Minnesota Department of Education

2012-2013 SCHOOL LIBRARY ANNUAL REPORT WORKSHEET AND DEFINITIONS

KEY

[A13]	A bracketed number indicates the question is part of a national school library data collection project.
* and *Italic font*	A new or modified data element.

ADMINISTRATION

DATA ELEMENT		STATUS
A01	School Name	
A02	School Number	
A03	School Status	
A04	Mailing Address 1	
A05	Mailing Address 2	
A06	City	
A07	ZIP Code	
A08	Street Address	
A09	City	
A10	ZIP Code	
A11	District Name	
A12	District Number	
A13	County	
A14	Principal	
[A15]	School Enrollment	
A16	Building Enrollment	
A17	District Enrollment	
A18	Grade Levels	
A19	Free and Reduced-Price Lunch Percentage	
A20	Does This School Have a School Library?	
A21	School Library Website	
A22	Nature of Website	
A23	Does Building Contain Multiple Schools?	
A24	Other Schools in This Building	
A25	Percent Does Not Meet Reading Proficiency Standards	
A26	Percent Partially Meets Reading Proficiency Standards	
A27	Percent Meets Reading Proficiency Standards	
A28	Percent Exceeds Reading Proficiency Standards	

DATA ELEMENT	STATUS
A29 Total Reading Proficiency Percent	
A30 Person Filing Report	
A31 Phone Number	
A32 Email Address	

FULL TIME EQUIVALENT STAFFING

COMMON FULL TIME EQUIVALENTS

For hours not listed, divide hours worked by 40 to two decimal places

HOURS PER WEEK	FTE
1 hour work per week	.02
2 hours work per week	.05
3 hours work per week	.07
4 hours work per week	.10
5 hours work per week	.12
6 hours work per week	.15
7 hours work per week	.17
8 hours work per week	.20
9 hours work per week	.22

HOURS PER WEEK	FTE
10 hours work per week	.25
12 hours work per week	.30
15 hours work per week	.37
16 hours work per week	.40
20 hours work per week	.50
25 hours work per week	.62
30 hours work per week	.75
35 hours work per week	.87
40 hours work per week	1.00

DATA ELEMENT	STATUS
[S01] Building Licensed Library Media Specialist	
S02 Licensed Library Media Specialist Instructional or Other Responsibilities	
[S03] Building Library Media Aide	
S04 Library Media Aide—Other Responsibilities	
S05 Other Building Paid Staff	
S06 Total Paid Building Staff Library	
S07 Adult Volunteers	
S08 Student Volunteers	

POLICIES

DATA ELEMENT	STATUS
G01 Information and Technology Literacy Curriculum?	
G02 Beginning Grade for Information and Technology Literacy as Subject	
G03 Final Grade for Information and Technology Literacy as Subject	
*[G04] *Most Recent Year District Materials Policy Reviewed*	
*[G05] *Most Recent Year District Challenges to Library Selection Policy Reviewed*	
*[G06] *Most Recent Year District Copyright Policy Reviewed*	

DATA ELEMENT	STATUS
*[G07] *Most Recent Year District Resource Sharing/ILL Policy Reviewed*	
[G08] **Most Recent Year Policies and Procedures Manual Reviewed*	

PROFESSIONAL ENVIRONMENT

DATA ELEMENT	STATUS
*P01 **How Many Different Buildings Does the Library Media Specialist Teach In?*	
P02 Do School Library Staff Submit Annual Budget Request?	
[P03] School Library Staff Routinely Participate in: Check all that apply a. Academic Standards or Task Forces b. Curriculum Development c. Staff Development Committee d. Technology Team or Committee e. Policy Advisory Committee f. Other Committees g. District-wide Library Media Staff Committee or Meetings h. Faculty Meetings i. Off-site Professional Development or Continuing Education j. In-service Training Provided by School Library Staff k. District Administrator Meetings l. Principal Meetings m. Superintendent Meetings n. School Board Presentation o. Parent-Teacher organization p. Club Advisor/Coach	
P04 School Library Staff Responsible for: Check all that apply a. Automated Catalog b. Integrated Library System c. School Library Computers d. All School Class Computers e. School Library Computer Labs f. Other School Computer Labs g. Satellite Dishes h. Interactive Television i. School Library Photocopier j. All School Photocopiers k. School Library Projectors l. All School Projectors m. Digital Cameras and Camcorders n. Other	

DATA ELEMENT	STATUS
P05 School Library Staff Involved with the Selection of: Check all that apply a. Library Collection b. Automated Catalog c. Integrated Library System d. School Library Computers e. All District Class Computers f. School Library Computer Lab Equipment g. Other Computer Lab Equipment h. Satellite Dish Equipment i. Interactive Television Equipment j. School Library Photocopiers k. Other Photocopiers l. School Library Projectors m. All District Projectors n. Digital Cameras and Camcorders o. Sound System p. Application Software q. Other	
P06 Class scheduling All classes flexibly scheduled Fixed time for all classes Combination of flexible and fixed	
P07 Licensed Library Media Specialist Duties in Weekly Hours a. Preparation Information and Technology Lessons b. Class Instruction with Teacher Present c. Class Instruction with No Teacher Present d. Instructing Students Individually e. Collaboration Planning with Teachers f. Supervise Class but no Instruction g. Materials Checkout h. Collection Development i. Fund Raising j. Other School Library Duties	
k. Total	

