Wyoming School Library Survey 2012-13

Purpose of the survey

The Wyoming State Library is collecting data annually on school libraries. Results of this survey will be compiled and issued as a report that will be available to you and to the public. To see last year's survey results, visit http://will.state.wy.us/statistics/.

Survey instructions

- Report data for the 2012-13 school year.
- Using your email link, you may re-enter the survey to add or update information at any time until it closes on March 15, 2013.
- If you report for **more than one** school library, you should have received a separate email link for each school.
- Please answer all questions. This is very important in determining averages (does your library really have zero books, or do you just not have an exact count?) and percentages. Estimates may be used if an exact count is not available. If no reasonable estimate can be made, please indicate that the data are unavailable by entering "N/A" in the appropriate box(es).

Survey definitions and additional information are available on the help page.

Please direct questions to Susan Mark, susan.mark@wyo.gov, toll-free at 1-800-264-1281 (press 3, then 3) or in Cheyenne at 307-777-5915. Or visit the Survey Instructions and Help Page.

For what school are you reporting?

School name	
City or town	
School district	

Indicate the grade levels enrolled at your school

	Grades
Lowest grade	
through highest grade	

* Does your school have a library? Definition: an organized collection of information resources in print, audio-visual and/or other formats that is available to all students.

◯ Yes   ◯ No

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Library details

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*Does your school library have:

	Yes	No
Paid staff who are assigned hours to work in it? (NOT volunteers.)	◯	◯
Designated facilities?	◯	◯
An established schedule where it is available to students, teachers and administrators?	◯	◯

Contact information

Please provide your contact information:

Name _____

Job title _____

Email _____

Phone _____

Please indicate your role(s) (check all that apply):

☐ Main contact -- supervisor or lead worker who is the person most often found in the library on a daily basis

☐ Supervisory librarian -- supervises the main contact, but is not in the library as often day to day (May supervise multiple libraries)

☐ District library coordinator -- oversees all libraries in your school district

Do you have a Wyoming library media endorsement?

◯ Yes

◯ No

Alternate contact

If you are not the library main contact (person who runs the library on a daily basis), please provide contact information for that person.

Name _____

Job title _____

Email _____

Phone _____

Does this person have a Wyoming library media endorsement?

◯ Yes

◯ No

Student services

Wyoming School Library Survey 2012-13 - schools with libraries

Please note:

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- Space is provided for comments at the end of the survey.

What was the total circulation for the first semester of the 2012-13 school year?

How many hours is the school library open for student use during an average or typical week?

Please provide total weekly hours, not hours per day. Include: a) Any times before, during or after school when students may physically visit the library and access resources. b) Any hours when classrooms are using the library, even if it is closed to independent student use during that time. Do not include planning time when library staff are present, but the library is not available to students.

Is the library regularly open:

- [ ] Before the school day?
- [ ] After the school day?
- [ ] On weekends?
- [ ] None of the above

For student visits, count each visit separately. eg. 1 student visiting the library 3 times in one week = 3 visits. It is understood that student visits can vary widely through the school year; we are looking for the overall average per week or the visits in a typical week.

In an average or typical week,

How many classrooms of students visit the library?	
How many total students (individuals) participate in these classroom visits?	
How many students visit the library independently, either individually or in groups, but not as part of a classroom?	

Collection

If data are unavailable, please enter "N/A"

How many of the following types of items do you have in your collection?

Print materials (books, bound periodical volumes)	
Audio and Video	
Current print serial subscriptions (magazines, newspapers)	

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For all items, count physical units, including duplicates. If volume data are not available, count number of titles. **For subscriptions**, count titles, not copies.

What is the average copyright date for books in your Technology (Applied Sciences) collection, Dewey range 6xx?

[   ]

Round to the nearest year. If average date is not available through your catalog/circulation system, pull 25 books randomly and average the dates, or use a vendor collection analysis tool such as those found on the Help Page.)

