

## Wyoming School Library Survey 2008-09

Each year, the Wyoming State Library surveys school libraries to find out what's happening across the state. Please let us know what is happening at your school! We will compile and publish the results of this survey so that your staff and others can use the data to compare, evaluate and advocate for school library programs. You may find last year's survey results under the "School Libraries" header at <http://will.state.wy.us/statistics/>.

### What's new for 2008-09

The 2007-08 Wyoming School Library Survey looked only at high school libraries. This year the survey has been expanded, and we are sending it to all school libraries listed in the online Wyoming Libraries Directory (<http://will.state.wy.us/directory/>), so that we can build a picture of elementary and middle school library programs. For 2008-09, we are using a paper survey, rather than electronic. We've also revised a few questions, based on feedback from school librarians to the 2007-08 survey.

### Survey instructions

- The manager or main contact for the school's library should complete the survey. For the "main contact," we are looking for the person who typically staffs the library.
- Please return survey by mail **no later than June 15, 2009**.
- Report data for the 2008-09 school year.
- Please answer all questions. **Your best estimate is fine**, if you do not have exact figures.
- Report each school library separately.
- When reporting for more than one school, split any shared hours, budget dollars, etc. among them. For example, a 40-hour employee working in 2 schools might be reported as 20 hours at each school, or some other proportion where the totals equal 40.
- Space for comments is on the last page of the survey. You may also attach an additional sheet, if needed. If you do not want your comments made public, please indicate that, or email [svitti@state.wy.us](mailto:svitti@state.wy.us).

### Questions on this survey?

If you have comments or questions, would like assistance, or if you need any additional survey forms, please contact:

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2800 Central Ave.  
Cheyenne WY 82002  
[smark@state.wy.us](mailto:smark@state.wy.us)  
toll-free at 1-800-264-1281 (press 3, then 3)  
or 307-777-5915 (Cheyenne)

### Thank you!

Many thanks for your participation in the 2008-09 survey! Your information will provide valuable data to support school library programs in Wyoming.

# Wyoming School Library Survey 2008-09

Please return by June 15, 2009 to Wyoming State Library, 2800 Central Ave., Cheyenne WY 82002

## A. School Library information

	Corrections to your school library information
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School district	
Main contact in your library	
Job title	
Email	
Telephone & extension	

Does this person have a Wyoming library media endorsement?      Y       N

Does your district have a district library media coordinator?      Y       N

Person completing this survey (if different)	
Job title	
Email	
Telephone & extension	

Does this person have a Wyoming library media endorsement?      Y       N

Does this person supervise the library main contact?      Y       N

### SCHOOL LIBRARY DEFINITION

**Does your school have a library, media center or resource center that has ALL of the following:**

1. An organized collection of printed, audio-visual and/or other library materials
2. Paid staff
3. Designated facilities
4. An established schedule where it is available to students, teachers and administrators

YES       NO

**If YES**, please go to Question 1. **If NO**, your survey is complete; please return it in the enclosed envelope.

*Comments may be included on the last page of this survey, or on an additional sheet.*

1.	Which grades are enrolled in your school?	
2.	How many students were enrolled in your school on Oct. 1, 2008?	

3.	Do other schools use your library? If yes, please list:		
<i>School</i>		<i>Grades enrolled</i>	<i>Students enrolled</i>

*Note: Report for all students and all schools using a single school library. Do not combine reporting for school libraries in separate locations. Attach an extra sheet, if necessary.*

