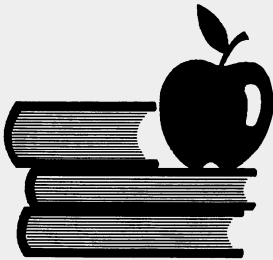


# INDIAN SCHOOL LIBRARY MEDIA CENTER QUESTIONNAIRE SCHOOLS AND STAFFING SURVEY 1999-2000 SCHOOL YEAR



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

I.

- 0050
- 1  Yes
- 2  No →

If you answered "No," it is very important that you call the Census Bureau toll free at 1-800-221-1204.

II.


- 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 library, media center, resource center, information center, instructional materials center, learning resource center, or some other name.

- 0051
- 1  Yes →
- 2  No

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.

**STOP NOW AND RETURN THIS QUESTIONNAIRE TO THE CENSUS BUREAU IN THE ENCLOSED ENVELOPE. THANK YOU FOR YOUR TIME.**

DEAR PRINCIPAL:

 See the enclosed letter for information on completing this survey over the Internet.

WHO IS CONDUCTING THIS SURVEY?

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in this survey. The U.S. Census Bureau is conducting this survey by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e).

WHY SHOULD YOU PARTICIPATE IN THIS SURVEY?

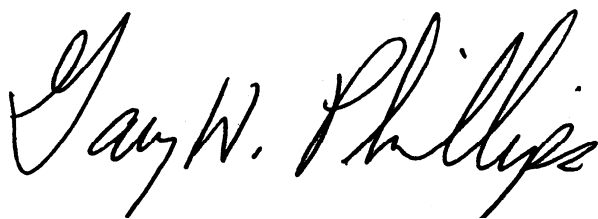
We are conducting this survey with only a sample of school library media centers. Therefore, the value of your individual contribution is greatly increased because it represents many other school library media centers. We encourage you to participate in this voluntary survey.

THIS SURVEY HAS BEEN ENDORSED BY:

American Association of School Administrators	Department of Middle Level Services, National Association of Secondary School Principals
American Association of School Librarians	National Association of Elementary School Principals
American Counseling Association	National Association of Secondary School Principals
American Federation of Teachers	National Center for Improving Science Education
American Library Association	National Council of Teachers of Mathematics
Association of Community Tribal Schools	National Education Association
Bureau of Indian Affairs, Office of Indian Education Programs	National Indian Education Association
Council of Chief State School Officers	National Middle School Association
Council of Great City Schools	

THANK YOU FOR YOUR COOPERATION IN THIS IMPORTANT EFFORT.

SINCERELY,



GARY W. PHILLIPS  
ACTING COMMISSIONER OF EDUCATION STATISTICS

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### 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 60 minutes per response, including the time 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, D.C. 20202-4651. If you have comments or concerns about the contents of this questionnaire, write directly to: Schools and Staffing Survey, National Center for Education Statistics, 555 New Jersey Avenue, N.W., Washington, D.C. 20208.

## INSTRUCTIONS

- We suggest that you use a pencil or ball point pen to complete this questionnaire.
- Report data for this school's library media center only.
- "Library media center" is the phrase used throughout the questionnaire to cover what may be called any of the following: library, media center, resource center, information center, instructional material center, learning resource center, or some other name.
- If you are unsure about how to answer a question, give the best answer you can, and make a comment in the "Your Comments" section on pages 6, 7, and 12. Please do not write any comments near the answer spaces.
- ☎ If you have any questions, call the Census Bureau at 1-800-221-1204. Someone will be available to take our call Monday through Friday 8:30 am-5:00 pm (Eastern Time).



*Please keep track of the time you spend completing this questionnaire. At the end of the survey, you are asked to record the amount of time spent.*

<b>I</b>	Facilities – We are interested in learning about the facilities that are available within the library media center. These questions ask about the organization of your library media center.
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1. How is this library media center organized?

● Mark (X) only one box.

