

Survey of School Library Media Centers in Iowa, July 2001-May 2002
 Direct questions to Media Directors at your AEA or Gerry Rowland, State Library of Iowa, 515-281-7573 or growlan@mail.lib.state.ia.us

Due Date: November 15, 2002

- ALL shaded areas require a response!

PART A - RESPONDENT INFORMATION

- Please identify your school by Name, Level, and District, and provide **all contact information** for the individual who responded to this survey.
- *Report current information.*
- Complete a separate questionnaire for **each** school.
- **Do not** combine data for multiple schools in one survey.

Number of Public School Buildings with Library Media Centers (LMCs) Reporting, **1,221 of 1,528 (79.9%)**

Population Served per Building

25 th percentile	186
50 th percentile	285
75 th percentile	400
Your LMC	

AEA #	Number of Buildings with School LMCs Reporting
1	83
2	63
3	47
4	39
5	94
6	38
7	80
9	102
10	135
11	206
12	86
13	86
14	43
15	83
16	36

School Level (Mark one) Elementary Jr. High/Middle High Combined

School Level	Number in School Level
Elementary	575
Jr. High/Middle	175
High	187
Combined	284

Grades in school (circle **all** that apply) Pre-K 1 2 3 4 5 6 7 8 9 10 11 12

District Name Number of Districts Reporting, (**339 of 374 public school districts**)

The number of Library Media Centers you manage in your **building**:
1,086 reported 1

The number of Library Media Centers you manage in your **district**:

75 th percentile	1
50 th percentile	2
25 th percentile	3
Your LMC	

Number of LMCs Managed in District	# of Schools Reported
7	22
6	18
5	24
4	62
3	170
2	273
1	508

PART B - SERVICE HOURS PER TYPICAL WEEK (by building)

Please report the typical **weekly** number of hours this library media center is open for use. Report hours during school, before and after school hours, and during the summer. Report data from July 2001-June 2002.

Number of hours open per typical school **week** during school hours, Line 1

25 th percentile	31
50 th percentile	35
75 th percentile	36
Your LMC	

Number of hours open per typical school **week** before school hours, Line 2

25 th percentile	0.5
50 th percentile	2.5
75 th percentile	2.5
Your LMC	

Number of hours open per typical school **week** after school hours, Line 3

25 th percentile	0
50 th percentile	2.5
75 th percentile	3.3
Your LMC	

Number of hours closed per typical school **week** during school hours, Line 4

25 th percentile	0
50 th percentile	0
75 th percentile	2.5
Your LMC	

Number of hours open per typical summer **week** , Line 5

25 th percentile	0
50 th percentile	0
75 th percentile	0
Your LMC	

46 LMCs>0-3, 56 LMCs>4 or more

PART C - SCHOOL LIBRARY MEDIA STAFFING – PAID (by building)

- Please report the levels of **paid** staff for this library media program. Report data from July 2001-June 2002
 - Include both the **number** of people at each level (Col. A) and the **total number of staff-hours** per typical **week** for each staff type (Col. B).
 - **Do not report more than 40 hours per week per person.**
 - Count each individual only once.
 - Do **not** include volunteers or student workers or their hours, if any.
- Example:** If two people are reported as "All other paid staff" on line C 2 (a) and one works 20 hours per week and the other 10, enter 30 on line C 2 (b).

Paid Staff Line

Col. A Number of People (head count, not FTE)	Col. B Total Staff-Hours per Typical Week
Library media specialists, Line 1	Library media specialists, Line 1
25th percentile- 1	25th percentile- 8
50th percentile- 1	50th percentile- 22.5
75th percentile- 1	75th percentile- 40
Your LMC	Your LMC
All other paid staff, Line 2	All other paid staff, Line 2
25th percentile- 1	25th percentile- 17.5
50th percentile- 1	50th percentile- 33
75th percentile- 1	75th percentile- 40
Your LMC	Your LMC
Totals, Line 3	Totals, Line 3
25th percentile- 2	25th percentile- 37.5
50th percentile- 2	50th percentile- 47
75th percentile- 2	75th percentile- 72
Your LMC	Your LMC

Total Library Media Specialists, **1,014**

Total all other paid staff, **1,154**

# of Library Media Specialists per building	# of Buildings Reporting
0	93
1	965
2	17
>2	1

# of Other Paid Staff per building	# of Buildings Reporting
0	143
1	779
2	120
3	22

4	8
5	5
>5	2

Education Levels and Endorsement

Highest education level attained by the library media specialists in this building 4

Drop-down menu on web

BA, BA-15, BA-30, MA, MA-15, MA30, MA-45, EDS, Ph.D

Education Level	Number Reporting
BA	39
BA-15	103
BA-30	189
MA	267
MA-15	148
MA-30	128
MA-45	94
EDS	7
Ph.D	3

Total: **978**

Does the person responsible for this library have school library endorsement?

