

Survey Prep Checklist

Survey of School Library Programs in Iowa 2008-2009

Prior to logging on to the survey website, spend time doing some preparation: gather and organize documents, collect data, and reflect on some of the questions asked in the survey. Here are some specific things to do to prepare for the survey:

- Locate your completed survey from last year. Although there are a number of changes in this new survey, it might still be helpful to have your data from last year. If you did not print out a copy last year, you may still access the data you submitted last year, once the survey site is accessible, after April 15.
- Verify the **official enrollment(s)** for the school(s) served by this school library. This is the enrollment that was reported to the Department of Education in the fall of 2008. [Section 1 – Part B1 (2-3)– Line 4]
- Count the **number of chairs** in your library. Include chairs at tables, in front of computers, in computer labs that are attached to the library, conference rooms, workrooms, offices, even lounge chairs! [Section 1 – Part C – Line 4]
- Compile **library budget** figures for 2008-2009—both **Funding Sources** and **Expenditures**. How much money was **received** by the library and what were the various funding sources? How much money was **spent** by the library, and how was it spent (books, periodicals, databases, supplies, etc.)? [Section 2 – Part D]
- List the **paid library staff**. For each person, indicate the **position** (i.e. teacher librarian with endorsement, library associate, other paid staff) and the **total number of hours s/he works in the library** per typical week. [Section 2 – Part E]
- Determine whether your district has **policies related to the library program**, i.e. selection and reconsideration; confidentiality of library records; legal and ethical use of information resources. [Section 2 – Part F]
- Calculate the number of hours the **library is open** for library services each week. (This could be more than 40 hours.) Also, calculate the number of hours the library must be **closed during the school day** each week. [Section 3 – Part G]

- ❑ For each **paid library staff member**, calculate the number of hours spent **completing various library activities**. (This is likely the most challenging part of the survey...!) Lots of reflection necessary here! [Section 3 – Part H]

- ❑ Determine the **number of individuals who voluntarily choose to visit the library** in a typical week. These individuals are not in classes or groups. No particular preparation on the part of the TL is required. Then determine the **number of classes that come to the library to use the facility or resources**, again without any preparation or guidance from the TL required. Do not count classes the TL teaches or works with here. Finally, determine the **number of classes that come to the library for planned instruction by the TL**. [Section 3 – Part I – Lines 1-3]

- ❑ Examine a list of **all of the teachers** in the school. With how many of these teachers has the **TL worked collaboratively** to plan and deliver instruction? Calculate the percentage. [Section 3 – Part I – Line 4]

- ❑ Calculate the number of **library resources** (all formats) that **circulate** in a typical week. If the library management (circulation) system in use gives a checkout-to-date number from the start of the school year, divide this by the number of weeks of school completed. Subtract winter and spring breaks, as well as snow days! [Section 3 – Part I – Line 5] Also, watch for circulation data from the AEA about your interlibrary loans from the AEA. [Line 10]

- ❑ Count the number of **computers** in the **library**. Include computers in labs or on mobile carts if they are used, managed, and supervised by the library staff. Count the number of **computers elsewhere** in the school, if they are under any type of library control or management. (e.g. inventory, repair, etc.) [Section 3 – Part J – Lines 1-2]

- ❑ Determine the **quantity of library resources** in various **categories** and calculate the **average age**. The library management system in use may provide and report this data. (Investigate your system!) Or calculate manually by randomly selecting 25 items in each category, and averaging their copyright dates. [Section 4 – Part K]

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