- 0052    1    Centralized (one area in one building)
- 2    Decentralized (collections or services available in more than one location on a campus or in another building)

2. What is the total seating capacity of the library media center?

0053    

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 Seats

3. Are the following types of areas located within this school's library media center?

*Mark (X) one box on each line.*

- |  |      |                                |                               |
|--|------|--------------------------------|-------------------------------|
| a. Individual reading, viewing, and listening  | 0054 | 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No |
| b. Small group (5 persons or less) activity areas (viewing or listening)                                     | 0055 | 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No |
| c. Large group (more than 5 persons) activity areas (viewing or listening)                                   | 0056 | 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No |
| d. Work area (where library staff order, label, etc.)  | 0057 | 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No |
| e. Media production area (where library media specialists, teachers or students produce tapes, slides, etc.) | 0058 | 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No |
| f. Conference rooms  | 0059 | 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No |
| g. Computer access area or lab   | 0060 | 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No |

4a. Can this library media center accommodate a full class of students at one time?

- 0061    1    Yes
- 2    No    →   If "No," go to item 5 on page 4.

b. 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, individual browsing?

- 0062    1    Yes
- 2    No



**Staffing** – These questions ask about the number of professional, clerical and volunteer staff in your library and the highest degrees held by the professional staff members.

5. Does this library media center have any paid library aides or clerical staff?

Do not include volunteers.

<p>0070 1 <input type="checkbox"/> Yes -</p> <p>2 <input type="checkbox"/> No </p>	<p>If "Yes," How many are -</p> <p>If "No," go to item 6.</p>	<p>0071 <input type="text"/> <input type="text"/> Full-time</p> <p>0072 <input type="text"/> <input type="text"/> At least 3/4 time but less than full-time</p> <p>0073 <input type="text"/> <input type="text"/> At least 1/2 time but less than 3/4 time</p> <p>0074 <input type="text"/> <input type="text"/> Less than 1/2 time</p> <hr/> <p>0075 <input type="text"/> <input type="text"/> Total paid library aides or clerical staff.</p>
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6. Does this library media center have paid PROFESSIONAL staff who are NOT certified as library media specialists?

Do not include library aides or clerical staff.

<p>0076 1 <input type="checkbox"/> Yes -</p> <p>2 <input type="checkbox"/> No </p>	<p>If "Yes," How many are -</p> <p>If "No," go to item 7.</p>	<p>0077 <input type="text"/> <input type="text"/> Full-time</p> <p>0078 <input type="text"/> <input type="text"/> At least 3/4 time but less than full-time</p> <p>0079 <input type="text"/> <input type="text"/> At least 1/2 time but less than 3/4 time</p> <p>0080 <input type="text"/> <input type="text"/> Less than 1/2 time</p> <hr/> <p>0081 <input type="text"/> <input type="text"/> Total paid professional staff NOT certified as library media specialists.</p>
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7. Does this library media center have paid professional staff who are CERTIFIED in this state as LIBRARY MEDIA SPECIALISTS?

Count a library media specialist as certified if he/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.

<p>0082 1 <input type="checkbox"/> Yes -</p> <p>2 <input type="checkbox"/> No </p>	<p>If "Yes," How many are -</p> <p>If "No," go to item 8 on page 5.</p>	<p>0083 <input type="text"/> <input type="text"/> Full-time</p> <p>0084 <input type="text"/> <input type="text"/> At least 3/4 time but less than full-time</p> <p>0085 <input type="text"/> <input type="text"/> At least 1/2 time but less than 3/4 time</p> <p>0086 <input type="text"/> <input type="text"/> Less than 1/2 time</p> <hr/> <p>0087 <input type="text"/> <input type="text"/> Total paid professional staff certified as library media specialists in this state.</p>
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8. Did you mark "NO" to item 6 AND item 7 on page 5?

0088 1  Yes → If "Yes," go to item 10a on page 6.

2  No

9. For this item:

• *Count each professional staff member only ONCE. Report each person by his/her highest degree earned. If no paid professional staff have a particular degree as their highest degree, mark the "None" box for that degree.*

• *If this library media center does not have any paid professional staff, skip to item 10a on page 6.*

• *Do not include library aides or clerical staff.*

a. How many of the paid professional library media center staff have earned a doctoral degree as their highest degree?

0089 0  None or   Staff members

b. How many of the paid professional library media center staff have earned an education specialist or professional diploma (at least one year beyond the master's level) as their highest degree?

