### Survey of School Library Media Centers in Iowa, July 2003-June 2004

Direct questions to Media Directors at your AEA or Gerry Rowland, State Library of Iowa, 515-281-7573 or Gerry.Rowland@lib.state.ia.us.

The survey was to be completed on the web at www.silo.lib.ia.us

Totals and/or percentiles are listed for each question. The percentile is the percentage of libraries that fall below the number listed. For example, 25% of reporting libraries fall below the number listed as the 25<sup>th</sup> percentile.

#### PART A - RESPONDENT INFORMATION, Total and Percentiles

- Please identify your school by Name, Level, and District, and provide **all contact information** for the individual who responded to this survey.
- Report for FY 2004 (July 1, 2003-June 30, 2004) unless current information is requested.
- Complete a separate questionnaire for **each** School Library Media Center (SLMC).
- **Do not** combine data for multiple SLMCs in one survey.
- Include in the survey all buildings which are served by the SLMC.

Number of School Library Media Centers (SLMCs) reporting: 1,034

Number of buildings served by 1,034 reporting centers: 1,166 of 1,719 (67.8%)

Public SLMCs: 956 Private Accredited SLMCs: 77 Private Non-Accredited SLMCs: 1

Number of school districts reporting: 328 of 370 (88.6%)

School Level and enrollment

Level	Number in level
Elementary	525
Jr. High/Middle	135
High	155
Combined	219

#### Population served per center:

Total	384,192
25th	200
50th	310
75th	452

#### Number of SLMCs reporting by AEA:

AEA	SLMCs
1	82
267	123
4	38
8	123
9	92
10	127
11	174
12	79

13	60
14	27
15	84
16	25

Number of SLMCs you manage in your district:

1-605; 2-190; 3-140; 4-51; 5-16; 6-12; 7+-20

### PART B - SERVICE HOURS PER TYPICAL WEEK, Total and Percentiles

• Please report the typical **weekly** number of hours this library media center was open. Report data from July 2003-June 2004.

Number of hours open for library services to students and staff per school week

Total	36,443
25th	34.5
50th	37.5
75th	40

#### PART C - SCHOOL LIBRARY MEDIA STAFFING - PAID, Total and Percentiles

- Please report the levels of paid staff for this library media program. Report data from July 2003-June 2004.
- 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 3 (a) and one works 20 hours per week and the other 10, enter 30 on line C 3 (b).
- Endorsement defined: Persons with the title Library Media Specialist hold endorsements 108, 109 or 174 from the State of Iowa Teacher Licensure board. To be eligible for licensure, a school library media specialist shall be a certified teacher and shall have received training in selection, utilization and evaluation of equipment and of library media materials in all formats; information retrieval, reference services and networking; planning, evaluation and administration of media programs and other areas, from an accredited college or university.

Paid Staff	Line	Col. A Number of People (head count, not FTE)			Number of People (head count, <b>not</b> Total S			<b>Col.</b> Total Staff- Typical	Hours per
		Total N=0 N=1 N=2	848 209 807 19		Total 25th 50th	21,533 3.7 20			
Library media specialists	1	N=3+	2	-	75th	40			

		Total	899		
		N=0	243		
		N=1	703		
		N=2	75	Total	25,897
		N=3	7	25th	5
		N=4	3	50th	30
Library media associates	2	N=5	3	75th	37.5
		Total	219		
		N=0	876		
		N=1	116	Total	3,894
		N=2	21	25th	0
		N=3	9	50th	0
		N=4	3	75th	0
All other paid staff	3	N=5+	4	>0=	156
		Total	1,966		
		N=0	35		
		N=1	247		
		N=2	611	Total	51,048
		N=3	98	25th	35
		N=4	23	50th	45
Totals (add lines 1-3 in both columns)	4	N=5+	19	75th	66

