

## Wyoming school library survey definitions

### COLLECTION HOLDINGS AND EXPENDITURES

- **Print Materials:** Materials in the library collection that are printed on paper. These may be hard and soft cover books, maps, and loose-leaf binders.
- **Audio and Video:** Physical items located within the library media center upon which sounds and/or moving pictures are stored (recorded) and that can be reproduced (played back) mechanically, electronically or both.
- **Print periodical Subscriptions:** Current print magazine and newspaper subscriptions (number of titles, not copies). A subscription is a serial publication published at regularly announced intervals, such as daily, weekly, bi-weekly or monthly.
- **Electronic resources:** Electronic databases are digital information resources purchased and licensed for student use *Do not include your integrated library system used to catalog and circulate materials. Do not include any GoWYLD resources (<http://gowyld.net>).*

### TECHNOLOGY

**Student Computer Workstations:** A computer workstation provides a keyboard and monitor for use by students, whether individually or in small groups. The computer may or may not be connected to the Internet.

- If all students receive laptops through the school or district, provide the seating capacity of the library.
- Exclude computer terminals whose sole function is to access the library catalog.
- Exclude mobile computer carts whose purpose is to provide students with computers in class rooms.
- Computer labs may be included if they are housed within the library. Do not count computer labs located elsewhere in the building.

### PROFESSIONAL ENVIRONMENT

#### Typical weekly instructional hours

- **Plan instructional units, either alone or in collaboration:** Collaboration occurs when a classroom teacher and teacher-librarian confer and work jointly on an instructional unit. Round to nearest half-hour (.5).
- **Deliver instruction in person:** Class instruction occurs when a teacher-librarian presents to a class - formal instruction involving stand-alone information literacy or information literacy integrated into a specific curriculum. Round to nearest half-hour (.5).

#### School committee participation by library staff

- **Curriculum** committee concerns itself with subject content, including information and technology components,
- **Technology** committee concerns itself with evaluating and recommending specific hardware and software, developing technology plans and planning curriculum integration.
- **School improvement** committee concerns itself with academic performance, learning environment and organization.
- **Parent/Teacher Organization (P/TO)** supports, promotes and enhances the educational experience of the students by volunteering time or fundraising efforts. P/TO's may include Parent-Teacher Associations or Parent-Teacher Guilds, among other names for the organization.

## 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.