For the 2012-13 school year, what is the amount budgeted for your library's collection for:

a. Print materials, including books and periodical subscriptions?   [   ]

b. All other information resources, including audio-visual materials and electronic resources (databases)?   [   ]

What is your TOTAL collection budget? (a + b)   [   ]

Include: collection purchases made with funding from all sources, including grants and fund raising. Do not include: a) the cost of your integrated library system (circulation/cataloging system), b) computer hardware or software, c) supplies, furnishings or other miscellaneous purchases, d) salaries/wages or d) staff expenses for training, travel, etc.

Does your library rely on grants, fund raising or book donations to maintain its collection?

( ) No, our library collection is completely funded by the school and/or district

( ) Yes, grants, fund raising and donations supplement our collection, but the school/district cover most materials.

( ) Yes, our library is heavily dependent on grants, fund raising and donations for its collection.

( ) No answer

Electronic resources

Does your school or district purchase electronic resources (databases) in addition to what is available through GoWyld.net? *Do not include your integrated library system used to catalog and circulate materials*

( ) Yes

( ) No

( ) No answer

Do your students have access to databases purchased by the school/district (not GoWYLD) remotely from home or other locations?

( ) Yes

( ) No

( ) Does not apply

( ) No answer

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Does your school have:

	Yes	No	No answer
A web site?	◯	◯	◯
A web page specifically for your library?	◯	◯	◯
A link to WYLDCat	◯	◯	◯
A link to GoWYLD?	◯	◯	◯

How many student computer workstations are in your library?

[   ]

Include: a) laptops lent to students for in-library use only and b)computer lab workstations only if the lab is physically located within the library. If all students received school- or district-issued laptops, enter the seating capacity of the library. Exclude: mobile computer labs or computer terminals whose sole function is to provide access to the library catalog (OPAC-only).

Does the library lend laptops for student use outside of the library?

◯ Yes

◯ No

◯ No answer

Professional environment

Which of the following best describes the type of scheduling for classes in this school library?

◯ All classes flexibly scheduled: classroom teachers arrange with library staff to instruct on an as-needed basis.

◯ All classes regularly scheduled at fixed times: a class instruction schedule is arranged at the beginning of the school year or semester.

◯ Some classes regularly scheduled, others flexibly scheduled.

In a typical or average week, how many hours do library staff:

Plan instructional units, either alone or in collaboration with teachers	[ ]
Actively deliver instruction	[ ]

Planning and instructional time can vary widely through the school year; please provide your best estimate of the overall average per week or the hours spent in a typical week, rounded to the nearest half-hour.

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Does the school or district provide support, such as substitutes, registration, and travel costs, for library staff to attend training opportunities outside the district? (These might include conferences or continuing education seminars or workshops)

◯ Yes

◯ No

◯ No answer

On what committees do library staff participate?

☐ Curriculum

☐ Technology

☐ School improvement

☐ Parent/teacher organization

☐ None of the above

Does the school library have:

	Yes	No	No answer
A faculty/administration advisory committee?	◯	◯	◯
A student advisory committee?	◯	◯	◯
Student(s) serving on a faculty/administration committee in lieu of a separate student advisory committee?	◯	◯	◯

Does this school have:

	Yes	No	No answer
A library policies and procedures manual?	◯	◯	◯
Regularly scheduled policy review and revision?	◯	◯	◯
Internet/Network acceptable use policy?	◯	◯	◯
Collection development/materials selection policy?	◯	◯	◯
Policy for challenges to library holdings?	◯	◯	◯
Policy for copyright?	◯	◯	◯
Resource sharing and interlibrary loan policy?	◯	◯	◯

Thank you

Thank you for participating in our Wyoming School Library 2012-13 Survey.

Wyoming School Library Survey 2012-13 - schools with libraries

Please **click on the "Submit" button** below to complete your survey.

Do you have any additional comments?

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Access to library services

From where do your students get library services?

Wyoming School Library Survey 2012-13 - schools without libraries

Please provide your contact information:

Name

Job title

Email

Phone

Thank you

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