

# Wyoming School Library Survey 2010-11

## Summary: K-12 public school libraries

*September, 2011*

Annually, the Wyoming State Library conducts a survey of school libraries to collect basic information on staffing, budgets, student use of the library and other measures. More than 2/3 of Wyoming schools participated in the 2010-11 survey.

The 2010-11 survey was revised from prior years to be shorter, reducing reporting burden for schools, while still focusing on the measures most likely to have an impact on student achievement. A large body of research has shown that a strong school library program – with sufficient staffing, collections and budget – is associated with higher student test scores. Much of that research, conducted in more than 20 states, has been compiled by Library Research Service on their website at [www.lrs.org/impact.php](http://www.lrs.org/impact.php). These studies use regression analysis to isolate the effect of variables such as varying socio-economic status of students.

A recent publication from Mansfield University, “School Library Research Summarized: A Graduate Class Project,” (instructor Debra E. Kachel) has compiled these research findings. It may be found at <http://libweb.mansfield.edu/upload/kachel/ImpactStudy.pdf>.

The Center for International Scholarship in School Libraries (CISSL) at Rutgers University analyzed the results of these

studies in a position paper. According to CISSL, the research shows that students’ higher test scores correlate with:

1. The size of the school library staff
2. Full-time/certified school librarians
3. The frequency of library-centered instruction and collaborative instruction between school librarians and teachers
4. Size or currency of library collections
5. Licensed databases through a school library network
6. Flexible scheduling
7. School library spending (Lance, et al., 2001; Baxter & Smalley, 2003).

The paper, “School Libraries, Now More than Ever,” may be found on at [cisrl.rutgers.edu/](http://cisrl.rutgers.edu/).

This report gives summary data by grade level. Individual school details, and prior years’ surveys are located on the Wyoming State Library’s statistics page at [will.state.wy.us/statistics](http://will.state.wy.us/statistics).

Questions about this survey may be directed to:

Wyoming State Library  
Susan Mark, Statistics Librarian  
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307-777-5915 or 1-800-264-1281

## Response rate - public schools

<b>WDE K-12 schools by State School ID</b>	
Total WDE schools in state by NCES number	348
Schools reporting data	225
Schools reporting no library	13
Total WDE respondents	238
<b>Response rate</b>	<b>68.39%</b>

<b>WDE K-12 schools with Library Media Specialist (LIM)/ Library Media Aide (LMA) staffing, by State School ID</b>	
Schools with LIM/LMA staffing	301
LIM/LMA schools reporting data	205
<b>Response rate</b>	<b>68.11%</b>

<b>WDE K-12 schools by building</b>	
School buildings reporting data	203
School buildings reporting no library	13
<b>Total building respondents</b>	<b>216</b>

The Wyoming Department of Education assigns each school a separate State School ID. In 2010-11, the WDE listed 348 public K-12 schools. In some cases, a single school building houses multiple schools. For example, a K-12 school may have three separate School ID numbers for the elementary, middle and high schools, yet still be one unified school. This complicates calculating a response rate, as it is not known how many non-responding schools are co-located.

Going by State School ID, 238 schools responded to this year's survey, 225 with libraries and 13 without, for a response rate of 68.39%. Adjusting for co-located schools, these 225 schools have 203 libraries. The response rate improved slightly from the 2009-10 survey, despite a technical glitch that prevented many Laramie County District 1 schools from participating.

Among the characteristics of a school library is dedicated staffing. The WDE reported that in 2010-11, 301 schools (by School ID) had Library Media Specialist (LIM) or Library Media Aide (LMA) staffing assigned. Of those, 205 responded to this year's survey.

## Participating school libraries

Type of school	Enrollment			Number of schools reporting
	Total	Average	Median	
Senior high (9-12) [38 resp.]	17,756	467	295	38
Junior/senior high (6-12) [8 resp.]	1,387	173	171	8
K-12 [11 resp.]	2,229	203	160	11
Junior high/middle (5-9) [34 resp.]	14,206	418	360	34
K-8 & K-9 [13 resp.]	1,692	130	122	13
Elementary (K-6) [99 resp.]	25,080	253	269	99
<b>Total [203 resp.]</b>	<b>62,350</b>	<b>307</b>	<b>255</b>	<b>203</b>

The 203 school libraries that responded serve 62,350 students – 71% of the state’s entire K-12 enrollment as of Oct. 1, 2010.