Line 5 YES **896**

Does the person responsible for this library have a teaching certificate?

Line 6 YES **975**

Number	Endorsement	Teacher Certification
884	Y	Y
13	Y	N
91	N	Y
107	N	N

PART D - PAID STAFF ACTIVITIES PER TYPICAL WEEK (by building)

- Report your best estimate of the **number of hours** per typical **week** all staff spend on **each** of the following activities. *Report data from July 2001-June 2002*
 - Include **all** staff hours, not just professional staff.
 - Col. B is **OPTIONAL**. **Only** complete it if you wish to report voluntary unpaid overtime.
- Staff-hours/typical **week**

<i>Activities</i>	Col. A Regular, Paid hours	Col. B Voluntary Unpaid hours
Collaboration		
Hours spent weekly identifying materials for and planning instructional units with teachers, Line 1		
25 th percentile	1	0
50 th percentile	2	.5
75 th percentile	4	2
Your LMC		

Hours spent weekly teaching students cooperatively with teachers, Line 2		
25 th percentile	0	0
50 th percentile	1	0
75 th percentile	5	0
Your LMC		
Hours spent weekly providing information skills instruction to students—individually or in groups (e.g., locating information, citations, copyright/plagiarism, evaluating Internet sources, note-taking), Line 3		
25 th percentile	2	0
50 th percentile	5	0
75 th percentile	10	0
Your LMC		
Hours spent weekly providing in-service training to teachers and/or other school staff (includes informal one to one and formal group sessions), Line 4		
25 th percentile	0	0
50 th percentile	1	0
75 th percentile	2	.5
Your LMC		
Hours spent weekly implementing reading and literacy incentive activities for students and/or promoting reading guidance (e.g., reader's advisory services, book talks, book clubs, story times, author visits, puppet shows), Line 5		
25 th percentile	1	0
50 th percentile	2.5	0
75 th percentile	6	1
Your LMC		
Hours spent weekly on collection development (e.g., selecting materials), Line 6		
25 th percentile	1	0
50 th percentile	2	1
75 th percentile	4	2
Your LMC		
Leadership		
Hours spent weekly meeting with school library staff from building, district, or beyond, Line 7		
25 th percentile	0	0
50 th percentile	.5	0
75 th percentile	1	.5
Your LMC		
Hours spent weekly meeting with principal and/or other building or district administrators, Line 8		
25 th percentile	0	0
50 th percentile	.5	0
75 th percentile	1	0
Your LMC		
Hours spent weekly attending general faculty and/or staff meetings, Line 9		
25 th percentile	.25	0
50 th percentile	.5	0
75 th percentile	1	.2
Your LMC		
Hours spent weekly with meeting standards and/or curriculum committees/teams/task forces, Line 10		
25 th percentile	0	0
50 th percentile	.5	0
75 th percentile	1	0
Your LMC		

Technology Hours spent weekly managing computers/library automation/computer network, Line 11		
25 th percentile	1.7	0
50 th percentile	5	.1
75 th percentile	10	2
Your LMC		
Hours spent weekly on All other library activities (e.g., processing, retrieving, checking in and out, re-shelving/re-storing), Line12		
25 th percentile	7.5	0
50 th percentile	15	1
75 th percentile	25	4
Your LMC		
Other Extra duties unrelated to school library services (e.g., monitoring restrooms, lunch, etc.), Line13		
25 th percentile	0	0
50 th percentile	2	0
75 th percentile	5	0
Your LMC		
TOTAL WEEKLY HOURS OF PAID STAFF (Add Lines 1 through 13 →), Line 14		
25 th percentile	37	0
50 th percentile	45.5	0
75 th percentile	71	6
Your LMC		

PART E - SCHOOL LIBRARY MEDIA TECHNOLOGY (by building)

- FIRST, determine the number of computers located *in* or *under supervision* of the school library. This might include some computers not located *in* the library.
 - (**Note:** For this question, the terms "computer", "terminal", and "workstation" are considered synonymous.)
- Enter this number on Line 1 in Col. A.
- THEN, determine the number of computers that are:
 - located elsewhere in the school (like a computer lab, mini-lab, administrative office, etc.), and
 - are *not* under supervision of the school library, and
 - *are* connected to LMC resources. (Do *not* include any that are *not* connected to LMC resources)
- Enter this number on Line 1 in Col. B.
- On Lines 2 through 6, enter the number *of* the Line 1 Totals, in *each* column, that have the accesses, options, etc. specified on each of Lines 2 through 6.
- A computer in either of the Line 1 Totals may be included on as many of Lines 2 through 6 as necessary.
- For example, a computer in the school library might have Internet access *and* a school home page. This computer would be counted on both Lines 2 *and* 5 under Col. A.
- Report data from July 2001-June 2002