STUDENT SERVICES

DATA ELEMENT	STATUS
[L01] Weekly Student Visits	
*[L02] *Weekly Class Visits*	
[L03] Weekly Individual Student Instruction	
[L04] Annual Circulation	
L05 Is Interlibrary Loan Received from Other Libraries?	
[L06] Weekly Before-school Hours	
[L07] Weekly School-day Hours	

DATA ELEMENT		STATUS
[L08]	Weekly After-school Hours	
[L09]	Total Weekly Hours	L06+L07+L08
*L10	Days When School Library Is Open During Class Times Check all that apply	
L11	Before-school Staff on Duty	
L12	After-school Staff on Duty	
L13	Does This School Provide an Extended School Session?	
L14	School Library Status During Extended Session	
L15	Extended School Session Staff on Duty	
L16	Days Library Closed for Standardized Testing	
L17	Days Library Closed for Classroom Use	
L18	Days Library Closed for Other Reasons	
L19	Total Days Library Closed to Students	L16+L17+L18
L20	Days Computer Lab Closed for Standardized Testing	
L21	Days Computer Lab Closed for Classroom Use	
L22	Days Computer Lab Closed for Other Use	
L23	Total Days Computer Lab Closed to Students	L20+L21+L22
[L24]	Is There a Library Student Advisory Committee?	
[L25]	Programming and Promotions	
[L26]	Students May Use Some or All Social Networking Applications in School?	

COLLECTION

DATA ELEMENT		STATUS
M01	English Language Learner Materials	
[M02]	Student Print Materials	
M03	Professional Materials	
[M04]	Magazine and Newspaper Print Subscriptions	
[M05]	Audio – Physical	
[M06]	Video – Physical	
[M07]	Other materials	
M08	Electronic Library of Minnesota Databases	14
M09	Electronic Databases and Encyclopedias Subscriptions – District License	
M10	Electronic Databases and Encyclopedias Subscriptions – Building License	
[M11]	Total Electronic Databases and Encyclopedias Subscriptions	M08+M09+M10
M12	Electronic Books – State License	15,187
M13	Electronic Books – District License	
M14	Electronic Books - Building License	
M15	Total Electronic Books	M12+M13+M14
M16	Sciences Section Copyright Average (Dewey Decimal 500s)	
[M17]	Technology and Applied Sciences Copyright Average (Dewey Decimal 600s)	

DATA ELEMENT		STATUS
M18	Geography and History Sections Copyright Average (Dewey Decimal 900s)	

FACILITIES AND TECHNOLOGY

DATA ELEMENT		STATUS
F01	School Library Square Feet	
[F02]	Capacity: The library can accommodate	
F03	School Library Labs	
F04	Mobile School Library Labs	
F05	School Library Student Computers	
F06	School Library Computer Lab Student Computers	
[F07]	Total Student Computers	F05+F06
F08	Staff Computers	
[F09]	Integrated/Automated Library System?	
F10	Number of Linked School Library Media Centers	
F11	Satellite Dish and Cable Connections	
F12	Internet Download Speed – Optimal	
**F13*	*Internet Download Speed – Typical*	
**F14*	*Internet Upload Speed-Optimal*	
**F15*	*Internet Upload Speed-Typical*	
F16	Fiber Optic to School?	
F17	Category 6 Wiring in Library?	
F18	Broadband Streaming Capacity?	
F19	Interactive Television Capacity?	
F20	E-Book Viewers Available for Loan?	
F21	Laptop Computers Available for Loan?	
F22	Digital Audio Players Available for Loan?	
F23	Digital Cameras and Camcorders?	
F24	Electronic Library of Minnesota Available?	
F25	Remote Access to Online Catalog	
[F26]	Remote Access to Databases	

COLLABORATION

DATA ELEMENT		STATUS
C01	Library Privileges to Non-Students	
C02	Public Libraries	
C03	Visits from Public Library	
C04	Visits to Public Library	
[C05]	Library Open During Summer Vacation?	

REVENUE

DATA ELEMENT		STATUS
R01	Formula Pre-filled	
[R02]	Government Grants	
[R03]	Other Non-allocated Funds	

EXPENDITURES

DATA ELEMENT	STATUS
PERSONNEL	
E01 School Total Library Staff Expenditures	
[E02] School Total Library Collection Expenditures	
[E03] School Total Other Expenditures	
E04 School Total Expenditures	
E05 District Library Staff Expenditures	
[E06] District Library Collection Expenditures	
[E07] District Other Library Expenditures	

2012-2013 SCHOOL LIBRARY ANNUAL REPORT DEFINITIONS

Key: Data element identification codes (e.g. A01) in brackets [ ] indicate items that are part of a standardized national school library project.

Data elements with an asterisk (*) and in *Italics* indicates a new or modified definition.

ADMINISTRATION

A01 School Name
The commonly used name of this unit of the local education agency.

A02 School Number
The two-digit character code used to identify the school.

A03 School Status
Select if this is either a traditional or charter school.

A04 Mailing Address 1
The address to which mail should be sent.

A05 Mailing Address 2
Additional line for mailing address if necessary.

A06 City
The city or town in which the office of the local education agency receives mail.

A07 ZIP Code
The standard five-digit postal ZIP code.

A08 Street Address
The physical location of the building.

A09 City
The city or town in which the building is located.

A10 ZIP Code
The standard five-digit postal code for the location combination of A07 and A08.