The 13 schools that reported no library are all small, serving only 154 students total, with enrollment ranging from 3 to 57. These schools responded that their students obtain library services from a variety of sources: classroom materials, online resources, other school libraries and local public libraries.

## Staffing

Type of school	Main contact holds library/media endorsement		Total Library Staff			Library Media Specialists		
	Number	Percent	Total FTE	Students per FTE	FTE per school	Total FTE	Students per FTE	FTE per school
Senior high (9-12) [38 resp.]	32	84.2%	48.34	367.31	1.34	25.45	697.7	0.67
Junior/senior high (6-12) [8 resp.]	6	75.0%	9.91	148.34	1.24	3.40	432.4	0.43
K-12 [11 resp.]	8	72.7%	12.41	179.61	0.83	6.58	338.8	0.60
Junior high/middle (5-9) [34 resp.]	24	72.7%	45.14	314.71	1.46	20.03	709.2	0.59
K-8 & K-9 [13 resp.]	4	40.0%	4.81	351.77	0.48	1.93	876.7	0.15
Elementary (K-6) [99 resp.]	48	49.0%	91.62	273.74	0.89	36.33	690.3	0.37
<b>Total [203 resp.]</b>	<b>122</b>	<b>60.7%</b>	<b>220.99</b>	<b>282.14</b>	<b>1.09</b>	<b>96.39</b>	<b>646.9</b>	<b>0.47</b>

Not surprisingly, the percentage of libraries where the main contact holds a library media endorsement is higher at the high school level and lower in the elementary schools. In two out of every five responding school libraries, the main contact does not hold the library media endorsement. Studies in 13 states have shown a positive correlation between higher test scores and the presence of a certified school librarian (Mansfield, p. 6).

Students per FTE is a trickier measure, although it has been included here. FTE (full-time equivalent) data for Library Media Specialists (LIM) and Library Media Aide (LMA) positions were obtained from the Wyoming Department of Education, as reported to them by school districts. The students per FTE are averaged for all reporting schools, but there is a wide disparity among schools. According to WDE data, 97 of the 203 responding schools have no Library Media Specialist FTEs assigned, and 20 have no Library Aide FTEs either. In the schools that do have a Library Media Specialist, they might have anywhere from 150 to more than a thousand students per FTE.

Staffing can be complicated by other factors. A school may staff a library with a non-library position, or use LIM/LMA hours for other functions. It's also not uncommon for a Library Media Specialist to serve an additional school, but not have any FTEs officially assigned to the other school. Although the WDE data don't always reflect 100% what is going on in the school, they are used here because they are the most comprehensive and consistent data available on staffing.

## Collection expenditures

Type of school	Average collection expenditures			Expenditures per student		Dependence on grants for collections		
	Print	All other	TOTAL*	Print	Total Collection*	None	Supplements budget	Heavily dependent
Senior high (9-12) [38 resp.]	\$8,275	\$2,294	\$9,983	\$16.70	\$20.68	73.7%	23.7%	2.6%
Junior/senior high (6-12) [8 resp.]	\$5,257	\$842	\$5,958	\$29.39	\$33.32	100.0%	0.0%	0.0%
K-12 [11 resp.]	\$4,388	\$450	\$4,688	\$19.80	\$21.15	54.5%	45.5%	0.0%
Junior high/middle (5-9) [34 resp.]	\$7,055	\$1,757	\$8,503	\$16.74	\$19.90	61.8%	38.2%	0.0%
K-8 & K-9 [13 resp.]	\$3,730	\$384	\$4,892	\$22.95	\$29.94	37.5%	62.5%	0.0%
Elementary (K-6) [99 resp.]	\$4,256	\$780	\$5,616	\$16.43	\$21.62	34.0%	60.8%	5.2%
<b>Total [203 resp.]</b>	<b>\$5,577</b>	<b>\$1,254</b>	<b>\$6,930</b>	<b>\$17.07</b>	<b>\$21.32</b>	<b>50.3%</b>	<b>46.2%</b>	<b>3.0%</b>
TOTAL EXPENDITURES	<b>\$987,066</b>	<b>\$175,620</b>	<b>\$1,268,167</b>					

Although school libraries, particularly at the higher grades, are using electronic resources more and more, print still forms the bulk of the school-level collection budget. Many schools rely on the numerous GoWYLD databases for electronic content. In schools that do have locally-purchased databases, those are often funded at the district level and do not appear in the budgets reported in this survey.

