

U.S. DEPARTMENT OF EDUCATION
National Center for Education Statistics

Conducted by:
U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

**SCHOOL LIBRARY MEDIA CENTER QUESTIONNAIRE
SCHOOLS AND STAFFING SURVEY
2011-12 SCHOOL YEAR**

THIS SURVEY HAS BEEN ENDORSED BY:
To be determined

NOTICE> This survey is authorized by the Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543(a). The results will only be produced as statistical summaries.

DRAFT

DEAR LIBRARIAN:

The Schools and Staffing Survey is the largest sample survey of America's elementary and secondary schools. Your participation is important. Below are answers to some general questions.

WHAT IS THE PURPOSE OF THIS SURVEY?

The purpose of this survey is to obtain information about school library media centers, such as staffing, collections, and expenditures.

WHO IS CONDUCTING THIS SURVEY?

The U.S. Census Bureau is conducting this survey for the National Center for Education Statistics (NCES) of the U.S. Department of Education.

WHY SHOULD YOU PARTICIPATE IN THIS SURVEY?

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

WILL YOUR RESPONSES BE KEPT CONFIDENTIAL?

Your responses are protected from disclosure by federal statute (20 U.S.C., § 9573). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law.

HOW WILL YOUR INFORMATION BE REPORTED?

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

WHERE SHOULD YOU MAIL YOUR COMPLETED QUESTIONNAIRE?

Please return your completed questionnaire in the enclosed pre-addressed, postage-paid envelope or mail it to:

**U.S. CENSUS BUREAU
ATTN: DCB 60A
1201 E. 10th STREET
JEFFERSONVILLE, IN 47132-0001**

**WE HOPE YOU WILL PARTICIPATE IN THIS VOLUNTARY SURVEY.
SINCERELY,**

**JACK BUCKLEY
COMMISSIONER FOR EDUCATION STATISTICS
National Center for Education Statistics**

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0598. The time required to complete this information collection is estimated to average 35 minutes per response, including the time spent to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4537. If you have comments or concerns about the contents of this questionnaire, e-mail: dsd.sass@census.gov, or write directly to: Schools and Staffing Survey, National Center for Education Statistics, 1990 K Street, N.W., #9018, Washington, DC 20006.

INSTRUCTIONS

DRAFT

The data you enter on this form will be captured through the use of imaging technology. Please print all information clearly in ordinary characters, using a **blue or black ballpoint pen**.

Correct marking example – (*Use care to keep characters in their designated spaces.*)

Incorrect marking example –

- a. Please do not write any comments near the answer spaces.
- b. Unless otherwise indicated, please refer to the current (2011-12) school year. Some questions refer to the 2010-11 school year. If you were not working in this library media center during the 2010-11 school year, please consult with another staff member who was working in this library media center last year or the school principal.
- c. If you are unsure about how to answer a question, please give the best answer you can rather than leaving it blank.
- d. Report data for this school's library media center only.
- e. "Library media center" is the phrase used throughout the questionnaire to cover what may be called any of the following: school library, media center, resource center, information center, instructional materials center, learning resource center, or any other similar name.
- f. If you have any questions, call the U.S. Census Bureau at 1-800-221-1204. Someone will be available to take your call Monday through Friday, between 8:30 a.m. and 5:00 p.m. (Eastern Time). The U.S. Census Bureau is also available to answer your questions via e-mail at: dsd.sass@census.gov.

DRAFT

I. FACILITIES, SERVICES, AND POLICIES

1. Does this school have a library media center?

A library media center is an organized collection of printed and/or audiovisual and/or computer resources which is administered as a unit, is located in a designated place or places, and makes resources and services available to students, teachers, and administrators.

A library media center may be called a school library, media center, resource center, information center, instructional materials center, learning resource center, or any other similar name.

Yes → Continue with this questionnaire or give it to the individual who is responsible for this school's library media center, e.g., the librarian or library media specialist.

No → **STOP NOW AND RETURN THIS QUESTIONNAIRE TO THE U.S. CENSUS BUREAU IN THE ENCLOSED ENVELOPE. THANK YOU FOR YOUR TIME.**

2. Which of the following best describes the type of scheduling for the library media center?

Mark (X) only one box.