	1	I		
Education Levels and Endorsement				
Eddedtion Edvels and Endorsoment				
		BA	N=41	
		BA-15	N=84	
		BA-30	N=164	
		MA	N=241	
		MA-15	N=129	
		MA-30	N=101	
Highest education level attained by the library media		MA-45+	N=85	
specialists in this building	5	NA	N=131	
		No	N=240	
Does the person responsible for this library have school		Yes	N=779	
library endorsement?	6	NA	N=15	
		No	N=169	
Does the person responsible for this library have a teaching		Yes	N=851	
certificate?	7	NA	N=14	

Management of the Media Center					
		HS	N=2	206	
		Jr Coll	N=	-85	
		ВА	N=1	101	
		BA-15	N=	-70	
		BA-30	N=1	26	
		MA	N=1	57	
		MA-15	N=	-90	
		MA-30	N=	-80	
		MA-45	N=	-72	
Highest education level attained by the person directly		PhD	N	<b>l=</b> 3	
managing the media center on a day-to-day basis?	8	NA	N=	<b>=40</b>	
		Media As	sociate	N=	-366
		Media Sp	ecialist	N=	=553
Title of person directly managing the media center on a day-		Other		١	N=55
to-day basis?	9	NA		١	N=56
		No	N=617		
Does this school have a district level media center		Yes	N=405		
coordinator?	10	NA	N=12		

# PART D - PAID STAFF ACTIVITIES PER TYPICAL WEEK, Total and Percentiles

- 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 2003-June 2004.*
- Include all staff hours, not just professional staff. Column B includes Media Associates and Other Paid Staff.

		Sta	cal <b>week</b>			
		C	ol. A	Col. B		
Activities	Line	N	/ledia	Other		
		Sp	ecialist	Paic	Staff	
		ŀ	nours	hours		
Collaboration		Total	1,819	Total	729	
Hours spent weekly identifying materials for and planning instructional		25th	0	25th	0	
units with teachers		50th	1	50th	0	
	1	75th	2.0	75th	1	
Hours spent weekly teaching students cooperatively with teachers		Total	1,819	Total	493	
		25th	0	25th	0	
		50th	0.5	50th	0	
	2	75th	2	75th	0	
Hours spent weekly providing information skills instruction to students—		Total	4,209	Total	1,780	
individually or in groups (e.g., locating information, citations,		25th	0.5	25th	0	
copyright/plagiarism, evaluating Internet sources, note-taking)		50th	2.5	50th	0	
	3	75th	6	75th	2	
Hours spent weekly providing in-service training to teachers and/or		Total	775	Total	274	
other school staff (includes informal one to one and formal group		25th	0	25th	0	
sessions)		50th	0.5	50th	0	
	4	75th	1	75th	0	