Collectively, the 203 responding schools spent \$1.27 million on information sources for their collections; nearly a million of that was for print materials. This works out to \$17.07 per student for print, \$21.32 per student for all collection spending. Although high schools had higher average budgets than elementary schools, the collection spending per student is comparable because of differences in enrollment.

Half of school libraries reported that their collections are completely funded by their school or district and that they do not rely on outside fundraising. Only 3% report that they are heavily dependent on grants or other fundraising to maintain their collections. The remaining 46% supplement their budget by fundraising, but have most materials covered by the school or district. A greater proportion of elementary schools reported supplementing their collection budgets through outside sources than schools at the higher grade levels.

## Physical collections

Physical collections	Average collection size				Average age Dewey 6xx	
	Print materials	Print items per student	Audio-video	Periodical subs	Median copyright	Median age
Senior high (9-12) [38 resp.]	11,154	22.2	597.5	30.6	1992	19
Junior/senior high (6-12) [8 resp.]	15,973	92.1	409.3	25.0	1990	21
K-12 [11 resp.]	15,350	71.5	893.3	26.6	1995	16
Junior high/middle (5-9) [34 resp.]	11,676	27.2	318.0	23.2	1995	18
K-8 & K-9 [13 resp.]	5,353	47.0	128.6	18.1	1997	14
Elementary (K-6) [99 resp.]	9,382	36.0	258.1	11.0	1996	15
<b>Total [203 resp.]</b>	<b>10,447</b>	<b>32.9</b>	<b>370.8</b>	<b>18.7</b>	<b>1995</b>	<b>16</b>
TOTAL ITEMS HELD	1,922,206		61,873	3,254		

Reporting schools held more than 1.9 million print items during the 2010-11 school year – an average of 32.9 items per student.

Currency of materials is one factor that has been associated with higher test scores. Libraries were asked for the average copyright date for items in the Dewey 600s (Technology & Applied Science) range. This range was chosen because the science and technology fields change rapidly. The median date was 1995, or 16 years old. A 1995 science book would miss developments such as the first successful cloning of a mammal (Dolly the sheep), the first discovery of a planet outside our solar system and the mapping of the human genome.

Students may be moving away from nonfiction print and more to databases for research, particularly at the higher grades. Still, currency of the print collection in time-critical fields may be of concern.

## Technology and electronic resources

Type of school	Student computers in library			Percent of schools where					
	Number	Average computers per library	Students per computer	Library lends laptops	School has website	Library has web page	School has links to WYLD	Databases purchased locally	Remote access to databases
Senior high (9-12) [38 resp.]	1,103	29.0	16.1	42.9%	100.0%	55.3%	81.6%	43.2%	43.2%
Junior/senior high (6-12) [8 resp.]	173	21.6	8.0	62.5%	100.0%	42.9%	100.0%	14.3%	14.3%
K-12 [11 resp.]	137	12.5	16.3	27.3%	90.0%	54.5%	60.0%	11.1%	0.0%
Junior high/middle (5-9) [34 resp.]	700	20.6	20.3	35.3%	97.1%	65.6%	81.8%	48.4%	36.7%
K-8 & K-9 [13 resp.]	73	5.6	23.2	8.3%	100.0%	15.4%	66.7%	55.6%	20.0%
Elementary (K-6) [99 resp.]	934	9.8	25.6	16.1%	93.7%	37.2%	60.0%	50.0%	35.4%
<b>Total [203 resp.]</b>	<b>3,120</b>	<b>15.7</b>	<b>19.6</b>	<b>26.4%</b>	<b>96.0%</b>	<b>45.1%</b>	<b>70.3%</b>	<b>45.3%</b>	<b>33.7%</b>
NUMBER OF SCHOOLS				51	190	88	130	81	59

School websites have become near-universal; 96% of libraries reported their school has one. Less than half, however, say their library has its own web page within the school's site. Most school sites have links to WYLD resources.