A11 District Name
The name of the administrative unit of the local education agency.

A12 District Number
The four-digit code assigned by the Minnesota Department of Education (MDE) to the school district.

A13 County
The county in which the school building is located.

A14 Principal

The name of the individual who was in charge of this school during the reporting school year.

[A15] School Enrollment

The number of students enrolled in the school identified in A01 on October 1 of the concluding school year.

Note: Provided by MDE.

A16 Building Enrollment

The number of students attending all the schools located in the same building that the school identified in A01 is in.

Note: Provided by MDE.

A17 District Enrollment

The number of students attending all the schools within the district as of October.

[A18] Grade Levels

- Elementary
- Elementary/Secondary
- Junior High
- Middle
- Secondary
- Senior High

A19 Free and Reduced-School Lunch Percentage

The percentage of students enrolled in this school who are eligible for the National School Lunch Program.

A20 Does This School Have a School Library?

Answer “Yes” if the school has 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 school library may also be called a library, media center, resource center, information center, instructional materials center, learning resource center or some other name.

Note: Answer “Yes” for schools in one building that use the same school library and schools in buildings without school libraries if the buildings are in close proximity to the buildings with a school library that serves those students.

A21 School Library Website

A school library has a website if the school library staff have responsibility for deciding what is placed on the website.

Note: Specify the full Universal Resource Locator (URL) including the “http://” prefix and the trailing slash.

A22 Nature of School Library Website

Indicate if the website is:

- School website with link to school library center website
- No separate school library website
- No school library

A23 Does Building Contain Multiple Schools?
Answer Yes if the building has two or more schools or if students in buildings without a school library use a school library in a building in close proximity.

A24 Other Schools in This Building
If the answer to A23 is yes, provide the school names that are in the same building whose students use the library.

A25 Percent Does Not Meet Reading Proficiency Standards
The percentage of students who fit in this assessment category, as indicated on the most recent Minnesota Comprehensive Assessment obtained from MDE.

A26 Percent Partially Meets Reading Proficiency Standards
The percentage of students achieving this capability, as indicated on the most recent Minnesota Comprehensive Assessment obtained from MDE.

A27 Meets Expectations Reading Proficiency Scores
The percentage of students who fit in this assessment category, as indicated on the most recent Minnesota Comprehensive Assessment obtained from MDE.

A28 Exceeds Expectations Reading Proficiency Score
The percentage of students who fit in this assessment category, as indicated on the most recent Minnesota Comprehensive Assessment obtained from MDE.

A29 Total Proficiency Score
The combined percentage of students who either met or exceeded reading expectations. The information comes from the most recent Minnesota Comprehensive Assessment obtained from MDE.

A30 Person Filing Report for This School Library
The name of the person who actually compiled the data for this report.

A31 Phone Number
Phone number of person listed in A26.

A32 Email
Email address of person listed in A26.

FULL TIME EQUIVALENT (FTE) STAFFING

Report actual staffing as of the last day of the school year. Do not include positions budgeted for but never filled. To ensure comparable data:

- Calculate 1 FTE as 40 hours or more worked in one week. FTE is the amount of time required to perform an assignment stated as a proportion of a full-time position and computed by dividing the amount of time employed by the time normally required for a full-time position.
- School library responsibilities are reported separately from additional duties that the staff have.
- If an individual officially serves in two or more capacities related to school libraries, enter the FTE for each capacity, (Example: .5 coordinator; .5 school library media specialist) in S01 and S02, respectively.

- If the librarian has responsibility for more than one school library, enter FTE only for hours worked in the school library at each building. Travel time is reported separately.

The table below provides common FTEs. For hours not listed, divide hours worked by 40 to two decimal places (Example: .15; .40). Calculate only to two decimal points.

HOURS PER WEEK	FTE		HOURS PER WEEK	FTE
1 hour work per week	.02		10 hours work per week	.25
2 hours work per week	.05		12 hours work per week	.30
3 hours work per week	.07		15 hours work per week	.37
4 hours work per week	.10		16 hours work per week	.40
5 hours work per week	.12		20 hours work per week	.50
6 hours work per week	.15		25 hours work per week	.62
7 hours work per week	.17		30 hours work per week	.75
8 hours work per week	.20		35 hours work per week	.87
9 hours work per week	.22		40 hours work per week	1.00

[S01] Building Licensed Library Media Specialist

The FTE for individuals who have the library media specialist license issued by the Minnesota Center for Educator Licensing in accordance with Minnesota Rules 8710.4550. Include individuals with the Media Generalist certification in this category.

Note: To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). It is acknowledged that a certified teacher librarian, like other educational professionals, often work more than a 40-hour week, either at the school or at home.

Note: Do not report more than 1 FTE (40 hours per week) for any single individual. If an individual works at more than one school library, split their hours accordingly among the libraries where they work. The sum of the hours they work at all libraries should not exceed 40.

S02 Library Media Specialist—Other Instructional Responsibilities

The FTE for all persons in S01 who are paid in a different classification for activities not related to information and technology literacy or school library activities in this school. Do not include extracurricular activities such as student club advisor.

[S03] Building Library Media Aide

The FTE for staff who assist in organizing and managing school libraries. Include audio-visual personnel who aid in preparing, caring for, and making available to instructional programs the equipment, materials, scripts, and other aids which specifically assist teaching and learning via the visual and auditory senses. Also include librarian aides who function essentially as clerical or physical aides to the librarian and whose contact with students is casual or irregular.