0090 0  None or   Staff members

c. How many of the paid professional library media center staff have a master's degree in librarianship, educational media, instructional design, instructional technology, library science or information science as their highest degree?

0091 0  None or   Staff members

d. How many of the paid professional library media center staff have a master's degree in a field OTHER THAN librarianship, educational media, instructional design, instructional technology, library science or information science as their highest degree?

0092 0  None or   Staff members

e. How many of the paid professional library media center staff have a master's degree in a library related field PLUS a second master's degree as their highest degrees?

0093 0  None or   Staff members

f. How many of the paid professional library media center staff have a bachelor's degree as their highest degree?

0094 0  None or   Staff members

g. How many of the paid professional library media center staff have an associate's degree as their highest degree?

0095 0  None or   Staff members

10a. Do any volunteers provide services for the library media center?

- 0096 1  Yes  
2  No → If "No," go to item 11.

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

(1) Adult volunteers?

0097 0  None or   Adult volunteers

(2) Student volunteers or aides?

0098 0  None or   Student volunteers

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

- 0099 1  Yes  
2  No  
0  No school staff member has primary responsibility for the library media center

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YOUR COMMENTS



Technology – These items ask about technology resources in your school. Some questions ask about resources within the library media center and others ask about resources that may be located in other parts of the school.

12. Is the following equipment located within this library media center?

a. Telephone

0102 1  Yes

2  No

b. Fax machine

0103 1  Yes

2  No

c. Automated circulation system

0104 1  Yes

2  No

d. Video laser disc or DVD

0105 1  Yes

2  No

e. Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)

0106 1  Yes

2  No

YOUR COMMENTS

13. Are the following electronic services available in the library media center either through stand-alone terminals, library local area network (LAN), building-wide LAN, or district wide area network (WAN)?

●Mark (X) all that apply.

	Stand alone computer	Library LAN	Building-wide LAN	Not available
a. Automated catalogs .....	0107 1 <input type="checkbox"/>	0108 1 <input type="checkbox"/>	0109 1 <input type="checkbox"/>	0111 1 <input type="checkbox"/>
b. CD-ROMS .....	0112 1 <input type="checkbox"/>	0113 1 <input type="checkbox"/>	0114 1 <input type="checkbox"/>	0116 1 <input type="checkbox"/>
c. Internet access (e.g., Netscape, Internet Explorer) .....	0117 1 <input type="checkbox"/>	0118 1 <input type="checkbox"/>	0119 1 <input type="checkbox"/>	0121 1 <input type="checkbox"/>
d. E-Mail .....	0122 1 <input type="checkbox"/>	0123 1 <input type="checkbox"/>	0124 1 <input type="checkbox"/>	0126 1 <input type="checkbox"/>
e. Electronic full-text periodicals .....	0127 1 <input type="checkbox"/>	0128 1 <input type="checkbox"/>	0129 1 <input type="checkbox"/>	0131 1 <input type="checkbox"/>

14. Does this school have any television sets or video monitors?

0132 1  Yes  
 2  No → If "No," go to item 21 on page 10.

15. How does this school receive its television programming?

a. Cable television

0133 1  Yes  
 2  No

b. Broadcast television

0134 1  Yes  
 2  No

c. Closed circuit television

0135 1  Yes  
 2  No

d. Satellite dish

0136 1  Yes → If "Yes," Is the satellite dish - 0137 1  Fixed  
 2  Steerable  
 3  Don't know  
 2  No



16. Does this library media center have multimedia production facilities (a computer using any text, full color, images and graphics, video, animation and sound)?

- 0138 1  Yes  
2  No

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17a. Does this library media center use prerecorded video tapes?

- 0139 1  Yes  
2  No → If "No," go to item 18.

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b. How are the prerecorded video tapes acquired for this library media center?

• Mark (X) all that apply.

- 0140 1  Loan  
0141 1  Rental  
0142 1  Purchase  
0143 1  Gift

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18. Does this school belong to a state or regional consortium which purchases the rights to tape programs broadcast via cable or satellite?

- 0144 1  Yes  
2  No  
3  Don't know

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19a. Does this school have in-house television production facilities?

- 0145 1  Yes  
2  No → If "No," go to item 20.

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b. Are these programs shown -

(1) Within the school?

- 0146 1  Yes  
2  No

(2) Outside the school?