Every student in Wyoming has access both at school and remotely to the WYLD databases; 45 percent of schools said they also purchase electronic resources locally through their school or district. Just under three-fourths of those have remote access for their students to locally-purchased databases.

Only about one-fourth of schools loan laptops to their students for use outside the library. High schools and junior/senior high schools are more likely to lend laptops than schools serving elementary students.

## Scheduling and instruction

Type of school	How are classes in the school library scheduled? (%)			Average typical weekly instructional hours	
	All flexibly scheduled	Mixed flex/fixed	All at fixed times	Planning	Delivering
Senior high (9-12) [38 resp.]	94.7%	5.3%	0.0%	4.19	5.80
Junior/senior high (6-12) [8 resp.]	87.5%	12.5%	0.0%	9.00	2.17
K-12 [11 resp.]	0.0%	90.9%	9.1%	4.86	7.73
Junior high/middle (5-9) [34 resp.]	55.9%	35.3%	8.8%	5.63	10.58
K-8 & K-9 [13 resp.]	25.0%	33.3%	41.7%	2.73	4.86
Elementary (K-6) [99 resp.]	3.3%	11.1%	85.6%	5.49	12.23
<b>Total [203 resp.]</b>	<b>35.2%</b>	<b>20.2%</b>	<b>44.6%</b>	<b>5.17</b>	<b>9.68</b>
NUMBER OF SCHOOLS/TOTAL HOURS	68	39	86	904.75	1712.50

Two of the seven items noted in the CISSL position as having a positive correlation on test scores are 1) the frequency of library-centered instruction and collaborative instruction between school librarians and teachers, and 2) flexible scheduling. This year's survey did not measure the level of collaboration between library media specialists and classroom teachers.

None of the responding high schools or junior/senior high schools had all their classes scheduled at fixed time; all but two high schools had all classes flexibly scheduled. Fixed scheduling is more often used at the lower grades with less than 15% of K-6 schools having any flexibly scheduled classes.



## Professional environment

Type of school	Training outside the district is supported	On what school committees do library staff participate?					Library advisory committees	
		Curriculum	Technology	School improvement	Parent/teacher organization	None	Faculty/admin	Student
Senior high (9-12) [38 resp.]	82.9%	47.4%	71.1%	57.9%	13.2%	13.2%	19.4%	19.4%
Junior/senior high (6-12) [8 resp.]	100.0%	50.0%	50.0%	62.5%	62.5%	12.5%	14.3%	14.3%
K-12 [11 resp.]	80.0%	22.2%	77.8%	44.4%	0.0%	22.2%	11.1%	33.3%
Junior high/middle (5-9) [34 resp.]	90.3%	32.4%	67.6%	47.1%	11.8%	17.6%	22.6%	3.2%
K-8 & K-9 [13 resp.]	80.0%	30.8%	30.8%	38.5%	0.0%	38.5%	0.0%	0.0%
Elementary (K-6) [99 resp.]	82.6%	32.3%	47.3%	49.5%	32.3%	16.1%	16.9%	9.5%
<b>Total [203 resp.]</b>	<b>84.4%</b>	<b>35.4%</b>	<b>55.9%</b>	<b>50.3%</b>	<b>22.6%</b>	<b>17.4%</b>	<b>16.9%</b>	<b>11.2%</b>
NUMBER OF SCHOOLS	151	69	109	98	44	34	30	20

Nearly 85% of library staff report that there is support to attend training opportunities outside their district. This is consistent with what was found in 2008 in the Wyoming Library Workforce Study when 76% of school library workers reported that they had support for these training opportunities. The Workforce Study surveyed all workers, not just library main contacts as in the School Library Survey, so it is possible that library aides and assistants receive fewer training opportunities.

