Putnam/Northern Westchester BOCES Member Plan and Report

2016-2021

Questions labeled (MP) also serve as information for our Member Plan and Report. Thank you in advance for your feedback, thoughts, ideas, and time...

* Required

1. **District** *
   Please enter your district name. This will not be posted publicly. (MP)

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2. **School** *
   Please enter your school name. This will not be posted publicly. (MP)

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3. **Library Media Specialist(s)** *
   Please enter LMS name(s). This will not be posted publicly. (MP)

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4. **Email address** *
   Enter email address below. This will not be posted publicly. (MP)

New York State Questions

These questions comprise the information that we submit to NYSED/DLD as per Commissioner's Regulations. (MP) indicates that this question is also part of our Member Plan.

5. What grade level(s) did you teach last year (20**-**)? *

Check all that apply. (MP)
Check all that apply.

- ☐ K
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12

6. In how many schools were you assigned to teach? *

Check all that apply. (MP)
Check all that apply.

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5+
- ☐ Other: ....

7. Were you a full-time Library Media Specialist in your district for the 20**-** school year? *

Please select one. (MP)
Mark only one oval.

- ◯ Yes
- ◯ No

8. Was that a change from the previous year? *

Please select one. (MP)
Mark only one oval.

- ◯ Yes
- ◯ No

9. **Did you have flexible scheduling built into part/all of your day?** *

Please select one. (MP)
Mark only one oval.

○ Yes

○ No

10. **Will your assignment in 20**-** be different than in 20**-**?** *

Please select one. (MP)
Mark only one oval.

○ Yes

○ No

○ Other: _____

11. **Did you have support staff in 20**-20**?** *

Please select one. (MP)
Mark only one oval.

○ Yes

○ No

12. **If so, what is their title?**

If you answered Yes to the support staff question, please select one. (MP)
Mark only one oval.

○ Library clerk

○ Teacher's aide

○ Other: _____

13. **If you have support staff, how many hours per day?**

If you answered Yes to the support staff question, please select one. (MP)
Mark only one oval.

○ Full day

○ Half day

○ Quarter day

○ Less than quarter day

○ Other: _____

14. **If you have support staff, how many days per week?**
If you answered Yes to the support staff question, please select one. (MP)
Mark only one oval.

- ( ) Full week
- ( ) 4
- ( ) 3
- ( ) 2
- ( ) 1
- ( ) Less than once per week
- ( ) Other: ....

15. **If you have support staff, is it the same person/people every day?**
If you answered Yes to the support staff question, please select one. (MP)
Mark only one oval.

- ( ) Yes
- ( ) No
- ( ) Other: ....

16. **Will you have support staff in 20**-20**?** *
Please select one. (MP)
Mark only one oval.

- ( ) Yes
- ( ) No
- ( ) Other: ....

17. **Do you use any assistive technology? If so, what kinds?**
Assistive technology includes, but is not limited to the read-aloud component on databases, screen readers, Braille devices, accessibility software, etc. (MP)

....

18. **Were you able to collaborate with classroom teachers in 20**-**?** *
Please select one. (MP)
Mark only one oval.

- ( ) Frequently
- ( ) Occasionally
- ( ) Rarely
- ( ) Never
- ( ) Other: ....

19. **How has collaboration changed from the previous year (20**-20**)?** *
   Please select one. (MP)
   Mark only one oval.

   ⬭ Increased

   ⬭ Remained the same

   ⬭ Decreased

   ⬭ Other: ....

20. **What was your level of book funding last year?** *
   Please select one. (MP)
   Mark only one oval.

   ⬭ $6.25 per student

   ⬭ More than $6.25 per student

   ⬭ Less than $6.25 per student

21. **Did the school library program receive funding in addition to NYS book funding?** *
   Please select one. (MP)
   Mark only one oval.

   ⬭ Yes

   ⬭ No

22. **Was there a change in funding from 20**-20** to 20**-20**?** *
   Please select one. (MP)
   Mark only one oval.

   ⬭ Increased

   ⬭ Stayed the same

   ⬭ Decreased

23. **In 20**-**, were you responsible for the library webpage?** *
   Please select one. (MP)
   Mark only one oval.