Number of computers in school

<i>Computer Connections and Access Line</i> (Totals)	Col. A <i>Located in or under supervision of school library</i>	Col. B <i>Located elsewhere, not under library control, but connected to LMC resources</i>
TOTALS: FIRST, enter on this line the TOTAL number of computers in each of the Col. A and Col. B categories: Line 1	24,614	77,300
THEN, enter the number of each of the Line 1 TOTALS that have...		
Internet access, Line 2	22,681	61,705
Access to the school library catalog, Line 3	14,907	34,436
Access to school library databases (e.g., ProQuest, EBSCO, e-Library, SIRS, Gale Group, etc.), Line 4	21,607	58,900
Access to digital streaming for curriculum content or professional growth (e.g., AP classes, textbooks, etc.), Line 5	5,467	15,605
Access to district or school home page to guide users to library resources, Line 6	18,942	49,884
Menu option or bookmark to a public library catalog, Line 7	9,541	20,942
Menu option or bookmark to the Area Education Agency Website, Line 8	16,965	43,113

Number of computers in school

<i>Computer Connections and Access Line</i> (Percentiles)	Col. A <i>Located in or under supervision of school library</i>	Col. B <i>Located elsewhere, not under library control, but connected to LMC resources</i>
TOTALS: FIRST, enter on this line the TOTAL number of computers in each of the Col. A and Col. B categories: Line 1		
25 th percentile	5	7.25
50 th percentile	12	42
75 th percentile	30	85
Your LMC		
THEN, enter the number of each of the Line 1 TOTALS that have...		
Internet access, Line 2		
25 th percentile	4	15
50 th percentile	11	45
75 th percentile	29	86.7
Your LMC		
Access to the school library catalog, Line 3		
25 th percentile	1	0
50 th percentile	5	0
75 th percentile	18.25	49.75
Your LMC		
Access to school library databases (e.g., ProQuest, EBSCO, e-Library, SIRS, Gale Group, etc.), Line 4		
25 th percentile	4	11
50 th percentile	11	43
75 th percentile	29	84
Your LMC		

Access to digital streaming for curriculum content or professional growth (e.g., AP classes, textbooks, etc.), Line 5		
25 th percentile	0	0
50 th percentile	0	0
75 th percentile	1	0
Your LMC		
Access to district or school home page to guide users to library resources, Line 6		
25 th percentile	0	0
50 th percentile	7	30
75 th percentile	26.2	76
Your LMC		
Menu option or bookmark to a public library catalog, Line 7		
25 th percentile	0	0
50 th percentile	0	0
75 th percentile	5	15
Your LMC		
Menu option or bookmark to the Area Education Agency Website, Line 8		
25 th percentile	1	0
50 th percentile	6	24
75 th percentile	23	60.5
Your LMC		

PART F - SCHOOL LIBRARY MEDIA USAGE PER TYPICAL WEEK (by building)

- Please report the following types of usage of the library media program **per typical WEEK**.
Report data from July 2001-June 2002.
 - *If annual totals are available, divide the annual total by 36.*
 - If these figures must be estimated, and it is easier to estimate for a month or a year:
 - estimate for a month and divide by four; or
 - estimate for a year, and divide by the number of weeks the library media center is open annually.
- Line*

<i>Type of Usage per Typical Week Total</i>	<i>Number per Week</i>
Total Visits to the school library , scheduled or unscheduled, by: Individuals (students, teachers, administrators, parents, student aides, volunteers, others). Do <i>not</i> count people who are in the LMC in groups, Line 1a	323,032 people
Classes or other groups (e.g., the number of classes or groups of teachers, administrators, parents, or students touring your library) 1b	23,380 groups
Information skills instruction contacts , scheduled or unscheduled, for purposes like locating information, citations, copyright/plagiarism, critical thinking, evaluating Internet sources, or note-taking by: Individuals (students, teachers, administrators, parents, others) Do <i>not</i> count people who are in the LMC in groups, Line 2a	96,898 people
Classes or other groups (e.g., the number of groups of teachers, administrators, parents, or students touring your library), Line 2b	12,240 groups
Total circulation of materials, including all formats, in a typical week , Line 3	489,621