83% of school libraries have staff members participating on one or more school committees – most often technology and school improvement. A little over one-third have someone serving on a curriculum committee, and less than one-fourth are involved in a parent/teacher organization. K-12 and K-8/K-9 schools were the least likely to report committee involvement.

Few schools reported having library advisory committees: 17% have faculty/administration advisory committees and 11% reported had student advisory committees.

## Policies

Type of school	% of schools that have		% of libraries that have policies for			
	Library policies & procedures manual	Regularly scheduled policy review/revision	Collection development	Challenges to holdings	Copyright	Resource sharing & ILL
Senior high (9-12) [38 resp.]	84.2%	32.4%	86.5%	84.2%	65.8%	43.2%
Junior/senior high (6-12) [8 resp.]	85.7%	16.7%	80.0%	75.0%	57.1%	50.0%
K-12 [11 resp.]	72.7%	25.0%	70.0%	100.0%	66.7%	80.0%
Junior high/middle (5-9) [34 resp.]	75.8%	40.7%	81.3%	93.8%	65.5%	51.6%
K-8 & K-9 [13 resp.]	50.0%	33.3%	55.6%	88.9%	62.5%	55.6%
Elementary (K-6) [99 resp.]	72.2%	36.8%	75.0%	85.0%	67.9%	73.2%
<b>Total [203 resp.]</b>	<b>75.0%</b>	<b>35.0%</b>	<b>77.5%</b>	<b>87.0%</b>	<b>66.3%</b>	<b>61.6%</b>
NUMBER OF SCHOOLS	132	57	134	154	114	109

Policies and procedures allow the library media center to operate effectively and to help library staff deal with different situations that may arise. Three-fourths of libraries surveyed indicated they have a library policies and procedures manual, although only half of those have regularly scheduled policy review and revision.

Wyoming school libraries appear to be prepared for challenges to holdings – 87% reported having a policy to handle that situation. Collection development policies were reported by 77.5% of libraries, copyright by 66.3% and resource sharing/ILL by 61.6%.

## Student use

Type of school	Average 1st semester circulation	1st semester circ per student	Average typical weekly use:				
			Classroom sessions	Students in sessions	Independent users	Total visits	Visits per student
Senior high (9-12) [38 resp.]	2,380	4.8	17.3	276.3	256.9	538.3	1.2
Junior/senior high (6-12) [8 resp.]	1,932	9.8	14.1	147.1	146.4	307.7	1.8
K-12 [11 resp.]	5,478	23.7	13.0	169.7	111.0	280.7	1.3
Junior high/middle (5-9) [34 resp.]	4,985	11.7	12.4	230.5	220.9	444.4	1.0
K-8 & K-9 [13 resp.]	1,624	8.8	6.2	105.2	44.0	149.2	1.1
Elementary (K-6) [99 resp.]	7,239	27.0	14.6	274.0	83.5	342.0	1.4
<b>Total [203 resp.]</b>	<b>5,130</b>	<b>14.7</b>	<b>14.0</b>	<b>244.8</b>	<b>142.8</b>	<b>379.1</b>	<b>1.2</b>
TOTAL USE	754,065		2,678	45,528	26,853	72,405	

Full-year circulation can only be estimated for any survey that ends before the school year does, so the 2010-11 survey used 1<sup>st</sup> semester circulation instead. On average, each student checked out nearly 15 books a semester. Not surprisingly, circulation figures were generally higher where schools served lower grade levels, with K-6 schools checking out 27 books per student. The exception was K-8 & K-9 schools, although that may simply have been a poor sample – only 5 of 13 of those schools provided their circulation figures.

Library media centers see an average of 14 classroom sessions a week. The bulk of visits come from these classroom sessions although more than a third of visits come from students using the library independently. In all reporting schools, this added up to more than 72,000 visits every week. On average, there are 1.2 weekly visits per student.