S04 Library Media Aide—Other Responsibilities

The non-library media center FTE activities not related to school library activities and for which the staff are paid in a different classification in this school.

S05 Other Building Paid Staff

This item is for those libraries that serve more than one school in the same building. Determining workload will be more accurate when the FTE is calculated with the combined activity of the two schools which is entered elsewhere, such as student services.

S06 Total Building Library Paid Staff

This item is for those libraries that serve more than one school in the same building. Determining workload will be more accurate when the FTE is calculated with the combined activity of the two schools which is entered elsewhere, such as student services.

[S07] Adult Volunteers

FTE of individuals 18 years or older who volunteer on a specified schedule at the school library.

[S08] Student Volunteers

FTE of students who volunteer on a specified schedule at the school library.

POLICIES

G01 Does the District Have an Information and Technology Literacy Curriculum?

Answer "Yes" if the school district has adopted formal standards for information and technology literacy taught primarily through the school libraries to provide students with skills to use appropriate media to find, evaluate and use information.

G02 Beginning Grade for Information and Technology Literacy Instruction

Indicate lowest grade that Information and Technology Literacy is taught as a separate subject. Exclude grades where Information and Technology Literacy is integrated into subject curriculum. If uncertain, select Don't Know.

G03 Final Grade for Information and Technology Literacy Instruction?

Indicate highest grade that Information and Technology Literacy is taught as a separate subject. Exclude grades where Information and Technology Literacy is integrated into subject curriculum. If uncertain, select Don't Know.

[G04] Most Recent District Materials Selection Policy Reviewed

A collection development/materials selection policy provides guidelines to provide students with resources that meet the needs as well as the developmental and maturity levels of students for critical thinking.

> Note: Use the conventional school year dating of the end year. For example, if the school board approved the policy during the 2005-2006 school year, enter 2006.

[G05] Most Recent Challenges to Library Holdings District Policy Reviewed

A policy for challenges provides the procedures to review materials and resources that have been questioned for inclusion in the library media center. The document must include a statement regarding Intellectual Freedom. Intellectual freedom acknowledges the right of students to a relevant, balanced and diverse school library collection that represents all points of view without restriction.

Note: Use the conventional school year dating of the end year. For example, if the school board approved the policy during the 2005-2006 school year, enter 2006.

[G06] Most Recent District Copyright Policy Reviewed

A copyright policy provides a code of best practices that aids teachers and students in the use of media literacy concepts and techniques to interpret the copyright doctrine of fair use. Fair use is the right to use copyrighted material without permission or payment under some circumstances.

Note: Use the conventional school year dating of the end year. For example, if the school board approved the policy during the 2005-2006 school year, enter 2006.

[G07] Most Recent District Resource Sharing/ILL Policy Reviewed

A resource sharing/Inter-Library Loan (ILL) policy provides a written plan that addresses the school library'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.

Note: Use the conventional school year dating of the end year. For example, if the school board approved the policy during the 2005-2006 school year, enter 2006.

[G08] Policies and Procedures Manual Reviewed

A policy and procedures manual provides policies specific to the library media center and instructions with regard to various activities that staff must perform on a routine basis.

Note: Use the conventional school year dating of the end year. For example, if the school board approved the policy during the 2005-2006 school year, enter 2006.

PROFESSIONAL ENVIRONMENT

P01 *How Many Different Buildings Does the Library Media Specialist Teach In?

Provide the number of buildings that the library media specialist has responsibility.

Note: Count as one if the library serves different schools in the same building. Count as two if a building has two separate libraries.

P02 Do School Library Staff Submit Annual Budget?

Answer "Yes" if the school library staff at this school submit a proposed budget for this year as part of the district budgetary planning process to either a school media supervisor, principal, superintendent or school board.

[P03] School Library Staff Participation

Indicate the activities any school library staff actively attends on a routine basis during the past three years. Routine is defined as the expectation that someone from the school library will participate. (Check all that apply.)

a. Academic Standards or Task Forces
b. Curriculum Development
c. Staff Development Committee
d. Technology Team or Committee
e. Policy Advisory Committee
f. Other Committees
g. District-wide School Library Staff Meetings or Committees
h. Faculty Meetings
i. Off-site Professional Development or Continuing Education
j. In-service Training by School Library Staff
k. District Administrator(s) Meeting(s)
l. Principal Meetings
m. Superintendent Meetings
n. School Board Presentation
o. Parent-Teacher Organization
p. Club Advisor/Coach for Extracurricular activities

P04 School Library Staff Responsibilities

Indicate the technology the school library staff are responsible for within this school during the past three years. (Check all that apply.)

a. Automated catalog
b. Integrated Library System
c. School Library Center Computers
d. All School Computers
e. School Library Computer Labs
f. Other Computer Labs
g. Satellite Dishes
h. Interactive Television
i. Library Media Center Photocopier
j. All School Photocopiers
k. School Library Projectors
l. All School Projectors
m. Digital Cameras and Camcorders (Still or Video)
n. Other

P05 School Library Staff Selection Responsibilities

Indicate if library media staff have been or are involved with establishing specifications and selection during the past three years. (Check all that apply)

a. Library Collection
b. Automated Catalog
c. Integrated Library System
d. School Library Computers
e. All District Class Computers
f. School Library Computer Lab Equipment
g. Other Computer Lab Equipment
h. Satellite Dish Equipment
i. Interactive Television Equipment
j. School Library Photocopier
k. Other Photocopiers
l. School Library Projectors
m. All District Projectors
n. Digital Cameras and Camcorders (Still or Video)
o. Sound System
p. Application Software
q. Other

[P06] Class Scheduling

Which of the following best describes the type of scheduling for classes in this library media center? Select which is most accurate:

1. All classes flexibly scheduled
   Classroom teachers arrange teacher-librarian to instruct on an as-needed basis
2. All classes regularly scheduled at fixed times
   The teacher-librarian has a class instruction schedule arranged at the beginning of the school year or semester.