- 0147 1  Yes  
2  No

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20. Does this school participate in distance learning? For example, are any lessons taught via television, satellite, or computer network?

- 0148 1  Yes  
2  No  
3  Don't know

# IV

1998-1999 – Collections and Expenditures – The items in this section ask about the size and currency of your library media collection. Some of the items ask about the budget and expenditures. If you are not able to give an exact amount, please provide your best estimate.

21. During the 1998-1999 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 materials administered by the library media center.

Category	Total number held at the END of the 1998-1999 school year. (1)	Number ACQUIRED DURING the 1998-1999 school year. (2)	Report the amount spent for rental and purchase during the 1998-1999 school year. Round to the nearest dollar. (3)
a. BOOKS (count all copies)	0149 <input type="text"/>	0150 <input type="text"/>	0151 \$ <input type="text"/> .00
b. VIDEO MATERIALS (tape, DVD or laser disc titles. Do not report duplicates)	0152 <input type="text"/>	0153 <input type="text"/>	0154 \$ <input type="text"/> .00
c. CD-ROM TITLES (Do not report duplicates)	0155 <input type="text"/>	0156 <input type="text"/>	0157 \$ <input type="text"/> .00
d. CURRENT PRINT OR MICROFORM PERIODICAL SUBSCRIPTIONS (Do not report duplicates)	0158 <input type="text"/>	0159 <input type="text"/>	0160 \$ <input type="text"/> .00
e. ELECTRONIC SUBSCRIPTIONS	0161 <input type="text"/>	0162 <input type="text"/>	0163 \$ <input type="text"/> .00

22. During the 1998-1999 school year, what was the TOTAL expenditure for the types of materials listed above (in item 21) for this library media center?

☛ Include all expenditures for these materials, even if you are unable to provide expenditures for specific items in item 21.

☛ This total may be greater than the sum of expenditures reported in column (3) of item 21.

0164 0  None or \$ .00

23. What is the copyright date of this library media center's most recent...

📌 *Report the four-digit year.*

0165 a. General knowledge encyclopedia?  or 0166 0  None available

0167 b. World atlas?  or 0168 0  None available

24. For each of the following Dewey decimal numbers or categories, how many volumes were purchased for this library media center during the 1998-1999 school year?

📌 *Do NOT include classroom collections unless they are administered by the library media center.*

Dewey Decimal Number/Category	Volumes purchased during the 1998-1999 school year
616/Medicine and health .....	0169 <input type="text"/>
629.4/Space .....	0170 <input type="text"/>
320/Government .....	0171 <input type="text"/>
914/European geography and travel .....	0172 <input type="text"/>

25. During the 1998-1999 school year how many volumes did this library media center purchase for its PROFESSIONAL COLLECTION FOR TEACHERS (e.g., curriculum development, instructional practice, educational psychology)?

📌 *Do not include classroom collections unless they are administered by the library media center.*

0173  Volumes purchased during 1998-1999 school year

26. During the 1998-1999 school year, what was the total expenditure for computer hardware, other than communications equipment, for this library media center?

📌 *Include expenditures for purchase, rental, and/or lease.*

📌 *Report the amount in whole dollars.*

0174 0  None or \$ .00

27. During the 1998-1999 school year, what was the total expenditure for other audio-visual equipment for this library media center?

📌 *Include expenditures for purchase, rental, repair, and/or lease.*

0175 0  None or \$ .00

# V

Scheduling and Transactions – We are interested in learning about the use of this library media center. The questions in this section ask about scheduling for use by students and teachers.

28a. Which of the following best describes the type of scheduling for classes in the library media center?

🍎 *Mark (X) only one box.*

0176 1  All classes flexibly scheduled – classes, small groups, and individuals are scheduled for varying time periods appropriate to need

GO to item 29 on page 13.

2  All classes regularly scheduled (previously specified times)

3  Some classes regularly scheduled, other classes flexibly scheduled

b. How frequent are the scheduled periods?

🍎 *Mark (X) only one box.*

0177 1  Weekly

2  Once every 2 weeks

3  Varies by grade level

29. Who makes library media center scheduling decisions?

🍎 *Mark (X) all that apply.*

0178 1  Principal

0179 1  Library media center staff

0180 1  Site-based management team

0181 1  Union (through contract negotiations)

0183 1  Library media center staff collaborating with classroom teachers.

