This worksheet may be helpful as you gather data for the survey which is due before June 19, 2020.

Welcome to the Survey of School Library Programs in Iowa 2019–2020

General Instructions:
- Report data from the 2019-2020 school year.
- This survey is abbreviated from past years.
- **Complete a separate survey for each physical school library. <u>DO NOT</u> combine data for multiple school libraries in one survey.** This is program level data (not personnel data), so results show not what one TL does, but rather the level of access to teacher librarian services students in a given school have (or the lack thereof).
- "Library" indicates what may be called any of the following: library, library media center, resource center, information center, instructional material center, learning resource center, library resource center, learning commons or some other name.
- "Teacher Librarian" indicates a state certified school librarian or media specialist or library media specialist, holding a teaching license and the proper endorsement (numbers 108, 109, or 174) from the State Board of Educational Examiners.
- "Library Associate" indicates what may be called any of the following: media clerk, library paraprofessional, library secretary, para-educator or other individuals not certified as teacher librarians working in the library.
- "All Other Licensed Paid Staff" is a term used in the Professional Activities section to indicate what may be called a Classroom Teacher/Technology Teacher holding a teaching license and serving in the Teacher Librarian role, but not holding the teacher librarian endorsement (numbers 108, 109, or 174) from the State Board of Educational Examiners.

Taking the Survey:
- The survey does not need to be completed in one sitting; one may leave the survey, then return to complete it. Click the "Save and continue survey later" link at the top of each page to save your progress.
- Please complete the survey by **June 19, 2020**. If you have any questions or technical difficulties, please contact Hanover Research at **ckeller@hanoverresearch.com**.
- You will need the password to begin the survey.

Please enter the name of the person completing this survey.*

First Name: _____   Last Name: _____   Email: _____

What is your title?*

Teacher Librarian   Secretary   Other: _____

Library Associate   Administrator

Classroom Teacher   Tech Coordinator

Please select the school for which you are entering library program data. Please select your AEA, then your district, then your school. Districts are listed in alphabetical order.

Note: If you are entering data for a **private school**, first select your AEA and then select the "Non-Public" option from the district dropdown list.

What is the total enrollment size of the school(s) served by this library? Please select one of the ranges below.*

1,000+ Students	500 to 599	300 to 399	199 or Fewer
600 to 999	400 to 499	200 to 299	

What grade levels does <u>this library</u> serve? *Select all that apply.**

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

Library Hours

Is the school library open, accessible, and providing instruction, programming, and/
or services all day, every day that students and/or staff are present at school?

Yes   No

Paid Staff Headcount and Hours

Please enter the **head count** of Paid Staff below (not FTE).
Do **NOT** include volunteers or student workers, if any, or their hours.

_____ Teacher Librarians (holding the Iowa Teacher Librarian endorsement)
_____ Library Associates (or other non-licensed personnel)
_____ All other licensed paid staff (e.g., Classroom Teacher/Technology Teacher serving in the Teacher Librarian role)

Please enter **Total Staff Hours** per typical week in the school. **Note:** Do NOT report more than 40 hours per week per person (no overtime hours).

Example #1: If the Teacher Librarian works 40 hours per week in the school, and 30 of those hours are spent performing library-related teaching and learning and/or library administration responsibilities in the library but 10 of those hours are spent teaching in another curricular area, or performing other "teacher leader" responsibilities (e.g., as an instructional coach, instructional design specialists, innovation specialists, technology integrationist), enter 40 staff hours for Teacher Librarian, AND note the hours spent performing non-library related activities on the following page (Professional Activities).

Example #2: If two people are reported as "Library Associates" in the head count and one works 30 hours per week and the other 20 hours per week, enter 50 total staff hours for Library Associates.

_____ Teacher Librarians (holding the Iowa Teacher Librarian endorsement)
_____ Library Associates (or other non-licensed personnel)
_____ All other licensed paid staff (e.g., Classroom Teacher/Technology Teacher serving in the Teacher Librarian role)

Professional Activities - Teacher Librarians and Other Licensed Staff

Using the Total Staff Hours that you recorded on the previous page as a reference point, record the approximate number of hours spent performing each professional activity below. Record activity hours completed by Teacher Librarians and/or Other Licensed Staff **in an average week**. Do NOT include Library Associate activity hours here.

Example: If you recorded in the previous Total Staff Hours section that the Teacher Librarian works a total of 20 hours per week, the sum of all activity hours spent by the Teacher Librarian performing the various activities below should equal approximately 20.

Please leave blank if the library does not have a given staff type; enter "0" if the given staff type works in the library, but does not perform the given activity. Whole numbers and decimals are allowed.