3. Combination of 1 and 2: Some classes regularly scheduled, other classes flexibly scheduled

[P07] Licensed Library Media Specialist Duties

Indicate the amount of time that all library media specialists at this school devote in a typical week to the responsibilities listed below. If someone performs a duty only during specific weeks or months, such as fund raising, pro-rate the amount to a weekly time increment to create the typical week. In case of partial hours, round to the nearest half-hour (.5). If there is more than one licensed library media specialist, combine the hours by each licensed media specialist for that responsibility. This could result in more than a 40-hour work week if there is more than one FTE.

a. Preparation for Instructing Information and Technology Classes
b. Class Instruction with Teacher Present
c. Instructing students individually
d. Class Instruction with No Teacher Present
e. Collaboration Planning with Teachers
f. Supervise class but no instruction
g. Materials Check Out
h. Collection Development
i. Fundraising (e.g. book fair, grant writing)
j. Other School Library Duties.
k. Total Time (Automatically Computed)

Note: The total time should approximate the FTE entered in S01.

STUDENT SERVICES

[L01] Weekly Student Visits

The total number of students during a typical week entering for any reason the school library and computer labs under the responsibility of the school library media center.

Note: Determine a weekly estimate by counting class visits during a typical week. October or April are good sampling months because they typically do not have major illnesses or events interrupting classes.

[L02] Weekly Class Visits

The total number of classes that enter as a group during a typical week. A class is defined as a group of students using the library whether or not the classroom teacher remains with the students or not.

Provide the number of classes, not the cumulative count of all students in the classes that entered the library.

Note: Determine a weekly estimate by counting class visits during a typical week. October or April are good sampling months because they typically do not have major illnesses or events interrupting classes.

[L03] Weekly Individual Student Instruction

The total number of individual student instruction instances during a typical week.. Individual instruction occurs when a school library staff member instructs one or more students in using one or more resources in response to a question requiring general or

specific information. With young students, this includes finding specific titles. Information sources include printed and non-printed materials, online databases, and catalogs. Count as individual reference instructions the number of students taught simultaneously.

Note: Determine a weekly estimate by counting student assistance during a typical week. October or April are good sampling months because they typically do not have major illnesses or events interrupting classes.

Note: Include how to use technology as instruction but exclude directional questions (example: where is the photocopier) and requests for equipment to use. (Example: charging out a laptop to a student.)

[L04] Annual Circulation

The total annual circulation of all materials in any format; count each renewal as a circulation.

Note: If materials are still circulating at the time of data submission, estimate the circulation for the rest of the school year.

L05 Is Interlibrary Loan Received from Other Libraries?

Answer "Yes" if the library receives materials, or copies of the materials from libraries that are not associated with the school district.

[L06] Weekly Before-School Hours School Library is Open Before Regular School Day

The total weekly number of hours that the school library is open for students prior to the start of the regular student school day. If it is not open, enter zero (0). In case of partial hours, round to the nearest half-hour (.5).

[L07] Weekly Hours School-Day Hours

The total weekly hours that the school library is open during the regular school day. In case of partial hours, round to the nearest half-hour (.5.).

[L08] Weekly After-School Hours School Library

The total weekly hours that the school library is typically open after the end of the regular student school day. If it is not open, enter zero (0). In case of partial hours, round to the nearest half-hour (.5).

[L09] Total Weekly Hours

The sum of L06+L07+L08.

L10 Days When School Library Is Open During Class Times

Indicate which days the school library is open during the regular school day. Include days when the library is open only partially during the day.

L11 Before-School Day Staff on Duty

Indicate which position(s) typically staff the school library before the student school day begins:

a. **Not Applicable**
b. **Licensed Library Media Specialist:** Individuals with the Media Generalist certification should be counted in this category.

c. **Library Media Aide:** Staff who assist in organizing and managing school libraries. Include audio-visual personnel who aid in preparing, caring for, and making available to instructional programs the equipment, materials, scripts and other aids which specifically assist teaching and learning via the visual and auditory senses. Also include librarian aides who function essentially as clerical or physical aides to the librarian and whose contact with students is casual or irregular.
d. **Other Paid Staff**: Individuals without the library media aide classification assigned on a regular basis to the school library.
e. **Volunteer:** An individual from the community that assists on a regular basis for free.

L12 After-School Day Staff on Duty

Indicate which position(s) typically staff the school library after the student school day ends.

a. **Not Applicable**
b. **Licensed Library Media Specialist:** Individuals with the Media Generalist certification should be counted in this category.
c. **Library Media Aide:** Staff who assist in organizing and managing school libraries. Include audio-visual personnel who aid in preparing, caring for, and making available to instructional programs, the equipment, materials, scripts and other aids which specifically assist teaching and learning via the visual and auditory senses. Also include librarian aides who function essentially as clerical or physical aides to the librarian and whose contact with students is casual or irregular.
d. **Other Paid Staff**: Individuals without the library media aide classification assigned on a regular basis to the school library.
e. **Volunteer:** An individual from the community that assists on a regular basis for free.