In-library use of materials in a typical week (estimate based on re-shelving count), Line 4	145,237
Inter-library loans to any other library , outside of your district, in a typical Week , Line 5	269
Inter-library loans received from any other library , outside of your district, in a typical week . Contact your AEA for average circulation to your building, Line 6	43,108
Inter-library loans to any other library , in your district, in a typical week , Line 7	2,876
Inter-library loans received from any other library , in your district, in a typical week , Line 8	3,427

<i>Type of Usage per Typical Week (Percentiles)</i>	<i>Number per Week</i>
Total Visits to the school library , scheduled or unscheduled, by:	
Individuals (students, teachers, administrators, parents, student aides, volunteers, others). Do <i>not</i> count people who are in the LMC in groups, Line 1a	
25 th percentile	85
50 th percentile	200
75 th percentile	400
Your LMC	
Classes or other groups (e.g., the number of classes or groups of teachers, administrators, parents, or students touring your library) 1b	
25 th percentile	8
50 th percentile	15
75 th percentile	25
Your LMC	
Information skills instruction contacts , scheduled or unscheduled, for purposes like locating information, citations, copyright/plagiarism, critical thinking, evaluating Internet sources, or note-taking by: Individuals (students, teachers, administrators, parents, others) Do <i>not</i> count people who are in the LMC in groups, Line 2a	
25 th percentile	15
50 th percentile	50
75 th percentile	100
Your LMC	
Classes or other groups (e.g., the number of groups of teachers, administrators, parents, or students touring your library), Line 2b	
25 th percentile	3
50 th percentile	7
75 th percentile	15
Your LMC	
Total circulation of materials, including all formats, in a typical week , Line 3	
25 th percentile	154
50 th percentile	350
75 th percentile	620
Your LMC	

In-library use of materials in a typical week (estimate based on re-shelving count), Line 4	
25 th percentile	25
50 th percentile	50
75 th percentile	125
Your LMC	
Inter-library loans to any other library , outside of your district, in a typical Week , Line 5	
25 th percentile	0
50 th percentile	0
75 th percentile	0
Your LMC	
Inter-library loans received from any other library , outside of your district, in a typical week . Contact your AEA for average circulation to your building, Line 6	
25 th percentile	4
50 th percentile	12
75 th percentile	28
Your LMC	
Inter-library loans to any other library , in your district, in a typical week , Line 7	
25 th percentile	0
50 th percentile	1
75 th percentile	3
Your LMC	
Inter-library loans received from any other library , in your district, in a typical week , Line 8	
25 th percentile	0
50 th percentile	1
75 th percentile	2
Your LMC	

PART G - SCHOOL LIBRARY MEDIA COLLECTION (by building)

- Report in Col. A and Col. B on *all* holdings (except N/A on Line 4).
- Include all circulating and non-circulating items, *but*
- *Exclude* any materials that are *not* available for use by teachers or students, such as materials reserved for library media staff, the principal, counselors, etc.
- Report average copyright dates in Col. B. If these dates cannot be obtained from an electronic catalog, randomly select 25 items in the category (e.g., one per range or section, every third item, an item from every fifth shelf), and *average* their copyright dates.
- *Report items in the collection as of the end of the 2001-2002 school year.*

Item Line

Item (Total)	Col. A Number	Col. B Average Copyright Year
Books of all types except reference books, Line 1	9,721,626	
Reference books only , Line 2	510,304	
Encyclopedias & reference titles on CD-ROM or laser disk, Line 3	19,562	
Current print subscriptions to magazines & newspapers, Line 4	32,298	
Audio materials (cassettes, CDs, LPs), Line 5	281,666	
Video materials (cassettes and discs), Line 6	137,922	
Computer software packages for use in school library by Students, Line 7	46,439	

Does the school library have access to any online or CDROM services (e.g., EBSCO, ProQuest, InfoTrac, UMI, SIRS, Newsbank), Line 8 YES/NO	Yes, 1000	
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Item (Percentile)	Col. A Number	Col. B Average Copyright Year
Books of all types except reference books, Line 1		
25 th percentile	5,368	1980
50 th percentile	7,974	1985
75 th percentile	11,050	1989
Your LMC		
Reference books only , Line 2		
25 th percentile	153	1982
50 th percentile	312	1988
75 th percentile	575	1992
Your LMC		
Encyclopedias & reference titles on CD-ROM or laser disk, Line 3		
25 th percentile	0	1995
50 th percentile	4	1997
75 th percentile	14	1998
Your LMC		
Current print subscriptions to magazines & newspapers, Line 4		
25 th percentile	8	Na
50 th percentile	17	Na
75 th percentile	33	Na
Your LMC		
Audio materials (cassettes, CDs, LPs), Line 5		
25 th percentile	0	1985
50 th percentile	10	1990
75 th percentile	50	1995
Your LMC		
Video materials (cassettes and discs), Line 6		
25 th percentile	20	1990
50 th percentile	64	1993
75 th percentile	153	1995
Your LMC		
Computer software packages for use in school library by Students, Line 7		
25 th percentile	0	1995
50 th percentile	7	1997
75 th percentile	30	1999
Your LMC		