   ⬭ Yes

   ⬭ No

24. **In 20**-**, did you do an inventory of your collection?** *
   Please select one. (MP)
   Mark only one oval.

   ⬭ Full inventory

   ⬭ Partial inventory

   ⬭ No

   ⬭ Planning to do inventory in 20**-**

25. **In 20**-**, did you weed materials from your collection?** *

Please select one. (MP)
Mark only one oval.

( ) Yes

( ) No

( ) Other: ....

26. **In 20**-**, did you ILL materials for students/teachers?** *

Please select one. (MP)
Mark only one oval.

( ) Yes

( ) No

27. **In 20**-**, did you collect circulation statistics?** *

Please select one. (MP)
Mark only one oval.

( ) Yes

( ) No

( ) Other: ....

28. **In 20**-**, did you review database usage statistics?** *

Please select one. (MP)
Mark only one oval.

( ) Yes, using stats from P/NW BOCES provided portal

( ) Yes, directly from vendors

( ) I collected them, but I did not review them

( ) I did not collect them

( ) Other: ....

29. **Did you participate in any of the following PNW BOCES professional development opportunities in 20**-20**?** *

Check all that apply.

[ ] **

[ ] **

[ ] **

[ ] **

[ ] **

[ ] **

[ ] None of the above

30. **If you participated in additional professional development, please list below.**

....

....

....

....

....

31. **Who funds your attendance at professional development? ***

Please check appropriate boxes. (MP)
Check all that apply.

☐   District

☐   Self

☐   Other: ....

Local Questions: Member Plan and Report

Please complete these questions. These questions and answers are part of our Member Plan and Report, but not part of the Annual Evaluation Survey that is shared with NYSED/DLD.

32. **STAFFING: Student learning is increased through access to certified library media specialists and well qualified support staff. ***

Examples include: certified library media specialist-to-pupil ratio; written job descriptions; staff evaluations; qualified support staff for clerical and technical work; technology support; levels of LMP staff activity
Mark only one oval.

◯   Students have access to skilled LMP instruction as a component of all subjects in a program staffed full-time by a certified LMS, in ratio of approximately 1 per 500 students, with well qualified support staff adequate to meet program needs, as determined by student enrollment.

◯   Students have access to skilled LMP instruction as a component of many subjects in a program staffed full-time by a certified LMS, in ratio of approximately 1 per 700 students, with support staff adequate to meet program needs, as determined by student enrollment.

◯   Some students have access to skilled LMP instruction as a component of some subjects in a program staffed by a certified LMS and support staff, but staffing is part-time or in insufficient ratio to student enrollment to meet instructional program needs.

◯   Many students have little or no access to skilled LMP instruction; LMP is not staffed with a certified LMS, is staffed minimally part-time, or in a ratio less than 1 full-time LMS per 1000 students; support staff is inadequate in ratio to school size, untrained, or nonexistent.

33. **RESOURCES AND MATERIALS: Student needs for learning resources are met through well developed collections of materials in a variety of formats.** *

Examples include: publicized policies governing selection and deselection; student and teacher evaluations of collections; published collection analyses; cooperative purchasing; resource sharing; automated circulation system; library catalog on Internet

Mark only one oval.

◯ Comprehensive up-to-date collections in multiple formats are built collaboratively on Board-approved policy and evaluated continuously to support standards, curriculum and diverse learning needs; weeded collection holds 15-25 print or electronic titles per student.

◯ Up-to-date collections in multiple formats are developed with Board-approved policy to support the Standards and curriculum, with some faculty and student input; the weeded collection holds 10-15 print or electronic titles per student, including resources for students with special needs.

◯ The collection is built following a district-approved selection policy and weeded regularly; average age of non-fiction materials is less than 15 years old; the weeded collection holds 5-9 print or electronic titles per student.

◯ Aged collections in disrepair do not support Standards, curriculum or diverse needs, with little weeding, analyses, or collaboration in development; average age of non-fiction is over 20 years old; the weeded collection holds fewer than 5 print or electronic titles per student.

