IMPORTANT NOTE: The phrase "library media center" is used throughout this questionnaire to refer to 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.

This school has a "library media center."
If your school has a "library media center," this questionnaire should be completed by the library media specialist, school librarian, principal, or other school administrator who is most knowledgeable about the school's library media center. If that person is someone other than you, please forward this questionnaire to the appropriate person.

This school does not have a "library media center."
If your school does not have a "library media center" as defined above, please fill in the circle below and return this questionnaire in the envelope provided.

This school does not have a "library media center" as defined above .................... ○

Thank you.
USES OF THE DATA

The data from this survey will be used by educators and by federal and state policy makers to address important issues facing the nation's schools: educational standards, high school course-taking patterns, dropping out of school, the education of the disadvantaged, the needs of language minority students, and the features of effective schools.

CONFIDENTIALITY

The collection of information in this survey is authorized by Public Law 100-297 and continued under the auspices of Section 404(a) of the National Education Statistics Act of 1994, Title IV of the Improving America's Schools Act of 1994, Public Law 103-382. Participation is voluntary. You may skip questions you do not wish to answer; however, we hope that you will answer as many questions as you can. No information collected under this authority may be used for any purpose other than the purpose for which it was supplied. Information will be protected from disclosure by federal statute (42 U.S. Code 242m, Section 308d). Data will be combined to produce statistical reports. No individual data that links your name, address, telephone number, or identification number with your responses will be reported.

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 1850-0652. The time required to complete this information collection is estimated to average 15 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 regarding the status of your individual submission of this form, write directly to: National Center for Education Statistics, ESLSD, 1990 K Street, N.W., Washington, D.C. 20006.

Educational Organizations That Have Endorsed ELS:2002

American Association of School Administrators
American Association of School Librarians
American Federation of Teachers
Council of Chief State School Officers
Council of the Great City Schools
National Association of Independent Schools
National Association of Secondary School Principals
National Catholic Educational Association Department of Secondary Schools
National Education Association
National Parent Teacher Association
National Resource Center for Safe Schools
National School Boards Association
National School Safety Center
INTRODUCTION

This questionnaire is directed to the school's library media specialist, school librarian, principal, or other school administrator who is most knowledgeable about the school's library media center. "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. Please report data for this school's library media center only. If you have any questions, you may call Amy Rees Sommer toll-free at 1-877-226-0150 between 9:00 a.m. and 5:00 p.m. Eastern Time, Monday through Friday. You may also E-mail questions to: ELS@rti.org. (In the subject line, please type Library Media Center Questionnaire.)

THANK YOU VERY MUCH FOR YOUR HELP.
GENERAL INSTRUCTIONS: PLEASE READ CAREFULLY AND USE A SOFT LEAD (#2) PENCIL TO COMPLETE THIS QUESTIONNAIRE. It is important that you completely fill in the oval next to your answers and print clearly. Listed below are examples of correct and incorrect ways to mark your answers.

FILLING IN OVALS:

<table>
<thead>
<tr>
<th>Correct Mark (Dark &amp; thick)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Incorrect Marks (Light &amp; thin)</td>
<td>❌</td>
</tr>
</tbody>
</table>

PRINTING NUMBERS IN BOXES:

Print one number per box. The numbers should be printed with solid connected lines and should not touch or cross any of the box lines. Do not cross zeroes or sevens.

Write digits like this:

1 2 3 4 5 6 7 8 9 0

Do not write digits like this:

1 2 3 4 5 6 7 8 9 0
PART I: FACILITIES

We are interested in learning about the facilities that are available within your school's library media center. These questions ask about the organization of your library media center.

1. How is this library media center organized?
   (MARK ONE RESPONSE)
   ○ Centralized (one area in one building)
   ○ Decentralized (collections or services available in more than one location on campus or in another building)

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

   Seats

3. Are the following types of areas located within this school's library media center?
   (MARK ONE RESPONSE ON EACH LINE)

   a. Individual reading, viewing, and listening areas

   b. Small group (5 persons or less) activity areas (viewing or listening)

   c. Large group (more than 5 persons) activity areas (viewing or listening)

   d. Staff work area (where library staff order, label, etc.)

   e. Conference rooms

   f. Computer access area or lab

4. Can this library media center accommodate a full class of students (e.g., 30 students) at one time?

   ○ Yes → GO TO QUESTION 5
   ○ No → SKIP TO PART II ON PAGE 2

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

   ○ Yes
   ○ No
These questions ask about the number of professional, clerical and volunteer staff in your library media center.