Hours spent weekly implementing reading and literacy incentive		Total	2,324	Total	1,831
activities for students and/or promoting reading guidance (e.g., reader's		25th	0	25th	0
advisory services, book talks, book clubs, story times, author visits,		50th	1	50th	0
puppet shows)	5	75th	3	75th	2
Hours spent weekly on collection development (e.g., selecting		Total	1,973	Total	670
materials)		25th	0.3	25th	0
		50th	1	50th	0
	6	75th	2.5	75th	0.5
Leadership		Total	593	Total	229
Hours spent weekly meeting with school library staff from building,		25th	0	25th	0
district, or beyond		50th	0.3	50th	0
	7	75th	1	75th	0
Hours spent weekly meeting with principal and/or other building or		Total	342	Total	115
district administrators		25th	0	25th	0
		50th	0.3	50th	0
	8	75th	0.5	75th	0
Hours spent weekly attending general faculty and/or staff meetings		Total	515	Total	180
		25th	0	25th	0
		50th	0.5	50th	0
	9	75th	1	75th	0
Hours spent weekly with meeting standards and/or curriculum		Total	445	Total	45
committees/teams/task forces		25th	0	25th	0
		50th	0.3	50th	0
	10	75th	0.5	75th	0
Technology		Total	2,523	Total	2,810
Hours spent weekly managing computers/library automation/computer		25th	0	25th	0
networks in the library		50th	1	50th	0.8
	11	75th	3	75th	3
Hours spent weekly managing computer technology outside the library		Total	1,245	Total	857
		25th	0	25th	0
		50th	0	50th	0
	12	75th	1	75th	0
Other		Total	4,065	Total	15,265
Hours spent weekly on All other library activities (e.g., processing,		25th	0	25th	3
retrieving, checking in and out, re-shelving/re-storing)		50th	2	50th	14
	13	75th	5	75th	22.5
Hours spent outside the library teaching in a classroom		Total	1,134	Total	664
in a succession.		25th	0	25th	0
	14	50th	0	50th	0
		75th	0	75th	0
Extra school duties unrelated to school library services such as		Total	970	Total	3,104
study halls, monitoring restrooms, lunch, etc.)		25th	0	25th	0,104
- · · · · · · · · · · · · · · · · · · ·	15	50th	0	50th	0
		75th	1	75th	5
		Total	25,944	Total	28,502
TOTAL WEEKLY HOURS OF PAID STAFF (Add Lines 1 through 15		25th	25,944 5.6	25th	10
→ )		50th	20	50th	30
•	16	75th	40	75th	37.5
	10	7001	70	7001	37.0
Total number of volunteer hours by <b>non-paid staff</b>					
Total hamber of volunteer flours by flour-paid Staff	17	3	3,252		

### PART E - SCHOOL LIBRARY MEDIA TECHNOLOGY, Total and Percentiles

- 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 9, enter the number of the Line 1 Totals, in each column, that have the accesses, options, etc. specified on each of Lines 2 through 9.
- A computer in either of the Line 1 Totals may be included on as many of Lines 2 through 9 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 6 under Col. A.
- Report data from July 2003-June 2004.

		Number of computers in school						
		(	Col. A	C	ol. B			
		Located	l in or under	Located e	lsewhere, not			
Computer Connections and Access	Line supervision of school under library control							
		1	ibrary	connected to LMC				
TOTAL C. FLDCT and an Abia Base Aba TOTAL and abase		T	00.007		ources			
TOTALS: FIRST, enter on this line the <i>TOTAL</i> number of computers in <i>each</i> of the Col. A and Col. B		Total	23,887	Total	63,559			
categories:	1	25th	5	25th	1			
outegories.		50th	13	50th	41			
		75th	32	75th	88			
THEN, enter the number of each of the Line 1 TOTAL	.S that							
Internet access		Total	22,589	Total	64,116			
Internet access	2	25th	4	25th	4			
		50th	12	50th	43			
		75th	31	75th	88			
Access to the school library catalog		Total	22,561	Total	38,498			
	3	25th	1	25th	0			
		50th	5	50th	0			
		75th	22	75th	50			
Access to school library databases (e.g., ProQuest,		Total	22,084	Total	62,607			
EBSCO, e -Library, SIRS, Gale Group, etc.)	4	25th	4	25th	1			
		50th	12	50th	40			
		75th	30	75th	87			
Access to digital streaming for curriculum content or	5	Total	12,839	Total	34,826			
professional growth (e.g., AP classes, textbooks, etc.		25th	0	25th	0			
Digital streaming involves video from stored sources (tape or disk), delivered over the Internet		50th	0	50th	0			
or disk), delivered over the internet		75th	15	75th	46			
Access to district or school home page to guide users to		Total	19,626	Total	57,252			
library resources	6	25th	1	25th	0			
		50th	8	50th	32			
		75th	30	75th	82			
Access to the school library web page	7	Total	16,012	Total	44,127			
		25th	0	25th	0			
		50th	3	50th	0			
		75th	25	75th	63			