34. **RESOURCE SHARING: Cooperative relations improve library media program services and provide better access for students to information, knowledge and learning** *

Examples include: resource sharing networks; cooperative collections; links to community resources; ILL transaction-log analyses; online union catalog; online ILL search tools

Mark only one oval.

◯ Unique resources are gathered and shared in response to curriculum needs and interests of diverse learning community; LMP anticipates resource needs through collaborative partnerships and regularly borrows, lends, and responds to requests from other libraries.

◯ LMP participates fully in regional networks and SLS; interlibrary loan program is robust and responds to needs of all the learning community; all faculty and students are aware of availability of resource sharing, LMP frequently responds to requests from other libraries.

◯ Library is a member of a regional network and SLS; limited interlibrary loan takes place, some faculty are aware of interlibrary loan service, LMP occasionally responds to requests for lending from other institutions.

◯ Resources for classroom and curriculum needs are seldom anticipated, requested, or filled.

35. **EQUITABLE ACCESS: Students have flexible and equitable access to resources that support their academic and personal learning and meet diverse learning needs** *

Examples include: scheduling options; remote resource access; free and open access policy; ESL materials; inventory tracking; participation in SLS, regional and State-wide networks; adaptive technologies

Mark only one oval.

○ Collaboratively developed policies and procedures ensure collections, resources, and services are flexibly available for all learners beyond LMP and the school day, including continuous remote access to all electronic materials.

○ Students use LMP throughout most of the school day for a variety of resource needs; an open schedule is maintained, with a range of easily accessed resources, technologies, and services to meet diverse student information needs.

○ Mix of fixed and flexible access is maintained based on student and curriculum needs; LMP is sometimes used to provide classroom teacher planning time; planning collaborative instruction to meet student needs is in development.

○ LMP schedule is fixed with no open time to meet individual student or curriculum needs outside the schedule; access to collections, resources, and equipment is confined to the library media center and school day.

36. **BUDGET: Library media program has adequate, sustained funding to support student needs to attain the learning standards and achieve school mission, goals, and objectives** *

Examples include: funding for new resources in multiple formats; funding for promotions; funding for administrative materials; information communications technology and equipment; budget for software licensing

Mark only one oval.

○ Highly adequate LMP budget includes long-range development plan for LMP; funding sources include innovative programs, grants, and partnerships for additional resources; LMP has close working relationship with SLS, public library, other agencies.

○ LMP has adequate funding for staff, materials, technology, facilities; spending is planned annually, LMP reports on sufficiency of funding; special projects or new facilities can be acquired through separate request for funds; LMP works closely with SLS.

○ LMP budget includes NYS School Library Materials Aid and local district funding for new materials to maintain the collections; LMP is a participant in SLS programs.

○ There is no funding for school library materials, or funding is minimal and includes only the NYS School Library Materials Aid; LMP is inactive in SLS programs.

37. **FACILITY: Library media center facility is conducive to learning and flexible to meet every student's needs** *

Examples include: adjustments for visually or physically handicapped; public access catalogs adjusted to different levels; space for processing library media materials; space for circulation desk; office area; storage for technology, audiovisual, supplies
Mark only one oval.

◯ LMP facility is inviting, large, flexible, and conducive to different learning styles and use by multiple groups and individuals simultaneously; furniture, shelving, displays, lighting, and technology allow for safe, flexible use including individuals with disabilities; facility is dedicated to LMP use.

◯ LMP facility is barrier-free, accessible to all, including individuals with disabilities; furniture, shelving, displays, lighting, and technology accommodate simultaneous use by whole classes, small groups, and individuals; facility is dedicated to LMP use, rarely used for purposes to interfere.

◯ LMP facility is minimally accessible to individuals with disabilities; furniture, shelving, lighting, and technology are functional, but limited in accommodating whole groups, and individuals simultaneously; facility is dedicated to LMP usage, but sometimes used for other purposes that interfere.

◯ LMP facility is not inviting to students, inflexible, not conducive to different learning styles. Some furniture, shelving, lighting, or technologies are difficult to access, inadequate, or unsafe. Facility is not dedicated to LMP usage, often used for purposes that interfere with the program.