<b>B. Library Personnel</b>			
Report paid staff assigned to your library as of Fall 2008.		Number of Persons	Total Paid Weekly Hours
4.	Library media specialist: licensed educator with a library media endorsement.		
5.	Licensed teacher without a library media endorsement		
6.	Library aide, technician, paraprofessional or clerk		
7.	Other*		
* If "other," please specify. Do not report volunteers.			
<i>Please report weekly hours, eg. 37.5. If more than one person, total their weekly hours together. Do not report more than forty (40) hours a week for any individual.</i>			
8.	Are library staff responsible for: Y <input type="checkbox"/> N <input type="checkbox"/> <u>Technology Lab</u> - A room, separate from the library, that contains multiple computers used by students as a classroom. Y <input type="checkbox"/> N <input type="checkbox"/> <u>Media equipment</u> - Audio-visual equipment used in instruction throughout the school, not just in the library. Y <input type="checkbox"/> N <input type="checkbox"/> <u>Other building libraries*</u> - One or more libraries located in other school buildings. Y <input type="checkbox"/> N <input type="checkbox"/> <u>District-wide support*</u> - At least one staff member is responsible for all libraries in the school district, or all the libraries at one grade level (elementary, middle, secondary).  * If staff are responsible for other libraries or district-wide support, how many additional: Alternative schools ____ Junior highs ____ Middle schools ____ Elementary ____ Other ____ If "Other," please specify:		
9.	Do you use parent/community volunteers?	Y <input type="checkbox"/>	N <input type="checkbox"/>
	Do you use student volunteers?	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>C. Hours and use</b>			
<i>If hours or visits vary widely, calculate or estimate the total for the semester or year, then divide by the number of weeks for an average or typical week.</i>			
10.	In an average or typical week, how many hours is the library open to students?		
11.	Can students access the library, either independently or in a scheduled group, during these times? <input type="checkbox"/> Before classes start <input type="checkbox"/> After school? <input type="checkbox"/> During class time <input type="checkbox"/> Some evenings? <input type="checkbox"/> During breaks <input type="checkbox"/> Some weekends? <input type="checkbox"/> During lunch <input type="checkbox"/> Summer school?		
12.	How many hours in an average or typical week is the library open:		
	Before the school day?		
	After the school day?		
	On weekends?		
13.	In an average or typical week, how many student visits are there to your library?		
	a. Students in scheduled class or group sessions		
	b. Students using library independently, either individually or in groups		
	<b>TOTAL number of student visits per week (a+b)</b>		
<i>Count each visit separately: 1 student visiting the library 3 times = 3 visits; 1 group of 10 = 10 visits</i>			

<b>D. Instruction</b>					
14.	How often do staff assigned to your library:	<i>Frequently</i>	<i>Sometimes</i>	<i>Rarely</i>	<i>Never</i>
	Collaborate with classroom teachers in lesson plans and project design?				
	Co-teach with classroom teachers, either in the library media center or in the classroom?				
	Participate in curriculum committees.				
15.	In a typical week, how many hours do library staff spend, either alone or in collaboration:				
	Planning instructional units?				
	Actively delivering instruction?				
16.	In a typical week, how many <u>times</u> do staff actively deliver instruction to a scheduled class/group? ( <i>Sessions, not hours or students</i> )				
<b>E. Circulation</b> ( <i>If exact number is not known, please provide best estimate</i> )					
17.	What is the total circulation for the 2008-09 school year?				
18.	What is the total circulation during a typical week?				

19.	What circulation system do you use?				
	<input type="checkbox"/> WYLDcat (Sirsi/Dynix)	<input type="checkbox"/> Follett	<input type="checkbox"/> Sagebrush InfoCentre		
	<input type="checkbox"/> Alexandria	<input type="checkbox"/> Library Pro	<input type="checkbox"/> Surpass		
	<input type="checkbox"/> Athena	<input type="checkbox"/> Library World (CASPR)	<input type="checkbox"/> Winnebago Spectrum		
	<input type="checkbox"/> Destiny				
	<input type="checkbox"/> Other, <i>please specify</i> :				

<b>F. Collections</b>	
How many items were in your collection at the beginning of the 2008-09 school year?	
20.	Print materials (books, bound periodical volumes)
21.	Audio (cassettes, audio CDs, audio books)
22.	Video (VHS, video DVDs)
23.	Current print serial subscriptions
24.	Other items

**For all items, count physical units, including duplicates. If volume data are not available, count number of titles. If numbers are not known, please estimate.**

25.	What is the average copyright date for books in your Technology (Applied Sciences) collection, Dewey range 6xx?
<i>Round to the nearest year. Publication date may be used if copyright is unavailable. If average date is not available through your catalog/circulation system, pull 25 books randomly and average the dates.</i>	

<b>G. Electronic Resources</b>	
26.	Does your school have: Y <input type="checkbox"/> N <input type="checkbox"/> A web site? Y <input type="checkbox"/> N <input type="checkbox"/> A link on the school's home page directing users to your library's resources? Y <input type="checkbox"/> N <input type="checkbox"/> A web page specifically for your library? Y <input type="checkbox"/> N <input type="checkbox"/> Links to WYLDcat, GoWYLD or the GoWYLD licensed databases?
27.	What is your school's or your library's web site address? ( <i>Library address preferred</i> )