L13 Does This School Provide an Extended School Session?

Indicate if this school provides an extended school session.

L14 Is the School Library Available During Extended School Session?

Indicate the status of the school library during the extended school session.

L15 Extended School Session Staff on Duty

Indicate which staff are on duty at the School Library during the extended school session:

a. **Not Applicable**
b. **Licensed Library Media Specialist:** Individuals with the Media Generalist certification should be counted in this category.
c. **Library Media Aide:** Staff who assist in organizing and managing school libraries. Include audio-visual personnel who aid in preparing, caring for, and making available to instructional programs the equipment, materials, scripts, and other aids which specifically assist teaching and learning via the visual and auditory senses. Also include librarian aides who function essentially as clerical or physical aides to the librarian and whose contact with students is casual or irregular.
d. **Other Paid Staff**: Individuals without the library media aide classification assigned on a regular basis to the school library.

e. **Volunteer:** An individual from the community that assists on a regular basis for free.

L16 Days School Library is Closed for Standardized Testing
The total days when standardized testing is used in the library. Count a partial day as one day.

L17 Days School Library is Closed for Classroom Use
The total days when the school library functions as a classroom due to a classroom shortage. Count a partial day as one day.

Note: Do not count times when library may be closed while information and technology literacy is taught by any instructor in any subject.

L18 Days School Library is Closed for Other Reasons
The total days when the school library is closed for other reasons. Count a partial day as one day.

L19 Total Days School Library Closed to Students
Sum of L16+L17+L18

L20 Days Computer Lab Closed for Standardized Testing
The total days when the school library computer lab is closed because it is used for administration of standardized tests. Count a partial day as one day.

L21 Days Computer Lab Closed for Classroom Use
The total days when the school library computer lab functions as a classroom due to a classroom shortage. Count a partial day as one day.

Note: Do not count times when students do not have access because of class use when information and technology literacy is taught by any instructor in any subject.

L22 Days Computer Lab Closed for Other Use
Total days when the school library computer lab is closed for other reasons. Count a partial day as one day.

L23 Total Days Computer Lab Closed to Students
Sum of L20+L21+L22

[L24] Is There a Library 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.

[L25] Programming and Promotions
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.

a. Accelerated Reader/Reading Counts
b. After School Program
c. Author/Artist in the Schools
d. Book Clubs
e. Book Fairs
f. English Language Learner Resources and Support
g. Family Literacy Events/Activities
h. Multicultural Resources and Support
i. National Reading Promotion Programs (e.g. National Library Week, Read Across America
j. Pre-Kindergarten Story Times
k. Special Education Resources and Support
l. Special Interest Clubs (e.g. Anime, Gaming, etc.)
m. State Reading Promotion Programs
n. Summer Reading

[L26] May Students Use Some or All Social Networking Applications in School?
Social networking is a range of online services and applications that allow users to interact and share data with other users (e.g. MySpace, Facebook, Flickr, YouTube). Many of these applications are referred to as part of the evolving Web.2.0.

Indicate Yes if students are permitted to use at least one social networking application either in the school or for school assignments.

COLLECTION

M01 English Language Learner Materials
Materials primarily intended for students learning English as a second language. Include materials in the home language of students.

Note: Include all formats.

Note: Materials can have multiple uses. Count only those items purchased with the English language learner in mind and which probably will be used mostly by the English language learner.

[M02] Student Print Materials
Materials in the library collection that are classified in the catalog that are printed on paper. These may be hard and soft cover books, maps, and loose-leaf binders.

Note: Count a volume of a periodical as one item.

Note: Include any print materials included in M01, English Language Learner Materials.

M03 Professional Materials
Materials intended for use primarily by teachers and other school and district personnel.

Note: Include all formats.

[M04] Magazine and Newspaper Print Subscriptions
Current print magazine and newspaper subscriptions. A subscription is a serial publication published at regularly announced intervals, such as daily, weekly, bi-weekly or monthly.

Note: Do not count as subscriptions periodicals that are available through an aggregate database such as EBSCO, WilsonWeb or individual electronic-only subscriptions, such as with *The Wall Street Journal.*

Note: Include any subscriptions included in M01, English Language Learner Materials.

[M05] Audio—Physical

Physical items located within the school library upon which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically or both. Include records, audiocassettes, audio cartridges, audio discs (including audio CD-ROMs), talking books and other sound reproduction technology.

Note: Include any audio materials included in M01, English Language Learner Materials.

[M06] Video—Physical

Physical items located within the school library upon which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor or other device. Video formats may include tape, DVD, CD-ROM, and other moving picture technology.

Report the number of units, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

Note: Include any video materials included in M01, English Language Learner Materials.

[M07] Other Materials

Other physical materials not accounted for in any of the previous categories (i.e. miscellaneous), including technology lent, such as laptops and cameras. These items may or may not be cataloged items.

