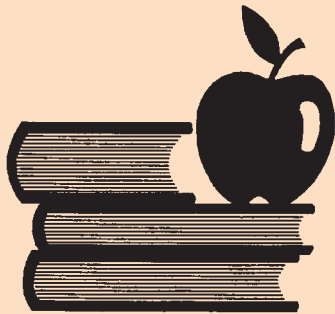


SCHOOL LIBRARY MEDIA CENTER QUESTIONNAIRE SCHOOLS AND STAFFING SURVEY 2011-12 SCHOOL YEAR



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

THIS SURVEY HAS BEEN ENDORSED BY:

American Association of School Administrators
American Association of School Librarians
American Federation of Teachers
National Association of Elementary School Principals
National Association of Secondary School Principals
National Middle School Association

NOTICE:

This survey is authorized by the Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543(a). The results will only be produced as statistical summaries.



DEAR LIBRARIAN:

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 (20 U.S.C., §9573). 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/PCSPU, BUILDING 61G
1201 E. 10TH STREET
JEFFERSONVILLE, IN 47132-0001**

WE HOPE YOU WILL PARTICIPATE IN THIS VOLUNTARY SURVEY.

SINCERELY,



JACK BUCKLEY

**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 it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0598. The time required to complete this information collection is estimated to average 25 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 or suggestions for improving this collection, please write to: U.S. Department of Education, Washington, DC 20202-4537. If you have comments or concerns about the contents or the status of your individual submission of this questionnaire, e-mail: dse.education.surveys@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 **blue or 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; margin: 0 10px;">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 (2011-12) school year. Some questions refer to the 2010-11 school year. If you were not working in this library media center during the 2010-11 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 1-866-208-7437. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). The U.S. Census Bureau is also available to answer your questions via e-mail at: dsd.education.surveys@census.gov.

YOUR COMMENTS



I FACILITIES, SERVICES, AND POLICIES

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.

2. Which of the following best describes the type of scheduling for classes and other activities for the library media center?

🍏 Mark (X) only one box.

0033

1 Only flexible scheduling (available as needed)2 Only regular scheduling (previously specified times)3 Both flexible and regular scheduling

3. 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

YOUR COMMENTS



4. Is the library media center open to community members who do not attend this school and do not have children who attend this school?

0026

1 Yes2 No → *GO TO item 7 below.*

5. May community members who do not attend this school and do not have children who attend this school use the library media center during the following times?

a. During regular school hours

0027

1 Yes2 No

b. During the week, outside of regular school hours

0028

1 Yes2 No

c. On weekends, outside of regular school hours

0029

1 Yes2 No

6a. May community members who do not attend this school and do not have children who attend this school use library media center computer workstations to access the Internet?

0030

1 Yes → *GO TO item 7 below.*2 No

b. Which of the following reasons best describes why community members who do not attend this school and do not have children who attend this school cannot use library media center computer workstations to access the Internet?

🍎 Mark (X) one.

0031

1 This library media center does not have any computer workstations.2 The computer workstations in this library media center do not have Internet access.3 Community members are not permitted to use library media center computer workstations to access the Internet.

7. 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

8. 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

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

a. Family literacy activities

(Family literacy activities are activities that offer educational opportunities to students' family members in order to improve their literacy and life skills.)

0040 1 Yes

2 No

b. Programs, such as book clubs, that encourage students to read

0041 1 Yes

2 No

10. 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

YOUR COMMENTS



11. Around the first of October, how many STAFF held full-time or part-time positions or assignments in this school in each of the following categories?

- 🍎 Record HEAD COUNTS, not FTEs (full-time equivalent).
- 🍎 Staff with PART-TIME positions or assignments include: Employees shared with other schools or the district office and employees who perform more than one function at this school, such as a teaching principal.

		🍎 If none, please mark (X) the box.	
		FULL-TIME	PART-TIME
a. Paid state-certified library media specialists 🍎 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.	0 <input type="checkbox"/> None	0 <input type="checkbox"/> None	
	0051 <input style="width: 50px; height: 20px;" type="text"/>	0052 <input style="width: 50px; height: 20px;" type="text"/>	
b. Paid professional staff who are NOT state-certified as library media specialists 🍎 Do NOT include library aides or paid clerical staff.	0 <input type="checkbox"/> None	0 <input type="checkbox"/> None	
	0055 <input style="width: 50px; height: 20px;" type="text"/>	0056 <input style="width: 50px; height: 20px;" type="text"/>	
c. Paid library aides or clerical staff 🍎 Do NOT include volunteers.	0 <input type="checkbox"/> None	0 <input type="checkbox"/> None	
	0059 <input style="width: 50px; height: 20px;" type="text"/>	0060 <input style="width: 50px; height: 20px;" type="text"/>	

12. If you marked "NONE" to all types of staff in item 11 (that is, this library media center has no paid professional staff), then mark (X) here →
 Otherwise, continue with item 13 below.

0062
 0 → GO TO item 15 on page 8.

13. 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

14. 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



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

0065

1 Yes2 No → GO TO item 17 below.

16. 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

17. 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 Yes2 No3 There is no school staff member who has primary responsibility for the library media center.

YOUR COMMENTS




III TECHNOLOGY & INFORMATION LITERACY

18a. 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 19 below.


 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

Computer workstations

19. Does this school 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 21 on page 10.

20. Does the school provide access to online, licensed databases to students from the following locations?

a. In the classroom

0078 1 Yes

2 No

b. In the school library media center

0087 1 Yes

2 No

c. At home

0079 1 Yes

2 No

YOUR COMMENTS



21. 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), Blu-ray disc (BD) 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**22. Does this school follow a formal information literacy curriculum?**0096 1 Yes2 No → *GO TO Section IV on page 11.***23. 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

IV LAST SCHOOL YEAR'S COLLECTIONS AND EXPENDITURES

24. If this library media center was not in existence last school year (2010-11), then mark (X) here. → ⁰¹⁰⁵ 0 → GO TO item 27 below.

Otherwise, continue with item 25 below.

25. During the 2010-11 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 2010-11 school year	Number ACQUIRED DURING the 2010-11 school year	Report the amount spent for the purchase of materials for the 2010-11 school year 🍏 Round to the nearest dollar.
a. BOOK TITLES (count all copies)	0 <input type="checkbox"/> None 0106 <input type="text"/> , <input type="text"/>	0 <input type="checkbox"/> None 0107 <input type="text"/> , <input type="text"/>	0 <input type="checkbox"/> None 0108 \$ <input type="text"/> , <input type="text"/> .00
b. AUDIO or VIDEO MATERIALS (tape, CD, DVD, or Blu-ray; count all copies)	0 <input type="checkbox"/> None 0109 <input type="text"/> , <input type="text"/>	0 <input type="checkbox"/> None 0110 <input type="text"/> , <input type="text"/>	0 <input type="checkbox"/> None 0111 \$ <input type="text"/> , <input type="text"/> .00

26. During the 2010-11 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

27. 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.

0009 Minutes

YOUR COMMENTS



Thank you very much for your participation in this survey. If you have any questions, please contact us, toll-free, at: 1-866-208-7437 or by e-mail at: dsd.education.surveys@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>