6. Please indicate whether each of the following types of professionals and aides work for your library media center. For each type on your staff, please indicate how many are full-time and how many are part-time. If none, write 00.

<table>
<thead>
<tr>
<th>Does your library media center staff include…</th>
<th># of Full-time</th>
<th># of Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. State-certified library media specialists?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. State-certified teachers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Other professionals, not certified?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Paid library aides?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. Do any volunteers provide services for the library media center?
   - Yes ➔ GO TO QUESTION 8
   - No ➔ SKIP TO QUESTION 9

8. During the most recent full week of school, what was the total number of regularly scheduled volunteers in the library media center who were...
   (If none, write in "00").
   a. Adult volunteers
   b. Student volunteers

9. Do you have a district library media coordinator?
   - Yes ➔ GO TO QUESTION 10
   - No ➔ SKIP TO PART III ON PAGE 4

10. Is this person a full-time district library media coordinator?
   - Yes
   - No
PART III: TECHNOLOGY

These items ask about technology resources in your school’s library media center.

11. The following question lists different types of equipment. For each, please indicate in Column I if your school’s library media center has the equipment. If so, please indicate in Column II how long your school's library media center has had the equipment. Also, please indicate in Column III who may use the equipment.

<table>
<thead>
<tr>
<th>Column I</th>
<th>Column II How long? (MARK ONE RESPONSE ON EACH LINE)</th>
<th>Column III Who may use it? (MARK ALL THAT APPLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does library media center have…?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>a. Telephone</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>b. Fax machine</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>c. Photocopier</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>d. VCR</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>e. Laser disc player</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>f. DVD player</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>g. Electronic book reader (e.g., rocket books)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>h. CD-ROM reader (stand-alone peripheral or built in drive)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>i. Personal computer (PC)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>j. Automated book circulation system</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>k. Internet access capability (e.g., dial-up connection, cable modem, ISDN, dedicated line)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>l. Cable television</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>m. Closed-circuit television</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>n. Video camera</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o. Satellite TV hook-up</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>p. Audio equipment (e.g., video cassette recorder/player, record player)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>q. Videoconferencing equipment</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>r. Scanner for images and text</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>s. LCD panel or other projection device for projecting images directly from a computer</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>t. Technology to assist students or teachers with disabilities (e.g., TDD, specially equipped workstations, CCTV, screen readers, keyboard alternatives)</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
12. Are the following electronic services and software available in your school's library media center? (MARK ONE RESPONSE ON EACH LINE)

a. Online catalog
b. Other libraries' online catalogs
c. Internet access
d. E-mail or chat room access
e. Reference and bibliography databases (e.g., encyclopedia, dictionary)
f. General articles and news databases
g. College and career databases
h. Education, business/management, humanities, science/engineering/math or English databases (e.g., ERIC, Science Direct)
i. Electronic full-text books, journals, references, or magazines
j. Educational software (e.g., CD-ROMs, Math Blasters)

13. Does this library media center have multimedia production facilities (i.e., a studio containing a computer and equipment using text, full-color images and graphics, video, animation, and sound)?

○ Yes
○ No

14. Does your school's library media center participate in any of the following interlibrary loan programs? (MARK ONE RESPONSE ON EACH LINE)

a. Interlibrary loan program with area high schools
b. Interlibrary loan program with other high schools in the state
c. Interlibrary loan program with public libraries in the area
d. Interlibrary loan program with the state library
e. Interlibrary loan program with colleges and universities
f. Other

15. Does this school participate in distance learning? That is, are any classes taught via television, satellite, or computer network for course credit?

○ Yes
○ No
PART IV: 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 budget and expenditure. If you are not able to give an exact amount, please provide your best estimate.

16. **At the end of the 2000-2001 school year**, what were the total holdings for the library media center for each of the following materials? Report only materials administered by the library media center.