M08-M11 Electronic Databases and Encyclopedia Subscriptions and Audio and Visual Subscription Services

Electronic databases are digital resources that are available: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files); b) on CD-ROM or other portable digital carrier; that provide in varying degrees of combinations indexing and abstracting services, full-text serial content, and videos and sound recording subscription services. Include online encyclopedic licenses, such as World Book Online.

Note: Do not include free, non-licensed online databases available on the Internet.

M08 Electronic Library of Minnesota (ELM) Databases

Databases available to public school students through the ELM have been pre-filled.

M09 Electronic Databases and Encyclopedias Subscriptions—District License

Databases for which the district has paid the license(s) to databases and electronic encyclopedias.

M10 Electronic Databases and Encyclopedias Subscriptions—Building License
Databases for which building funding has paid the license(s) to databases and electronic encyclopedias.

[M11] Total Electronic Databases and Encyclopedias Subscriptions
Sum of M08+M09+M10

M12-M15 Electronic Books (E-book)
E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

M12 Electronic Books—State License
E-books available to public school students through state license funding has been pre-filled.

M13 Electronic Books—District License
E-books for which the district has paid the license.

M14 Electronic Books—Building License
E-books for which the building has paid the license.

M15 Total Electronic Books
Sum of M12+M13+M14

M16 Sciences (Dewey 500s) Section Average Copyright Year
Base the average on the copyright, not the access date.

M17 Technology and Applied Sciences (Dewey 600s) Average Copyright Year
Base the average on the copyright, not the access date.

M18 Geography and History (Dewey 900s) Sections Average Copyright Year
Base the average on the copyright, not the access date.

FACILITIES AND TECHNOLOGY

F01 School Library Square Feet
The area, in square feet, of the school library. This area may or may not be contained by walls. This is the area delineated as the school library space including staff workroom and office area and computer lab if it is inside the area delineated as the school library.

[F02] Capacity
Either individually or in combination, can the library accommodate: (Choose all that apply)

a. A group of less than 15 students
b. A group between 15 to 30 students
c. Storytime
d. Individual Study

F03 School Library Computer Labs
A computer lab is: (a) a set of computers in a designated space used for information and technology literacy classes; (b) is under the responsibility of a library media staff; and, (c) may be used by students when not occupied by a class. The lab may be within the school library space or situated as a separate classroom.

F04 Mobile School Library Computer Labs
A mobile computer lab is a set of computers that are designed to be transported to different locations for temporary use for information and technology instruction.

Note: Count only those mobile labs that are under the jurisdiction of the school library and whose priority use is for information and technology instruction.

F05 School Library Student Computers
The number of computers located or installed in the school library available to students. Include laptops lent by the school library.

Note: If all students receive laptops from the school or district so that the school library does not have any computers permanently installed, enter the library seating capacity as the number of computers.

F06 School Library Computer Lab Student Computers
The number of computers located in the library computer lab or are part of mobile school library computer lab which are available for student use. Include laptops lent by the school library.

Note: If all students receive laptops from the school or district so that the computer lab does not have any computers permanently installed, enter the lab seating capacity as the number of computers.

[F07] Total Student Computers
Sum of F05 and F06.

F08 Staff Computers
Computers available exclusively to library center media staff.

[F09] Integrated/Automated Library System?
Answer “Yes” if the school library has equipment and software that provide online catalog and software applications for such functions as, but not limited to: materials holdings, lending and return, cataloging and reports generation. This may or may not be a stand-alone system.

Note: This technology is also referred to as Library Management System and Online Catalog.

F10 Number of Linked School Libraries

Enter the number of school libraries that are linked through an integrated/automated library system so that an individual in one location can access the catalog of schools' library media catalogs within the same district. Include this school library as part of the count.

F11 Satellite Dish and Cable Connections

Provide the number of satellite dishes and cable connections that deliver content to the building where the school library is located.

F12 Internet Download Speed - Optimal

The optimal speed occurs with the fewest students and faculty are logged on, typically before school starts.

Note: If you do not know the connection speed, before checking "Don't Know" go to Survey Monkey for Internet speed (http://www.surveymonkey.com/s/RFNMFVK). Answer the first four questions to access the speed test function. If this site is blocked, then use any speed test you are able to access.

a. Up to 1.4 Mbps (megabits/second)
b. 1.5 Mbps (T1)
c. 1.6 Mbps – 4.9 Mbps
d. 5.0 Mbps – 9.9 Mbps
e. 10.0 Mbps - 15.0 Mbps
f. 15.1 Mbps - 20.0 Mbps
g. 20.1 and greater Mbps
h. Don't know

F13 Internet Download Speed - Typical

The typical speed occurs during a normal school day when both students and faculty are logged on.

Note: If you do not know the connection speed, before checking "Don't Know" go to Survey Monkey for Internet speed (http://www.surveymonkey.com/s/RFNMFVK). Answer the first four questions to access the speed test function. If this site is blocked, then use any speed test you are able to access.

a. Up to 1.4 Mbps (megabits/second)
b. 1.5 Mbps (T1)
c. 1.6 Mbps – 4.9 Mbps
d. 5.0 Mbps – 9.9 Mbps
e. 10.0 Mbps - 15.0 Mbps
f. 15.1 Mbps - 20.0 Mbps
g. 20.1 and greater Mbps
h. Don't know

F14 Internet Upload Speed-Optimal

The optimal speed occurs with the fewest students and faculty are logged on, typically before school starts.