## Library availability

Type of school	Average weekly hours open	% of schools where library is open			
		Before school	After school	Weekends	None of above
Senior high (9-12) [38 resp.]	40.39	91.9%	91.9%	2.7%	2.7%
Junior/senior high (6-12) [8 resp.]	38.75	87.5%	87.5%	0.0%	12.5%
K-12 [11 resp.]	41.00	90.9%	81.8%	9.1%	0.0%
Junior high/middle (5-9) [34 resp.]	38.57	94.1%	85.3%	0.0%	2.9%
K-8 & K-9 [13 resp.]	35.08	76.9%	69.2%	0.0%	23.1%
Elementary (K-6) [99 resp.]	32.07	62.4%	66.7%	1.1%	25.8%
<b>Total [203 resp.]</b>	<b>35.69</b>	<b>77.0%</b>	<b>76.5%</b>	<b>1.5%</b>	<b>15.3%</b>
TOTAL USE	7,102	151	150	3	30

Wyoming school libraries are open an average of 35.69 hours per week, with libraries serving high school students typically open longer hours than those serving elementary students. More than three-fourth of school libraries are open before and after school, allowing students greater opportunity to use the library independently. Only a very small minority (1.5%) are open on weekends. Libraries that are only open during school hours comprise 15.3% of total respondents, with most of those serving elementary students.

## Notes on the data

### Changes to the 2010-11 survey

In the 2010-11 survey, schools were asked for their first semester circulation rather than for the full year. This change was made because the survey closes before the school year ends, making it difficult to provide accurate statistics for the full year.

### Additional data sources

Enrollment and staffing numbers are obtained from the Wyoming Dept. of Education (WDE). Although schools can indicate that they serve PreK students, only students in K-12 are counted in the enrollment figures.

### Imputations

In some cases it is necessary to impute data – to estimate a number when the real number is uncertain or unknown. Data that has been imputed is highlighted in orange in the spreadsheet. Where possible, schools were contacted to confirm information.

Imputations are noted in the spreadsheet by orange shading. Non-responses have been left blank. All data elements that were not reported and could not be imputed have been left blank.

The following rules were used to impute data:

- Where a range of numbers was given (eg. 18-20) , the midpoint is used as that data element.
- Dollar amounts are rounded to nearest dollar.
- Where line items were provided, but not the total, the line items were summed for the total.
- Where an estimated amount was given, that number is used.

- Explanatory notes were moved to the comments field. Although the comments field is not included in the report, highlights are in the notes.
- Where print budget and total budget matched, and non-print budget was not reported, non-print was imputed to zero (0).
- Where non-print budget was zero, if AV holdings were not reported, it was imputed to zero.
- For the average copyright date of items in the Dewey 6XX range, if zero was reported, it was changed to no answer. If school reported age by years, it was subtracted from 2011.
- Where symbols such as >, <, + were used with a number (eg. 40+ hours), the symbol has been deleted and the number used.
- Where schools reported no locally purchased databases, remote access to those databases is assumed to be “no.” (Access to WYLD databases is not included, as all students can access those.)
- Where hours were not reported on the survey, but were listed in the online Wyoming Libraries Directory ([will.state.wy.us/directory/](http://will.state.wy.us/directory/)), hours were calculated from the directory.
- Where the number of classroom visits was reported, but the number of students in those classrooms was reported as zero, the latter was changed to a non-answer.

### Calculated fields

Where some libraries did not respond to a specific question, averages, percentages and totals were based only on responding libraries. Eg. circulation per student was based on enrollment of the schools responding to that question, not the enrollment of all 203 schools.

# Wyoming School Library Survey 2010-11

## 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/>.

## Changes to the 2010-11 survey

- The survey has been shortened in an effort to reduce reporting burden and focus on factors that impact school achievement.
- We do not ask for staffing and enrollment figures. We will obtain those directly from the Wyoming Dept. of Education.
- We are asking for first semester only for your circulation data, to eliminate the need for estimates.

## Survey instructions

- Report data for the 2010-11 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 4, 2011.
- 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](#).

## Questions?

Contact Susan Mark, [smark@wyo.gov](mailto:smark@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](#).