YOUR COMMENTS

30a. When may students use the library media center independently?

- 0184
- 1  During scheduled periods/set times
  - 2  Anytime → If "anytime," go to item 31.
  - 3  Never - Students are not allowed to use independently → If "never," go to item 31.
- 

b. What are the scheduled periods/set times?

• Mark (X) all that apply.

- 0185 1  Before or after school
- 0186 1  During lunch break
- 0187 1  During set times throughout the day
- 0188 1  Between classes or during recess
- 

31. During the most recent full week of school, how many times was this library media center used by the following kinds of school groups?

a. Groups of 2 or more classes at the same time

0189 0  None or   Times per week

---

b. One class only

0190 0  None or   Times per week

---

c. Small groups (less than a full class)

0191 0  None or   Times per week

---

32. Is the library media center scheduled to provide teacher release or preparation time?

- 0192 1  Yes
- 2  No
- 

33. During the most recent full week of school, how many times was the library media center space used by groups for non-library related activities?

0193 0  None or   Times per week

---

34. During the most recent full week of school, how many students used the library media center?

• Provide your best estimate of students coming through your doors, individually and in groups.

0194      Students per week

35. 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.*

0195 

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 Total

---

36a. What is the maximum number of books that a student may take out of the library media center at a time?

☛ *Mark (X) only one box.*

- 0196 1  May not borrow  
2  1-2 books  
3  3-5 books  
4  6 or more books  
5  Varies by grade level

---

b. Which of the following may students take out of the library media center?

☛ *Mark (X) all that apply.*

- 0197 1  Reference material  
0198 1  Periodicals  
0199 1  AV materials  
0200 1  AV equipment  
0201 1  Computer software (includes CD-ROM)  
0202 1  Computer hardware  
0203 1  None of the above

---

37. Are the following persons allowed to check out materials?

a. Prekindergarten students

- 0204 1  Yes  
2  No  
0  No prekindergarten students at this school

---

b. Kindergarten students

- 0205 1  Yes  
2  No  
0  No kindergarten students at this school

---

c. Parents

- 0206 1  Yes  
2  No

# VI

Collaboration and Policy – Often library media center staff collaborate with classroom teachers to help them plan and deliver instruction. We are also interested in learning about certain policies this library media center may have in place.

38a. Are you a library media specialist or school librarian?

0207

1  Yes

2  No → **If "No," go to item 39.**

b. Were you working in this school library last school year (1998-1999)?

0208

1  Yes

2  No → **If "No," go to item 39.**

c. During the 1998-1999 school year, how frequently did you work with most classroom teachers to plan and deliver instruction in each of the following curricular areas?

Type of instruction		Frequency					
		Mark(X) one box on each line.					
		Weekly	Monthly	Quarterly	Annually	Never	Not applicable
(1) Arts and humanities	0209	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(2) English	0210	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(3) Foreign language	0211	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(4) Health/Physical education	0212	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(5) Math	0213	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(6) Reading/Language arts	0214	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(7) Science	0215	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(8) Social studies	0216	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(9) Vocational/ Technical education	0217	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>

39. Does this school have a library policy and procedures manual?

0221

1  Yes

2  No

40. Please indicate how much time it took you to complete this form, not counting interruptions.

• Please record the time in minutes, e.g., 50 minutes, 65 minutes, etc.

0222

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Minutes

***Thank you very much for your participation  
in this survey.***

Please return this survey in the enclosed envelope. If you do not have the return envelope, call 1-800-221-1204, or mail your questionnaire to:

U.S. Census Bureau  
Current Projects Branch  
1201 E. 10th Street  
Jeffersonville, IN 47132-0001

Find out more about the Schools and Staffing Survey (SASS) and information about school library media centers that was collected last survey. See SASS on the World Wide Web at:

<http://nces.ed.gov/surveys/sass>

Look for the report "School Library Media Centers: 1993-1994" under Publications (NCES 98-282).

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's Web site at:

<http://nces.ed.gov>

For additional data collected by various Federal agencies, including the Department of Education, visit the FedStats site at:

<http://www.fedstats.gov>