

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, 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: statewide databases , WYLDCat and/or GoWYLD ?	<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