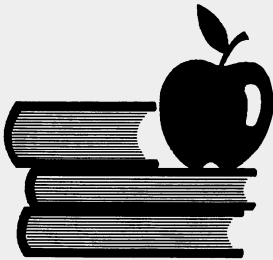


PRIVATE SCHOOL LIBRARY MEDIA CENTER QUESTIONNAIRE SCHOOLS AND STAFFING SURVEY 1999-2000 SCHOOL YEAR



(Please correct any errors in name, address, and ZIP Code.)

I.

- 0050
- 1 Yes
- 2 No →

If you answered "No," it is very important that you call the Census Bureau toll free at 1-800-221-1204.

II.

• A Library Media Center is an organized collection of printed and/or audiovisual and/or computer resources which is administered as a unit, is located in a designated place or places, and makes resources and services available to students, teachers, and administrators.


• A Library Media Center may be called a library, media center, resource center, information center, instructional materials center, learning resource center, or some other name.

- 0051
- 1 Yes →
- 2 No

Continue with this questionnaire or give it to the individual who is responsible for this school's library media center, e.g., the librarian or library media specialist.

STOP NOW AND RETURN THIS QUESTIONNAIRE TO THE CENSUS BUREAU IN THE ENCLOSED ENVELOPE. THANK YOU FOR YOUR TIME.

DEAR PRINCIPAL:

 See the enclosed letter for information on completing this survey over the Internet.

WHO IS CONDUCTING THIS SURVEY?

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in this survey. The U.S. Census Bureau is conducting this survey by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e).

WHY SHOULD YOU PARTICIPATE IN THIS SURVEY?

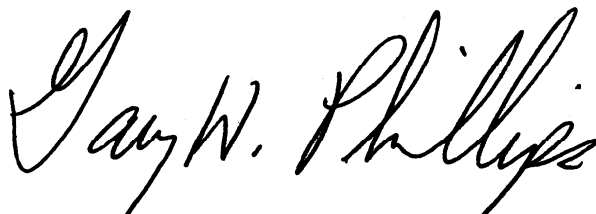
We are conducting this survey with only a sample of school library media centers. Therefore, the value of your individual contribution is greatly increased because it represents many other school library media centers. We encourage you to participate in this voluntary survey.

THIS SURVEY HAS BEEN ENDORSED BY:

- | | |
|--|--|
| American Montessori Society | National Association of Independent Schools |
| American Muslim Council | National Association of Private Schools for Exceptional Children |
| Association of Christian Schools International | The National Catholic Educational Association |
| Association of Christian Teachers and Schools | National Christian School Association |
| American Library Association | National Coalition of Girls' Schools |
| American Association of School Librarians | National Independent Private Schools Association |
| Association of Waldorf Schools of North America | North American Division of Seventh Day Adventists |
| Christian Schools International | Oral Roberts University Educational Fellowship |
| Council for American Private Education | Torah Umesorah – National Society for Hebrew Day Schools |
| Evangelical Lutheran Church of America | United States Catholic Conference |
| Friends Council on Education | Wisconsin Evangelical Lutheran Synod |
| Jesuit Secondary Education Association | |
| Lutheran Church-Missouri Synod
Department of School Ministry
Board for Congregational Services | |

THANK YOU FOR YOUR COOPERATION IN THIS IMPORTANT EFFORT.

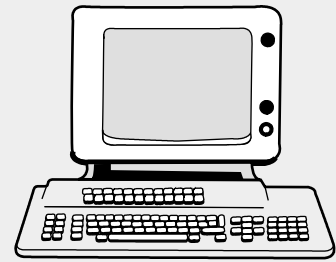
SINCERELY,



GARY W. PHILLIPS
ACTING COMMISSIONER OF EDUCATION STATISTICS

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0598. The time required to complete this information collection is estimated to average 60 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns about the contents of this questionnaire, write directly to: Schools and Staffing Survey, National Center for Education Statistics, 555 New Jersey Avenue, N.W., Washington, D.C. 20208.



Internet Reporting Option

We hope you will respond over the Internet if you can; otherwise, please complete this questionnaire.

Why Report Over the Internet?

- Fast--Sail through the questions.
- Easy--Just scroll and click.
- Convenient--You may stop and start as often as you want.
 - You may print out the survey and save your answers.
 - When finished, click one button--there's no need to mail back a paper form.
- You can access the results of the previous survey at the following website:
<http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=98282>
This website is also provided at the end of the survey.
- Answering the survey over the Internet reduces costs to the taxpayer.