	Teacher Librarian Activity Hours	Other Licensed Staff Activity Hours
Collaboration: Identifying materials and planning with teachers		
Teaching: Providing information literacy instruction individually or to groups. This can include teaching collaboratively with a classroom teacher or teaching independently. Topics: locating, evaluating, using information resources; citing sources; digital literacy; technology skills.		

	Teacher Librarian Activity Hours	Other Licensed Staff Activity Hours
Providing teacher and staff in-service training (to individuals or groups)		
Implementing reading and literacy incentive activities and/or promoting reading guidance (e.g., reader's advisory, booktalks, book clubs, story times, puppet shows, author visits)		
Collection development (e.g., selection, acquisition, collection analysis, weeding)		
Leadership: Meeting with principal or district administrators		
Leadership: Attending general faculty and/or staff meetings		
Leadership: Meeting standards and/or curriculum committees or teams or task forces		
Technology: Managing computers, library automation, networks in the library		
Technology: Managing computer technology outside the library		
Technology: Managing other technologies in the library (AV equipment, digital cameras, LCD projectors, etc.)		
Other library activities (e.g., retrieving materials, circulation, re-shelving)		
Hours Outside the Library: Teaching as a classroom teacher in another curricular area		
Hours Outside the Library: Serving in a "teacher leader" role (e.g., instructional coach, instructional design specialist, innovation specialist) where the focus is NOT on library-related teaching and learning, nor library management.		
Performing additional school duties unrelated to school library services (e.g., study halls, monitoring halls, lunch duty, playground duty, bus duty)		

School Library Usage

Please indicate the **percent of the total student population** of the school visiting the library during a week in February or March for **independent reading, research, or study**. Do NOT count students who visit the library with a scheduled class. This would include students who voluntarily choose to come to the library, as opposed to those who are there because they are scheduled to be there. *

 0-25%   26%-50%   51%-75%   76%-99%   100%

Please indicate the **percent of the total student population** of the school visiting the library during a week in February or March for planned, **scheduled instruction on information literacy skills** or for other **curriculum work**. This would include students who come to the library with a group or class. Also count here classes that come to the library for **book checkout**.*

 0-25%   26%-50%   51%-75%   76%-99%   100%

Please select the **percentage of teachers** in this school who have **collaborated with the Teacher Librarian** to plan and deliver instruction during the school year. (Collaboration includes planning, preparing, and/or delivering instruction with a classroom teacher.

 0-25%   26%-50%   51%-75%   76%-99%   100%

Program Management and Technology

Please indicate Yes or No for the following statements regarding program management and technology.*

	Yes	No
The school district has a K-12 Library Program Plan.		
The school district has a K-12 Information Literacy Curriculum.		
The library staff submits an annual budget request.		
The library program has an advisory committee.		
The library staff submits an annual report.		
The school district has an adopted policy to address selection and reconsideration of school library materials.		
The school district has an adopted policy to address the confidentiality of student library records.		
The school district has an adopted policy to address the legal and ethical use of information resources, including plagiarism and intellectual property rights.		
Do you have a leadership role in planning and professional development related to technology integration?		

Budget - Funding Sources

Please enter budget data for the following funding sources. (Numbers only)

_____ Library budget allocation from school or district. (Do NOT include donations)
_____ Title or grant money
_____ Monetary gifts or donations to the library. (Do NOT include gift books, equipment, etc.)
_____ Fundraising (e.g., book fair, bake sale, fines).

Collection

- Include all circulating and non-circulating items.
- Exclude items not available for general use by teachers or students (e.g. items on reserve).
- Report average copyright dates. If average copyright 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.
- Enter only whole numbers (e.g., 105, 2).
- Do not enter words such as "books," or "sets," or "subscriptions," etc. Do not insert a comma in a number.
- Do not leave any blanks; enter 0, where applicable. Do not enter the words none or zero.

Please enter library collection data in the fields below. Use whole numbers only.

- Number of fiction books: _____
- Average copyright year of fiction books: _____
- Number of non-fiction books: _____
- Average copyright year of non-fiction books: _____
- Number of current print or online subscriptions to magazines and newspapers: _____
- Number of e-books (other than those provided by your AEA.): _____

Please list all of the online database titles the library subscribes to, other than those provided by your AEA.

1: _____

2: _____

3: _____

4: _____

5: _____

The survey is now complete, thank you for your time! Your responses to the survey are provided below. At the bottom of this page, you have the option to download a PDF of your survey responses.
Please consider sharing this information with your building administrator.