Only flexible scheduling (available as needed)

Only regular scheduling (previously specified times)

Both flexible and regular scheduling

3. May students use the library media center independently during the following times?

a. Before school

Yes

No

b. After school

Yes

No

c. During regular school hours

Yes

No

4. Is the library media center open to community members who do not attend this school and do not have children who attend this school?

Yes

No → GO TO item 6 on page 5.

DRAFT

5. May community members who do not attend this school and do not have children who attend this school use the library media center during the following times?

a. During regular school hours

Yes

No

b. During the week, outside of regular school hours

Yes

No

c. On weekends, outside of regular school hours

Yes

No

6a. May community members who do not attend this school and do not have children who attend this school use library media center computer workstations to access the Internet?

Yes → GO TO item 7 below.

No

b. Which of the following reasons best describes why community members who do not attend this school and do not have children who attend this school cannot use library media center computer workstations to access the Internet?

Mark (X) one.

This library media center does not have any computer workstations.

The computer work stations in this library media center do not have internet access.

Community members are not permitted to use library media center computer workstations to access the Internet.

7. During the most recent full week of school, how many times did students visit the library media center?

For example, a student visiting the library 5 times during the week is counted as 5 visits.

If none, please mark (X) the box.

None or Student visits during recent full week

8. During the most recent full week of school, what was the total number of books and other materials checked out from the library media center?

Include items checked out by all persons.

If none, please mark (X) the box.

None or Total

DRAFT

9. Does this library media center provide support for the following programs?

a. Family literacy activities

Family literacy activities are activities that offer educational opportunities to students' family members in order to improve their literacy and life skills.

Yes

No

b. Programs, such as book clubs, that encourage students to read

Yes

No

10. Does this school have any of the following school board-approved policies?

a. A policy for acceptable use of the Internet

Yes

No

b. A policy for materials selection

Yes

No

c. A policy for challenges to library holdings

Yes

No

DRAFT

II. STAFFING

11. Around the first of October, how many STAFF held full-time or part-time positions or assignments in this school in each of the following categories?

Record HEAD COUNTS, not FTEs (full-time equivalent).

Staff with PART-TIME positions or assignments include: Employees shared with other schools or the district office and employees who perform more than one function at this school, such as a teaching principal.

	*If none, please mark (X) the box.	
	FULL-TIME	PART-TIME
a. Paid state-certified library media specialists <i>Count a library media specialist as certified if he or she has met your state's regular or standard certification requirements in the library media specialty area. Include those who have completed all necessary course work and are eligible for full certification upon completion of a probationary period.</i>	<input type="checkbox"/> None — — —	<input type="checkbox"/> None — — —
b. Paid professional staff who are NOT state-certified as library media specialists <i>Do not include library aides or paid clerical staff.</i>	<input type="checkbox"/> None — — —	<input type="checkbox"/> None — — —
c. Paid library aides or clerical staff <i>Do not include volunteers.</i>	<input type="checkbox"/> None — — —	<input type="checkbox"/> None — — —

12. If you marked "NONE" to all types of staff in item 11 (that is, this library media center has no paid professional staff), then mark (X) here ___

→ GO TO item 15 on page 9.

Otherwise, continue with item 13 below.

13. How many of the paid professional library media staff have earned a master's degree in librarianship, library science, information science, educational media, instructional design, or instructional technology?

Record HEAD COUNTS, not FTEs (full-time equivalent).

If none, please mark (X) the box.

___ None **or** ___ Paid professional staff members

DRAFT

14. How many of the paid professional library media staff are state-certified as classroom teachers?

Record HEAD COUNTS, not FTEs (full-time equivalent).

Include those who have completed all necessary course work and are eligible for full certification upon completion of a probationary period.

If none, please mark (X) the box.

None **or** Certified as classroom teachers

15. Do any volunteers provide services for the library media center?

Yes

No → GO TO item 17 on page 9.

16. During the most recent full week of school, what was the total number of regularly scheduled volunteers in the library media center who were –

Record HEAD COUNTS, not FTEs (full-time equivalent).

If none, please mark (X) the box.

a. Adult volunteers?

None **or** Adult volunteers

b. Student volunteers?