To Report Over the Internet

If you have Netscape version 3 or higher OR Microsoft Internet Explorer version 3 or higher, you can complete this survey over the Internet.

To report over the Internet, follow these four steps:

- ① Go to our website:
<http://www.census.gov/casro/survey>
- ② Enter your username:
- ③ Enter your password, per the instructions on the screen.
- ④ Read the instructions on the screen and begin filling out the survey.

If you have any questions, please call our Web help desk at 1-800-523-3205.

The data we receive are protected under Section 406(B) of the General Education Provisions Act, as amended (20 USC 1221e). If you choose this reporting option, you will be sending your data to the Census Bureau via the Internet. While there are laws protecting against unauthorized interception of data transmissions, there is a remote possibility that someone could intercept your transmission. To protect your information, all data transmissions will use the strongest level of encryption supported by your browser. If you have questions about the level of encryption supported by your browser or would like assistance upgrading to a higher level of encryption, please call our Web help desk on 1-800-523-3205.

INSTRUCTIONS

- We suggest that you use a pencil or ball point pen to complete this questionnaire.
- Report data for this school's library media center only.
- "Library media center" is the phrase used throughout the questionnaire to cover what may be called any of the following: library, media center, resource center, information center, instructional material center, learning resource center, or some other name.
- If you are unsure about how to answer a question, give the best answer you can, and make a comment in the "Your Comments" section on pages 8, 9, and 14. Please do not write any comments near the answer spaces.
- If you have any questions, call the Census Bureau at 1-800-221-1204. Someone will be available to take our call Monday through Friday 8:30 am-5:00 pm (Eastern Time).



Please keep track of the time you spend completing this questionnaire. At the end of the survey, you are asked to record the amount of time spent.

I	Facilities – We are interested in learning about the facilities that are available within the library media center. These questions ask about the organization of your library media center.
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1. How is this library media center organized?

• Mark (X) only one box.

- 0052 1 Centralized (one area in one building)
- 2 Decentralized (collections or services available in more than one location on a campus or in another building)

2. What is the total seating capacity of the library media center?

0053

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 Seats

3. Are the following types of areas located within this school's library media center?

Mark (X) one box on each line.

a. Individual reading, viewing, and listening	0054	1 <input type="checkbox"/> Yes	2 <input type="checkbox"/> No	
b. Small group (5 persons or less) activity areas (viewing or listening)	0055	1 <input type="checkbox"/> Yes	2 <input type="checkbox"/> No	
c. Large group (more than 5 persons) activity areas (viewing or listening)	0056	1 <input type="checkbox"/> Yes	2 <input type="checkbox"/> No	
d. Work area (where library staff order, label, etc.)	0057	1 <input type="checkbox"/> Yes	2 <input type="checkbox"/> No	
e. Media production area (where library media specialists, teachers or students produce tapes, slides, etc.)	0058	1 <input type="checkbox"/> Yes	2 <input type="checkbox"/> No	
f. Conference rooms	0059	1 <input type="checkbox"/> Yes	2 <input type="checkbox"/> No	
g. Computer access area or lab	0060	1 <input type="checkbox"/> Yes	2 <input type="checkbox"/> No	

4a. Can this library media center accommodate a full class of students at one time?

- 0061 1 Yes
- 2 No → If "No," go to item 5a on page 5.

b. If a full class is working in the library media center, can other activities be accommodated concurrently, such as production activities, conferences, small group work, individual browsing?

- 0062 1 Yes
- 2 No



Staffing – These questions ask about the number of professional, clerical and volunteer staff in your library and the highest degrees held by the professional staff members.

5a. Does this school have a religious orientation, purpose, or affiliation?

0063 1 Yes

2 No

If "No," go to item 6.

b. Do any of the employees work on a Contributed Service basis in this library media center?

Contributed services staff are those, such as members of religious orders, whose services are valued by bookkeeping entries rather than by full cash transactions. Do not include volunteers.

0064 1 Yes

If "Yes," How many are -

0065 Full-time

2 No

If "No," go to item 6.

0066 At least 3/4 time but less than full-time

0067 At least 1/2 time but less than 3/4 time

0068 Less than 1/2 time

0069 Total Contributed Service employees

6. Does this library media center have any paid library aides or clerical staff?

Do not include volunteers.

