

2014 Montana School Library Data Elements

To be answered at the school library level. Due date is June 20, 2014.

Instructions:

1. This voluntary survey is to be completed by the school library staff and submitted by the teacher-librarian by June 20, 2014.
2. To prepare for the data collection, please print the linked PDF worksheet.
3. Please contact Colet Bartow, Library-Information Literacy Curriculum Coordinator with any questions or concerns with the data elements or the data collection process (cbartow@mt.gov or 406.444.3583).

Survey Checklist:

- Preview the data collection worksheet.
- Determine where/how data can be gathered.
- Identify other stakeholders who can help with collecting data.
- Consider how you might use and report the data for program and school improvement.

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Please choose one school from the drop-down list. If one library serves multiple grade levels, please indicate those grade levels under question 2. Do not complete additional reports for each school in a district if there is only one library serving those schools.

1. Please select your school from the dropdown list.

Student Services

2. Indicate the grade levels served by the library.

Kindergarten

First

Second

Third

Fourth

Fifth

Sixth

Seventh

Eighth

Ninth

Tenth

Eleventh

Twelfth

3. Typical weekly number of hours the library is available to students. Include the time that the library is open before and after the regular school day. Round to the nearest half-hour (.5) Example: 30.5

4. Is the library regularly open before the school day? The school day begins with the first assembly of students in class rooms.

Yes

No

5. Is the library regularly open after the school day? The school day ends with the last assembly of students in class rooms.

- **Note: Time that the school is open to permit extracurricular activities is not part of a school day.**

Yes

No

6. Is the library open during the summer? The library is open if it is accessible to students for borrowing materials either as part of summer school or for recreation.

Yes

No

7. Is the library open to the community? The library is open to the community when may borrow materials, regardless of whether their children, if any, attend the school.

Yes

No

8. Indicate which types of programming or promotions the library has provided during the school year.

Programming is defined as an activity initiated by library staff. Promotions can involve an activity or displays and posters.

Accelerated Reader/Reading Counts

After School Program

Author/Artist in the Schools

Book Clubs

Book Fairs

English Language Learner resources and support

Family Literacy Events/Activities

Multicultural resources and support

National Reading Promotion Programs (e.g. National Library Week, Read Across America)

Pre-Kindergarten story times

Special Education resources and support

Special Interest Clubs (e.g. Anime, gaming, etc.)

State Reading Promotion Programs

Summer Reading Program

Tech Trainings (e.g. e-mail, Web 2.0, applications)

Other

Policies

9. Does this school have a board-approved resource sharing/ILL policy?

A resource sharing/Inter-Library Loan policy provides a written plan that addresses the library media center's role and responsibility with other libraries unaffiliated with the school district to borrow materials for students and faculty and to lend materials from the library media center to other libraries unaffiliated with the school district.

Yes

No

Professional Environment

10. Does the library media center have a faculty/administration advisory committee?

Faculty/administration advisory committee concern themselves with such issues as, but not limited to, policies, procedures, budgetary concerns.

Yes

No

11. Does the library media center have a student advisory committee? Student advisory committees concern themselves with policies and procedures affecting students.

Note: Answer Yes if a student serves on a faculty/administration advisory committee in lieu of a separate student committee.

Yes

No

12. What methods does the library media center regularly communicate program information? (Select all that apply)

Annual Report

Newsletter

Library Web page

Library Skills/Grades on Report Cards

Facebook Page

Twitter Feed

Other Social Media

None

Technology

13. Do Students Have Remote Access to Online Databases?

Do students have access to online, licensed databases through student-status verification off school property, such as at home or via public library computers?

Yes

No

14. Do Students Have Use of Social Networking?

Social networking is a range of online services and applications which allow users to interact and share data with other users (e.g., Facebook, Flickr, and YouTube). Many of these applications are referred to as Web.2.0 tools.

Yes

No

Collection

15. Average Copyright Year of Items Classified in the 600s of the Dewey Decimal System.

Technology and applied sciences have the most time sensitive materials that require the most currency.

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