**Total number held at the end of the 2000-2001 school year**

a. **Books (count all copies)**
   - Fewer than 8,000
   - 8,000 - 15,999
   - 16,000 - 23,999
   - 24,000 or more

b. **Video materials (tape, DVD, or laser disc titles - Do not report duplicates)**
   - Fewer than 250
   - 250 - 999
   - 1,000 - 1,749
   - 1,750 or more

c. **Current print or microform periodical subscriptions**
   - Fewer than 25
   - 25 - 49
   - 50 - 74
   - 75 or more

d. **Electronic database subscriptions**
   (include online, CD-ROM, electronic journals, electronic books. Do not report duplicates.)
   - None
   - 1 - 3
   - 4 - 6
   - 7 or more

17. **Does your library media center have a professional collection (e.g., curriculum development or instructional practices materials, literature in educational psychology) for teachers?**
   - Yes ➔ **GO TO QUESTION 18**
   - No ➔ **SKIP TO QUESTION 19 ON PAGE 7**

18. **During the 2000-2001 school year, how many volumes did this library media center purchase for its professional collection for teachers? Do not include classroom collections unless they are administered by the library media center.**
   - 0 - 9 volumes
   - 10 - 19 volumes
   - 20 - 29 volumes
   - 30 or more volumes
19. During the 2000-2001 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.

- None
- $1 - $2,499
- $2,500 - $4,999
- $5,000 - $9,999
- $10,000 or more

PART 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.

20. When may students use the library media center independently?

(MARK ONE RESPONSE)
- During scheduled periods/set times → GO TO QUESTION 21
- Anytime → SKIP TO QUESTION 22
- Never

21. What are the scheduled periods/set times when students may use the library media center independently?

(MARK ALL THAT APPLY)
- Before or after school
- During lunch break
- During set times throughout the day
- Between classes or during recess
- Other

22. During a typical week of school, how many times is this library media center used by the following kinds of school groups for library related activities? Include activities occurring during school and non-school hours.

<table>
<thead>
<tr>
<th>Groups of two or more classes at the same time</th>
<th>One class only</th>
<th>Small groups (less than a full class)</th>
</tr>
</thead>
<tbody>
<tr>
<td>times</td>
<td>times</td>
<td>times</td>
</tr>
</tbody>
</table>
23. During a **typical week** of school, how many times is the library media center used by groups for non-library related activities? Include activities occurring during school and non-school hours.

    

24. During a **typical week** of school, how many **students** use the library media center? (Provide your best estimate of students coming through your doors, individually and in groups during school and non-school hours.)

    ☐  Fewer than 100
    ☐  100 - 249
    ☐  250 - 499
    ☐  500 - 999
    ☐  1,000 or more

25. During a **typical week** of school, what is the **total** circulation of library materials (books, etc.) checked out from the library media center? (Include all items checked out by all persons.)

    

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

    (MARK ONE RESPONSE)
    ☐  0 books
    ☐  1-2 books
    ☐  3-5 books
    ☐  6 or more books
    ☐  Varies by grade level
    ☐  No maximum

27. What other materials may **students** take out of the library media center?

    (MARK ALL THAT APPLY)
    ☐  Reference material
    ☐  Periodicals
    ☐  AV materials
    ☐  AV equipment
    ☐  Computer software (includes CD-ROM)
    ☐  Computer hardware
    ☐  None of the above
28. Are parents allowed to check out materials?
- Yes
- No

29. Were you working in this school library media center last school year (2000-2001)?
- Yes
- No

30. During this school year (2001-2002), how frequently did you work with classroom teachers to plan and deliver instruction in each of the following curricular areas?

<table>
<thead>
<tr>
<th>Area</th>
<th>Never</th>
<th>Once during the year</th>
<th>Once or twice a semester/term</th>
<th>Monthly</th>
<th>Weekly</th>
<th>More than once a week</th>
<th>Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. English</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>b. Math</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

31. Does this school have any of the following school board-approved policies?
(MARK ALL THAT APPLY)
- Acceptable use policy for the Internet
- Copyright policy
- Materials selection policy
- None of the above

32. Does this school have a policy and procedures manual for the library media center?
- Yes
- No
33. Please provide the information below so we can reach you if any clarification of your responses is needed.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
</tr>
</thead>
</table>

Telephone  (  )  -  ext

Is this an office or home telephone number?
○ Office  ○ Home

What is the best time of day to call you at this telephone number?

: AM  ○ PM

Email address: 

34. Are you a…

(MARK ONE RESPONSE)
○ Certified library media specialist or certified school librarian?
○ Principal or other school administrator?
○ Other

35. Date Questionnaire completed:

/  /  2002
month  day  year

THANK YOU FOR YOUR COOPERATION.

PLEASE RETURN THIS QUESTIONNAIRE USING THE ENCLOSED ENVELOPE.