Menu option or bookmark to a public lib	rary catalog		Total	12,081	Total	27,538		
		8	25th	0	25th	0		
			50th	0	50th	0		
			75th	11	75th	27		
Menu option or bookmark to the Area Education Agency			Total	17,618	Total	51,306		
website.		9	25th	2	25th	0		
			50th	7	50th	22		
			75th	27	75th	65		
School library web page URL 10	0	N=507 reporting URL						

### PART F - MEDIA USAGE PER TYPICAL WEEK, Total and Percentile

- Please report the following types of usage of the library media program **per typical WEEK**. Report data from July 2003-June 2004.
- If annual totals are available, divide the annual total by 38.
- 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.

Type of Usage <b>per Typical Week</b>	Line	Number per <b>Week</b>	
Total Visits to the school library, scheduled or unscheduled, by:			
		Total	295,693
Individuals (students, teachers, administrators, parents, student aides,		25th	75
volunteers, others). Do <i>not</i> count people who are in the LMC in groups	1a	50th	200
		75th	400
Classes or other groups (e.g., the number of classes or groups of teachers,			
administrators, parents, or students)	1b	Total	22,109
		25th	8
		50th	15
		75th	25
Information skills instruction contacts, scheduled or unscheduled, for			
purposes like locating information, citations, copyright/plagiarism, critical		Total	85,513
thinking, evaluating Internet sources, or note-taking by:		25th	10
Individuals (students, teachers, administrators, parents, others) Do not		50th	35
count people who are in the LMC in groups	2a	75th	100
20 20 10 10 10 10 10 10 10 10 10 10 10 10 10			
Classes or other groups (e.g., the number of groups of teachers,		Total	11,816
administrators, parents, or students touring your library)	2b	25th	. 2
		50th	6
		75th	15

Total circulation of materials, including all formats, in a typical week		Total	503,883
	3	25th	135
		50th	325
		75th	600
In-library use of materials in a typical week (estimate based on re-shelving		Total	178,244
count)	4	25th	25
		50th	55
		75th	150
Inter-library loans to any other library, outside of your district, in a typical		Total	626
week		25th	0
		50th	0
	5	75th	0
Inter-library loans received from any other library, outside of your		Total	30,227
district, in a typical <b>week</b> . Contact your AEA for average circulation to your		25th	2
building.		50th	10
	6	75th	26
Inter-library loans to any other library, in your district, in a typical week		Total	2,888
	7	25th	0
		50th	1
		75th	2
Inter-library loans received from any other library, in your district, in a		Total	4,124
typical <b>week</b>	8	25th	0
		50th	.5
		75th	2

### PART G - SCHOOL LIBRARY MEDIA COLLECTION, Total and Percentiles

- Report in Col. A and Col. B on all holdings (except N/A on Line 5).
- 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 2003-2004 school year.

		Col. A		<b>Col. B</b> Average Copyright		
Item	Line	Nu	mber	Year		
Fiction books	1	Total	4,031,245	25th	1983	
		25th	2,128	50th	1987	
		50th	3,495	75th	1990	
		75th	5,256			
Non-fiction books except reference books	2	Total	4,268,743	25th	1980	
		25th	2,235	50th	1985	
		50th	3,615	75th	1990	
		75th	5,488			
Reference books only (print)	3	Total	436,976	25th	1981	
		25th	140	50th	1988	
		50th	294	75th	1993	
		75th	566			

Encyclopedias & reference titles on CD-ROM or laser disk	4	Total	15,368	25th	0	
Encyclopedias & reference titles on eb-Now or laser disk	4	25th	0	50th	1993	
		50th	3	75th	1998	
		75th	10.8	7501	1990	
Current print subscriptions to magazines & newspapers	5	Total	24,571	N	/A	
current print subscriptions to magazines & newspapers	5	25th	7		, A	
		50th	15			
		75th	30			
		7501	30			
Audio materials (cassettes, CDs, LPs)	6	Total	47,998	25th	0	
		25th	0	50th	1978	
		50th	10	75th	1992	
		75th	50			
Video materials (cassettes and discs)	7	Total	138,119	25th	0	
		25th	14.3	50th	1990	
		50th	63	75th	1995	
		75th	151.8			
Computer software packages for use in school library by	8		Total 34,	537		
students			25th	0		
			50th	4		
			75th	17		
Does the school LMC provide access to e -books	9					
			No N	=958		
			Yes	N=61		
Does the school LMC provide access to the online						
databases provided by the AEA	10					
			No	N=54		
				=965		