## School information

### For what school are you reporting?

School name	<input type="text"/>
City or town	<input type="text"/>
School district	<input type="text"/>

### Indicate the grade levels enrolled at your school

	Grades
Lowest grade	<input type="text"/>
through highest grade	<input type="text"/>

**Please note:** The next question is required to continue the survey.

### \* Does your school have a library ?

Yes

No

## Library details

**Please note:** The next question is required to continue the survey.

**\* Does your school library have:**

	Yes	No
An organized collection of information resources in print, audio-visual and/or other formats?	<input type="radio"/>	<input type="radio"/>
Paid staff who are assigned hours to work in it? (NOT volunteers.)	<input type="radio"/>	<input type="radio"/>
Designated facilities?	<input type="radio"/>	<input type="radio"/>
An established schedule where it is available to students, teachers and administrators?	<input type="radio"/>	<input type="radio"/>

**Main contact or library manager**

**Who is the main contact or manager for this library?**

Name

Job title

Email

Phone

This should be the person who may most often be found actually in the library, rather than a district library coordinator or other supervisor who spends only a small number of hours at that particular school.

**Does the main contact have a Wyoming library media endorsement?**

Yes

No

**Is the main contact the person completing this survey?**

Yes

No

**Alternate contact**

**If someone other than the main library contact is completing this survey, please provide your name and contact information:**

Name

Job title

Email

Phone

**Collection expenditures**

**For the 2010-11 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 in collection budget:**

- Purchases made with funding from all sources, including grants and fund raising.

**Do NOT include:**

- The cost of your integrated library system (circulation/cataloging system)
- Computer hardware or software
- Supplies, furnishings or other miscellaneous purchases
- Staff expenses for training, travel, etc.

*If budget data are unavailable, please enter "N/A."*

**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

## Collection

**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)

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

*If collection data for one or more items are not available, please enter "N/A."*

**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. You may also use a vendor collection analysis tool such as those provided by Follett or Mackin (Links available on [Help Page](#).)  
*If average copyright date is not available, please enter "N/A" in the box.*

## Electronic resources



**Does your school or district purchase electronic resources (databases) in addition to what is available in [WYLD](#)?**

- Yes  
 No  
 No answer

Do not include your integrated library system used to catalog and circulate materials.

**Do your students have remote access to these school- or district-purchased databases from home or other locations?**

- Yes  
 No  
 No answer

**Does your school have:**

	Yes	No	No answer
A web site?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A web page specifically for your library?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Links to any of the following: <a href="#">statewide databases</a> , <a href="#">WYLDCat</a> and/or <a href="#">GoWYLD</a> ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Technology

**How many student computer workstations are in your library?**

**Include:**

- laptops lent to students for in-library use only.
- computer lab workstations only if the lab is housed in the library.
- if all students received school- or district-issued laptops, enter the seating capacity of the library

**Exclude:**

- mobile computer labs
- computer terminals whose sole function is to provide access to the library catalog (OPAC-only)

*If number not available, please enter "N/A"*

**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.

**Indicate the typical weekly number of hours library staff:**

Plan instructional units, either alone or in collaboration with teachers

Actively deliver instruction

Please round to nearest half-hour. It is understood that planning and instructional time can vary widely through the school year; we are looking for the overall average per week or the hours spent in a typical week.

**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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A student advisory committee?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Does this school have:

	Yes	No	No answer
A library policies and procedures manual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A regularly scheduled policy review and revision?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A collection development/materials selection policy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A policy for challenges to library holdings?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A policy for copyright?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A resource sharing and interlibrary loan policy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Student services

**What was the total circulation for the first semester of the 2010-11 school year?**

**In an average or typical week, how many hours is the library open for student use?**

Include total hours for a typical week, not a single day. If the library is typically open 8 hours 5 days per week, then report 40 hours. 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

**In an average or typical week,**

How many classrooms of students use the library?

In an average or typical week, how many total students participate in these classroom visits?\*

**In an average or typical week, how many students visit the library independently, not as part of a class? These students may visit individually, or in groups.\***

\*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.

### Is your survey complete?

**Do you have any additional comments?**

**Are all of your survey responses complete and ready to submit?**

- Yes, please continue to the survey end.
- No, I need to return to the survey questions

## Thank you

Thank you for participating in our Wyoming School Library 2010-11 Survey.

Survey responses provide valuable information about the state of school librarianship in Wyoming. You will be contacted when the results of this survey become available.

