 25 on page 9.](#)

↓ Computer workstations

23. Does this library media center provide students access to online, licensed databases?

(Online, licensed databases are supplied by commercial vendors via the Internet. They may include indexes, abstracts, full-text article databases, or full-text reference sources, such as encyclopedias, almanacs, biographical sources, and other quick fact-finding sources.)

0077 1 Yes
2 No → [GO TO item 25 on page 9.](#)

24. Does the library media center also provide access to online, licensed databases to students from the following locations?

a. In the classroom

0078 1 Yes
2 No

b. At home

0079 1 Yes
2 No

YOUR COMMENTS

25. Are the following available within this library media center?**a. Automated circulation system**

0080

1 Yes2 No**b. Automated catalog(s) for student and/or staff use**

0081

1 Yes2 No**c. Digital video disc (DVD) player(s) or video cassette recorder(s) (VCR) for student and/or staff use**🍎 *Include stand-alone DVD players and those in computers.*

0082

1 Yes2 No**d. Media retrieval system**

(A media retrieval system consists of centralized video distribution equipment with a scheduling and control server that telecasts video to classrooms, upon request.)

0083

1 Yes2 No**e. Laptops for student use outside of the library media center**

0084

1 Yes2 No**f. Laptops for staff use outside of the library media center**

0085

1 Yes2 No**g. Technology to assist students and/or staff with disabilities**

(e.g., TDD, specially-equipped workstations)

0086

1 Yes2 No**YOUR COMMENTS**

IV 2007-08 INFORMATION LITERACY

26. Does this school have formal information literacy standards?

(Information literacy is the ability to recognize when information is needed and the ability to locate, evaluate, and effectively use the needed information. Aspects of information literacy include information-seeking skills, evaluation of information, and critical thinking skills about information.)

0095

1 Yes2 No

27. Does this school follow a formal information literacy curriculum?

0096

1 Yes2 No → GO TO item 29 below.

28. Who teaches this school's information literacy curriculum?

🍎 *Mark (X) only one box.*

0097

1 Library professional staff only2 Classroom teachers only3 Taught by both library professional staff and classroom teachers

29. Does this library media center receive formal feedback on students' information literacy skills?

0098

1 Yes2 No

30. In the past TWELVE months, have any paid professional library staff in this school received formal training on information literacy instruction?

0099

1 Yes2 No

YOUR COMMENTS



V 2006-07 COLLECTIONS AND EXPENDITURES

31. If this library media center was not in existence last school year (2006-07), then mark (X) here. → ⁰¹⁰⁵ 0 → GO TO item 34 below.

Otherwise, continue with item 32 below.

32. During the 2006-07 school year, what were the total holdings, additions, and expenditures for the library media center for each of the following kinds of materials?
 🍏 Report only the materials acquired and maintained by the library media center.
 🍏 If none, please mark (X) the box.

	Total number held at the end of the 2006-07 school year	Number ACQUIRED DURING the 2006-07 school year	Report the amount spent for the purchase of materials for the 2006-07 school year 🍏 Round to the nearest dollar.
a. BOOK TITLES (count all copies)	⁰¹⁰⁶ 0 <input type="checkbox"/> None <input style="width: 100px; height: 20px;" type="text"/>	⁰¹⁰⁷ 0 <input type="checkbox"/> None <input style="width: 100px; height: 20px;" type="text"/>	⁰¹⁰⁸ 0 <input type="checkbox"/> None \$ <input style="width: 100px; height: 20px;" type="text"/> .00
	b. AUDIO or VIDEO MATERIALS (tape, CD, or DVD; count all copies)	⁰¹⁰⁹ 0 <input type="checkbox"/> None <input style="width: 100px; height: 20px;" type="text"/>	⁰¹¹⁰ 0 <input type="checkbox"/> None <input style="width: 100px; height: 20px;" type="text"/>

33. During the 2006-07 school year, what were the TOTAL expenditures for ALL information resources for this library media center?
 (Information resources include such items as books, periodicals, audio-visual materials, database licensing, and software. They do not include salaries, computer hardware, or audio-visual equipment.)
 🍏 Please report in whole dollars.
 🍏 If none, please mark (X) the box.

⁰¹¹² 0 None or \$.00

34. Please indicate how much time it took to complete this form, not counting interruptions.
 🍏 Please record the time in minutes, e.g., 50 minutes, 65 minutes, etc.

⁰¹¹³ Minutes

YOUR COMMENTS



Thank you very much for your participation in this survey. If you have any questions, please contact us, toll-free, at: 1-800-221-1204 or by e-mail at: dsd.sass@census.gov.

To learn more about this survey and to access reports from earlier collections, see the Schools and Staffing Survey (SASS) website at: <http://nces.ed.gov/surveys/sass>

NCES also collects data from public and academic libraries and state library agencies. For more information about these surveys, go to the Library Statistics Program website at: <http://nces.ed.gov/surveys/libraries>

Additional data collected by the National Center for Education Statistics (NCES) on a variety of topics in elementary, secondary, postsecondary, and international education are available from NCES' website at: <http://nces.ed.gov>

For additional data collected by various Federal agencies, including the Department of Education, visit the Federal Statistics clearinghouse at: <http://www.fedstats.gov>