## PART H - ANNUAL OPERATING EXPENDITURES, Total and Percentiles

- Report the annual operating expenditures for this library media program from school or district funds for the 2003-2004 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.

		Whole dollars only		
Item	Line			
		Total	\$5,452,795	
TOTAL ANNUAL OPERATING EXPENDITURES	1	25th	\$1,594	
		50th	\$3,535	
		75th	\$6,624	

#### PART I - SCHOOL LIBRARY MEDIA MANAGEMENT

- 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 data from July 2003-June 2004.

Does the library media staff submit an annual budget request?	1		
		No	N=733
		Yes	N=290
Does the library media program have an advisory committee?	2		
		No	N=878
		Yes	N=145
Does the library media professional or staff submit an annual	3		
report?		No	N=542
		Yes	N=481
Does the library media professional direct, supervise, or	4		
coordinate support staff?		No	N=291
		Yes	N=731
Does the library have a selection policy and reconsideration	5		
policy to prepare itself for challenges?		No	N=125
		Yes	N=896

## PART J - PARTNERSHIP BETWEEN SCHOOL LIBRARY AND PUBLIC LIBRARY

- In this Part and in Part K following, please mark YES or NO for each question.
- Report data from July 2003-June 2004.

Do you have a local public library?	1	No	N=34
		Yes	N=990
Does your library media program have a working relationship with the local	2	No	N=203
public library?		Yes	N=814

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	3	0	
library and the local public library?		No	N=791
		Yes	N=229
Does the public library staff present booktalks at the school library?	4	0	
		No	N=861
		Yes	N=158
Does the school library provide homework alerts to the public library?	5	No	N=783
		Yes	N=237
Does the school library direct reference questions to the public library?	6	No	N=395
		Yes	N=625
Does the school library receive bulk loans from the public library?	7	No	N=850
		Yes	N=168
Is there a summer reading program at the public library?	8	No	N=75
		Yes	N=942

## PART K - PARTNERSHIP BETWEEN SCHOOL LIBRARY MEDIA PROGRAM AND AEA INSTRUCTIONAL MEDIA SERVICES

• Report data from July 2003-June 2004.

Do you take advantage of staff development activities at your AEA?	1	No	N=88
		Yes	N=936

Does your library media program acquire databases through the support of	2	0	
your AEA?		No	N=71
		Yes	N=953
Does your library media program use reference information and services from	3	No	N=78
the AEA media program?		Yes	N=947
Does your library media program utilize instructional resource materials from	4	No	N=81
the AEA media program?		Yes	N=942
Do you request consulting services from the AEA media program? (by phone,	5	No	N=155
e-mail, face-to-face)		Yes	N=867
Does your library media program participate in the cooperative purchasing	6	0	
opportunities offered through the AEA media program? (e.g.; ACEM - AEA		No	N=113
Collaborative for Educational Media)		Yes	N=909
Does the library media professional regularly receive communication from the	7	No	N=22
AEA Instructional Media staff?		Yes	N=998
Does your library media program use production services offered by the AEA	8	No	N=214
media program? (e.g.; slides, video duplication, lamination, printing)		Yes	N=809
Does your library media program request technical assistance from AEA media	9	No	N=149
services? (e.g.; professional development of instructional media services, how		Yes	N=873
to request materials online, navigation of online resources, or utilization a			
particular piece of software or hardware operation)			