**PLEASE NOTE:** You must click "Submit" button to complete your survey. When you click the button, you will be unable to return to the survey using your personal link.

**If you have reached this page in error, please click on "Return to the survey" to enter your library's information.**

- Return to the survey

# Wyoming School Library Survey 2010-11

## 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/>.

## Changes to the 2010-11 survey

- The survey has been shortened in an effort to reduce reporting burden and focus on factors that impact school achievement.
- We do not ask for staffing and enrollment figures. We will obtain those directly from the Wyoming Dept. of Education.
- We are asking for first semester only for your circulation data, to eliminate the need for estimates.

## Survey instructions

- Report data for the 2010-11 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 4, 2011.
- 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](#).

## Questions?

Contact Susan Mark, [smark@wyo.gov](mailto:smark@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](#).

## School information

### For what school are you reporting?

School name	<input type="text"/>
City or town	<input type="text"/>
School district	<input type="text"/>

### Indicate the grade levels enrolled at your school

	Grades
Lowest grade	<input type="text"/>
through highest grade	<input type="text"/>

**Please note:** The next question is required to continue the survey.

### \* Does your school have a library ?

Yes

No

## Questions?

Contact Susan Mark, [smark@wyo.gov](mailto:smark@wyo.gov), toll-free at 1-800-264-1281 (press 3, then 3) or in Cheyenne at 307-777-5915.

Survey definitions and additional information are available on the [help page](#).

## Thank you

### From where do your students get library services?

### Do you have any additional comments?

Thank you for participating in our Wyoming School Library 2010-11 Survey. At this time, we are conducting the survey only with those schools have a school library.

**If you have reached this page in error, please click on "Return to the survey" to enter your library's information.**

Return to the survey

Exit the survey

#### Questions?

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## Policies

- **Library policy and procedures manual:** A policy and procedures manual provides policies specific to the library media center and instructions with regard to various activities that staff must perform on a routine basis.
- **Regularly scheduled policy review and revision:** A regular schedule can consist of reviewing and revising all policies at a specific interval or reviewing and reviewing specific policies on a continuous rotating basis. Answer Yes if the district administration or school board provides a policy review and revision applicable to all schools.
- **Internet/Network acceptable use policy:** An Internet/Network Acceptable Use informs students and faculty with terms and conditions that guide access to and use of Internet resources and applications.
- **Collection development/materials selection policy:** A collection development/materials selection policy provides guidelines to provide students with resources that meet the needs as well as the developmental and maturity levels of students for critical thinking.
- **Policy for challenges to library holdings:** A policy for challenges provides the procedures to review materials and resources that have been questioned for inclusion in the library media center.
- **Copyright policy:** A copyright policy provides a code of best practices that aids teachers and students use media literacy concepts and techniques to interpret the copyright doctrine of fair use. Fair use is the right to use copyrighted material without permission or payment under some circumstances.
- **Resource sharing/interlibrary loan (ILL) policy:** A resource sharing/Inter-Library Loan policy provides a written plan that addresses the library media center's role and responsibility with other libraries unaffiliated with the school district to borrow materials for students and faculty and to lend materials from the library media center to other libraries unaffiliated with the school district.

## STUDENT SERVICES

**First Semester Circulation:** The total circulation of all materials in all formats to students, faculty and others with borrowing privileges for the first semester of the school year.

**Typical weekly number of hours the library is available to students.** Include the time that the library is open before and after the regular school day. Do not include time, such as planning periods, when library staff are present, but the library is not open. Round to the nearest half-hour (.5) Example: 30.5. The regular school day begins with the first assembly of students in classrooms and ends with the last assembly.

### 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.

- **Classrooms of students:** A class is defined as a group of students using the library whether the classroom teacher remains with them or not. Provide the number of classes, not the cumulative count of all students in the classes that entered the library.
- **Total students participating in classroom visits:** Provide the cumulative count of all students in the classes that entered the library. Count each student visit separately – eg. 1 student visiting 3 times = 2 visits.
- **Independent visits:** Count individually whether a student enters alone independently or with several others but not as part of an organized class. Count each student visit separately – eg. 1 student visiting 2 times = 2 visits.