Note: If you do not know the connection speed, before checking "Don't Know" go to Survey Monkey for Internet speed (http://www.surveymonkey.com/s/RFNMFVK). Answer the first four questions to access the speed test function. If this site is blocked, then use any speed test you are able to access.

a) *Up to 1.4 Mbps (megabits/second)*
b) *1.5 Mbps (T1)*
c) *1.6 Mbps – 4.9 Mbps*
d) *5.0 Mbps – 10.0 Mbps*
e) *10.1 Mbps - 15.0 Mbps*
f) *15.1 Mbps - 20.0 Mbps*
g) *20.1 and greater Mbps*
h) *Don't know*

F15** ***Internet Upload Speed-Typical

The typical speed occurs during a normal school day when both students and faculty are logged on.

Note: If you do not know the connection speed, before checking "Don't Know" go to http://www.surveymonkey.com/s/RFNMFVK for standardization. Answer the first four questions to access the speed test function. If this site is blocked, then use any speed test you are able to access.

a) *Up to 1.4 Mbps (megabits/second)*
b) *1.5 Mbps (T1)*
c) *1.6 Mbps – 4.9 Mbps*
d) *5.0 Mbps – 10.0 Mbps*
e) *10.1 Mbps - 15.0 Mbps*
f) *15.1 Mbps - 20.0 Mbps*
g) *20.1 and greater Mbps*
h) *Don't know*

F16 Fiber Optic to School?

Answer Yes if a fiber optic telecommunication line connects to the library building.

Note: The fiber optic cable can have dual purposes, such as the telephone connection.

F17 Category 6 Wiring within School?

Category 6 wiring is the optimum wiring within a building for transmitting data from and to a fiber optic cable. Select Yes if the library has Category 6 wiring.

F18 Broadband Streaming Capacity?

The building has broadband streaming capacity if an Internet connection provides the ability to view a smoothly delivered live presentation or a pre-recorded digital production that is continuously delivered by the provider.

F19 Interactive Television?

Does the building have the technology for video conferencing via television monitors?

F20 E-book Viewers Available for Loan?

Mobile devices available for loan to students or faculty which are used to download and read digital text while in the library or while checked out. Do not include e-book viewers distributed by district or school offices.

[F21] Laptop Computers Available for Loan?

Of the computers counted in F07, provide the number of laptops that the school library loans students or faculty to use outside the library. Do not include laptops distributed by district or school offices.

F22 Digital Audio Players Available for Loan?

Digital audio players are mechanisms such as iPods and MP3 players used to download and listen to audio files. Provide the number of audio players that the school library loans to students or faculty to use outside the library. Do not include digital audio players distributed by district or school offices.

F23 Digital Cameras and Camcorders Available for Loan?

A digital camera is a camera that takes video or still photographs using an electronic light-sensitive sensor; a camcorder does the same but also records sounds. Provide the number of digital cameras and camcorders that the school library loans to students or faculty to use outside the library. Do not include such mechanisms distributed by district or school offices.

F24 Electronic Library of Minnesota (ELM) Availability?

Indicate if the school provides access to the Electronic Library of Minnesota through the school library's website.

F25 Remote Access to Online Catalog

Indicate where students may access the online catalog outside the school library or computer lab.

a. No school library
b. Not applicable-card catalog
c. Classrooms
d. Remote from building

[F26] Remote Access to Databases?

Aside from ELM, indicate from where students may access databases licensed by the district or school from outside the school library or computer lab. (Choose all that apply.)

a. Not applicable, no additional database licensing
b. None
c. Classrooms
d. Remote from building
e. Varies due to licensing agreements

COLLABORATION

C01 Library Privileges to Non-students

Indicate if the school has a policy of permitting the following groups to borrow materials:

a. No non-student borrowing privileges
b. Parents
c. General Public

C02 Public Libraries

The number of public libraries that provide service in cities from which the school draws students.

Note: In cities with several library branches, count the number of libraries in the neighborhoods from where students at the school reside.

C03 Visits from Public Library
The number of times public library staff provided book talks, summer reading promotion, or demonstrated information and technology skills within the school.

C04 Visits to Public Library
The number of class visits taken by the school library media specialist or other teachers to a local public library.

[C05] Library Open During Summer Vacation?
Indicate if the library is accessible to students for borrowing materials independent of enrollment for an extended school year session.

REVENUE

R01 Formula
Enter, if any, the formula that district or school has to allocate funds to school library.

[R02] Government Grants
The total of all funds successfully applied for from state and federal agencies that are special opportunities.

Note: Do not include routine annual or biennial state aid which requires a pro forma grant application from the school district.

[R03] Other Non-Allocated Funds
The total of funds obtained from grants from non-profit organizations, philanthropies and foundations, and donations and fund raising.

EXPENDITURES

The following items appear on the data submission website. Do not complete this section. The amounts will be obtained from the Uniform Financial Accounting and Reporting Standards reports submitted to the Minnesota Department of Education by the school districts.

E01 School Total Library Staff Expenditures
[E02] School Total Library Collection Expenditures
[E03] School Total Other Expenditures
E04 School Total Expenditures
E05 District Library Staff Expenditures
[E06] District Library Collection Expenditures
[E07] District Other Library Expenditures

The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership and a lifetime of learning, in conjunction with State Library Services, a division of the Minnesota Department of Education, which administers federal LSTA grants, supports the school library statistics annual report by funding the Baker & Taylor Bibliostat Suite license.