PART H - ANNUAL OPERATING EXPENDITURES (by building)

- Report the annual operating expenditures for this library media program from school or district funds *for the 2001-2002 school year*.
- Exclude major one-time capital outlays for computers, furniture, and other equipment.
- Exclude labor costs and fees and salaries of personnel assigned to media responsibilities.
- Exclude spending from income from book fairs, bake sales, donations, and other volunteer efforts.

<i>Item Line (Total)</i>	<i>Whole dollars only</i>
TOTAL ANNUAL OPERATING EXPENDITURES, Line 1	6,384,337
Amount of annual operating expenditures from Title 6B (Contact building principal for information), Line 2	1,306,570

<i>Item Line (Percentiles)</i>	<i>Whole dollars only</i>
TOTAL ANNUAL OPERATING EXPENDITURES, Line 1	
25 th percentile	2,000
50 th percentile	4,008
75 th percentile	7,200
Your LMC	
Amount of annual operating expenditures from Title 6B (Contact building principal for information), Line 2	
25 th percentile	0
50 th percentile	0
75 th percentile	1,554
Your LMC	

PART I - SCHOOL LIBRARY MEDIA MANAGEMENT (by building) (1103 surveys)

- Please mark YES or NO for each of the following questions.
- If there is no library media professional, mark N/A on line 4.
- Report information as of the date the survey is completed.
- *Report data from July 2001-June 2002*

Does the library media staff submit an annual budget request,
Line 1 **YES, 328**

Does the library media program have an advisory committee,
Line 2 **YES, 139**

Does the library media professional or staff submit an annual Report,
Line 3 **YES, 462**

Does the library media professional direct, supervise, or coordinate support staff,
Line 4 **YES, 829**

Does the library have a selection policy and reconsideration policy to prepare itself for challenges,
Line 5 **YES, 976**

PART J - PARTNERSHIP BETWEEN SCHOOL LIBRARY AND PUBLIC LIBRARY (by building) (1103 surveys)

- In this Part and in Part K following, please mark YES or NO for each question.
- *Report data from July 2001-June 2002*

Do you have a local public library,
Line 1 **YES, 1,040**

Does your library media program have a working relationship with the local public library,
Line 2 **YES, 852**

In which of the following ways do your school library media center and the local public library work together?

Are there electronic access links (such as shared catalog access) between your library and the local public library,
Line 3 **YES, 213**

Does the public library staff present booktalks at the school library,
Line 4 **YES, 160**

Does the school library provide homework alerts to the public library,
Line 5 **YES, 283**

Does the school library direct reference questions to the public library,
Line 6 **YES, 659**

Does the school library receive bulk loans from the public library,
Line 7 **YES, 174**

Is there a summer reading program at the public library,
Line 8 **YES, 1,008**

PART K - PARTNERSHIP BETWEEN SCHOOL LIBRARY MEDIA PROGRAM AND AEA INSTRUCTIONAL MEDIA SERVICES (by building) (1103 surveys)

Do you take advantage of staff development activities at your AEA,
Line 1 **YES, 1,010**

Does your library media program acquire databases through the support of your AEA,
Line 2 **YES, 1,019**

Does your library media program use reference information and services from the AEA media program,
Line 3 **YES, 998**

Does your library media program utilize instructional resource materials from the AEA media program,
Line 4 **YES, 993**

Do you request consulting services from the AEA media program? (by phone, e-mail, face-to-face),
Line 5 **YES, 911**

Does your library media program participate in the cooperative purchasing opportunities offered through the AEA media program? (e.g.; ACEM - AEA Collaborative for Educational Media),
Line 6 **YES, 998**

Does the library media professional regularly receive communication from the AEA Instructional Media staff,
Line 7 **YES, 1,053**

Does your library media program use production services offered by the AEA media program? (e.g.; slides, video duplication, lamination, printing),

Line 8 **YES, 850**

Does your library media program request technical assistance from AEA media services? (e.g.; professional development of instructional media services, how to request materials online, navigation of online resources, or utilization a particular piece of software or hardware operation),

Line 9 **YES, 883**