None **or** Student volunteers

17. Does the school staff member with primary responsibility for this library media center spend time in another school (i.e., an itinerant library media specialist)?

Mark (X) only one box.

Yes

No

There is no school staff member who has primary responsibility for the library media center.

III. TECHNOLOGY & INFORMATION LITERACY

18a. How many computer workstations does the library media center have for student and/or staff use?

If none, please mark (X) the box.

None → *GO TO item 19 below.*

Computer workstations

b. Of the computer workstations reported above, how many have access to the Internet?

If none, please mark (X) the box.

None

Computer workstations

19. Does this school provide students access to online, licensed databases?

(Online, licensed databases are supplied by commercial vendors via the Internet. They may include indexes, abstracts, full-text article databases, or full-text reference sources, such as encyclopedias, almanacs, biographical sources, and other quick fact-finding sources.)

Yes

No → *GO TO item 21 on below.*

20. Does the school provide access to online, licensed databases to students from the following locations?

a. In the classroom

Yes

No

b. In the school library media center

Yes

No

c. At home

Yes

No

21. Are the following available within this library media center?

a. Automated circulation system

Yes

No

b. Automated catalog(s) for student and/or staff use

Yes

No

DRAFT

21. Continued – Are the following available within this library media center?

c. Digital video disc (DVD) player(s) or video cassette recorder(s) (VCR) for student and/or staff use

Include stand-alone DVD players and those in computers.

Yes

No

d. Media retrieval system

(A media retrieval system consists of centralized video distribution equipment with a scheduling and control server that telecasts video to classrooms, upon request.)

Yes

No

e. Laptops for student use outside of the library media center

Yes

No

f. Laptops for staff use outside of the library media center

Yes

No

g. Technology to assist students and/or staff with disabilities

(e.g., TDD, specially-equipped workstations)

Yes

No

22. Does this school follow a formal information literacy curriculum?

Yes

No → *GO TO Section IV on page 12.*

23. Who teaches this school's information literacy curriculum?

Mark (X) only one box.

Library professional staff only

Classroom teachers only

Taught by both library professional staff and classroom teachers

DRAFT

IV. LAST SCHOOL YEAR'S COLLECTIONS AND EXPENDITURES

24. If this library media center was not in existence last school year (2010-11), then mark (X) here. ___ → Thank you for completing the survey.

Otherwise, continue with item 25 below.

25. During the 2010-11 school year, what were the total holdings, additions, and expenditures for the library media center for each of the following kinds of materials?

Report only the materials acquired and maintained by the library media center.

If none, please mark (X) the box.

	Total number held at the end of the 2010-11 school year	Number ACQUIRED DURING the 2010-11 school year	Report the amount spent for the purchase of materials for the 2010-11 school year <i>Round to the nearest dollar.</i>
a. BOOK TITLES (count all copies)	___ None or _____, _____	___ None or _____, _____	___ None or \$_____, _____
b. AUDIO or VIDEO MATERIALS (tape, CD, or DVD; count all copies)	___ None or _____, _____	___ None or _____, _____	___ None or \$_____, _____

26. During the 2010-11 school year, what were the TOTAL expenditures for ALL information resources for this library media center?

(Information resources include such items as books, periodicals, audio-visual materials, database licensing, and software. They do not include salaries, computer hardware, or audio-visual equipment.)

Please report in whole dollars.

If none, please mark (X) the box.

___ None

or \$_____, _____ .00

DRAFT

Thank you very much for your participation in this survey. If you have any questions, please contact us, toll-free, at: 1-800-221-1204 or by e-mail at: dsd.sass@census.gov.

To learn more about this survey and to access reports from earlier collections, see the Schools and Staffing Survey (SASS) website at: <http://nces.ed.gov/surveys/sass>

NCES also collects data from public and academic libraries and state library agencies.

For more information about these surveys, go to the Library Statistics Program website at: <http://nces.ed.gov/surveys/libraries>

Additional data collected by the National Center for Education Statistics (NCES) on a variety of topics in elementary, secondary, postsecondary, and international education are available from NCES' website at: <http://nces.ed.gov>

For additional data collected by various Federal agencies, including the Department of Education, visit the Federal Statistics clearinghouse at: <http://www.fedstats.gov>