

**Wyoming School Library Survey**

For questions where you do not have the data or do not wish to answer, please mark the "unavailable" checkbox or use "NA" in the dropdown (where available). Please direct questions to Thomas Ivie at the Wyoming State Library, 307-777-6330 or thomas.ivie@wyo.gov.

**PLEASE NOTE**

SOME FIELDS ARE LOCKED by the Wyoming State Library. You WILL NOT be able to alter calculated fields or Wyoming Dept. of Education data.

**SURVEY CONTACT INFORMATION**

This should be the name and contact information for the person filling out the survey.

1Contact name	
2Job Title	
3Email	
4Do you have a library media endorsement?	Yes
5Do you supervise libraries in multiple schools?	
6Do you oversee all schools in your district?	

**DIRECTORY INFORMATION**

7School Name	
8Mailing Address	
9Physical address (if different)	
10City	
11Zip (5-digit)	
12Phone (307-XXX-XXXX)	

**WDE DATA**

This data is obtained from the Wyoming Department of Education. Other than grades served, this information CANNOT BE CHANGED. It is provided for your information only. If you alter grades served, due to a merger or other issue, your enrollment will be recalculated.

13School District	
14Lowest K-12 grade served	
15Highest K-12 grade served	
16Enrollment	
17Library Media Specialist (LIM) FTE	
18Library Media Aide (LMA) FTE	
19Computer Network Technician (CNT) FTE	
20Total FTE	
21Library Media Specialist staffing at district level	

**SCHOOL LIBRARY**

Please enter an answer for this and all following questions. However, if your school only has classroom libraries, or is a one-room school, please respond "no" to this question on whether your school has a library, then contact Thomas Ivie at [thomas.ivie@wyo.gov](mailto:thomas.ivie@wyo.gov) or 307-777-6330.

27Does your school have a library?	
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**Does your library have:**

28An organized collection of information resources that is available to all students.	
29Paid staff assigned to it?	
30Designated facilities?	
31An established schedule where it is available to students, teachers and administrators?	

**Hours Open**

32How many hours is the school library open for student use during an average or typical week?	
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**Is the library regularly open**

33Before the school day?	
34After the school day?	

**CIRCULATION**

35What was the total circulation for the first semester of the current school year	
361st semester (July 1 - Dec. 31) circulation per student	

**STUDENT VISITS: In an average or typical WEEK**

Either average over the year or semester, or determine a weekly estimate by counting visits during a typical week that does not have holidays, interrupting events or excessive absences due to illness. Estimates are acceptable.

37How many classrooms visit the library? (Count number of groups, not individuals)	
38How many total students participate in these classroom visits? (Count individuals, not groups)	
39Average students per classroom	
40How many students visit the library independently, either individually or in groups, but NOT as part of a classroom?	
41Total weekly student visits (independent visits + Individuals in classrooms)	
42Average weekly visits per student enrolled	

**COLLECTIONS**

43What is the average copyright date for books in your Technology (Applied Sciences) collection, Dewey range 6xx?	
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**How many of the following types of items do you have in your collection?**

44Print materials (books, bound periodical volumes)	
45Print items per student	
46Audio and Video	
47Current print serial subscriptions (magazines, newspapers)	

**BUDGET**

48 Does your library rely on grants, fund raising or book donations to maintain its collection?	
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**For the current school year, what is the amount budgeted for your library's collection for:**

49 PRINT materials, including books and periodical subscriptions?	
50 NON-PRINT -- all other information sources including A-V and databases.	
51 What is your TOTAL collection budget?	

**PROFESSIONAL ENVIRONMENT**

52 Which of the following best describes the type of scheduling for classes in this school library?	
53 In a typical or average week, how many hours does a teacher-librarian deliver formal instruction to a group?	
54 Does the school or district provide support to attend training opportunities outside the district?	

**On what committees do library staff participate?**

55 Curriculum	
56 Technology	
57 School Improvement	
58 Parent-Teacher Organization	

**Does the school library have advisory committees?**

59 Faculty/Administration Advisory Committee	
60 Student Advisory Committee	
61 Student serving on faculty/administration committee?	

Does this school have the following policy resources:

62A library policies and procedures manual?	
63 Regularly scheduled policy review and revision?	
64 Internet/Network acceptable use policy?	
65 Collection development/materials selection policy?	
66 Policy for challenges to library holdings?	
67 Policy for copyright?	
68 Resource sharing and interlibrary loan policy?	

**ELECTRONIC RESOURCES**

69 Does your school issue every student a laptop or tablet?	
70 How many student computer workstations are in your library?	
71 Does the library lend laptops or tablets for student use outside of the library?	

Does your school have

72A website?	
73A web page specifically for your library?	
74A link on the school website to WYLDCat? ( <a href="http://wyld.state.wy.us">http://wyld.state.wy.us</a> )	
75A link on the school website to GoWYLD? ( <a href="http://gowyld.net">http://gowyld.net</a> )	

**Database access**

Please include only electronic resources that provide access to information sources that are purchased at the local level. Do not include your school's integrated library system, Accelerated Reader or tools such as bibliography generators. Do not include the GoWYLD databases provided by the state.

76 Does your school or district purchase electronic resources (databases) in addition to what is available through GoWyld.net?	
77 Do students have access to these locally purchased databases (not GoWYLD) remotely from home?	

**COMMENTS**

78(Optional) Please provide any comments you may have	
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