0070 1 Yes

If "Yes," How many are -

0071 Full-time

2 No

If "No," go to item 7 on page 6.

0072 At least 3/4 time but less than full-time

0073 At least 1/2 time but less than 3/4 time

0074 Less than 1/2 time

0075 Total paid library aides or clerical staff.

7. Does this library media center have paid PROFESSIONAL staff who are NOT certified as library media specialists?

🍏 Do not include library aides or clerical staff.

0076 1 Yes - If "Yes," How many are - 0077 Full-time

2 No ➡

If "No," go to item 8.

0078 At least 3/4 time but less than full-time

0079 At least 1/2 time but less than 3/4 time

0080 Less than 1/2 time

0081 Total paid professional staff NOT certified as library media specialists.

8. Does this library media center have paid professional staff who are CERTIFIED in this state as LIBRARY MEDIA SPECIALISTS?

🍏 Count a library media specialist as certified if he/she has met your state's regular or standard certification requirements in the library media specialty area.

🍏 Include those who have completed all necessary course work and are eligible for full certification upon completion of a probationary period.

0082 1 Yes - If "Yes," How many are - 0083 Full-time

2 No ➡

If "No," go to item 9 on page 7.

0084 At least 3/4 time but less than full-time

0085 At least 1/2 time but less than 3/4 time

0086 Less than 1/2 time

0087 Total paid professional staff certified as library media specialists in this state.

9. Did you mark "NO" to item 7 AND item 8 on page 6?

0088 1 Yes → (If "Yes," go to item 11a on page 8.)

2 No

10a. For this item:

• Count each professional staff member only ONCE. Report each person by his/her highest degree earned. If no paid professional staff have a particular degree as their highest degree, mark the "None" box for that degree.

• If this library media center does not have any paid professional staff, skip to item 11a on page 8.

• Do not include library aides or clerical staff.

a. How many of the paid professional library media center staff have earned a doctoral degree as their highest degree?

0089 0 None or Staff members

b. How many of the paid professional library media center staff have earned an education specialist or professional diploma (at least one year beyond the master's level) as their highest degree?

0090 0 None or Staff members

c. How many of the paid professional library media center staff have a master's degree in librarianship, educational media, instructional design, instructional technology, library science or information science as their highest degree?

0091 0 None or Staff members

d. How many of the paid professional library media center staff have a master's degree in a field OTHER THAN librarianship, educational media, instructional design, instructional technology, library science or information science as their highest degree?

0092 0 None or Staff members

e. How many of the paid professional library media center staff have a master's degree in a library related field PLUS a second master's degree as their highest degrees?

0093 0 None or Staff members

f. How many of the paid professional library media center staff have a bachelor's degree as their highest degree?

0094 0 None or Staff members

g. How many of the paid professional library media center staff have an associate's degree as their highest degree?

0095 0 None or Staff members

11a. Do any volunteers provide services for the library media center?

- 0096
- 1 Yes
- 2 No → If "No," go to item 12.

b. During the most recent full week of school, what was the total number of regularly scheduled volunteers in the library media center who were -

(1) Adult volunteers?

0097 0 None or Adult volunteers

(2) Student volunteers or aides?

0098 0 None or Student volunteers

12. Does the school staff member with primary responsibility for this library media center spend time in another school (e.g., an itinerant library media specialist)?

- 0099
- 1 Yes
- 2 No
- 0 No school staff member has primary responsibility for the library media center

YOUR COMMENTS



Technology – These items ask about technology resources in your school. Some questions ask about resources within the library media center and others ask about resources that may be located in other parts of the school.

13. Is the following equipment located within this library media center?

a. Telephone

0102 1 Yes

2 No

b. Fax machine

0103 1 Yes

2 No

c. Automated circulation system

0104 1 Yes

2 No

d. Video laser disc or DVD

0105 1 Yes

2 No

e. Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)

0106 1 Yes

2 No

YOUR COMMENTS

14. Are the following electronic services available in the library media center either through stand-alone terminals, library local area network (LAN), building-wide LAN?

☛ Mark (X) all that apply.

	Stand alone computer	Library LAN	Building-wide LAN	Not available
a. Automated catalogs	0107 1 <input type="checkbox"/>	0108 1 <input type="checkbox"/>	0109 1 <input type="checkbox"/>	0111 1 <input type="checkbox"/>
b. CD-ROMS	0112 1 <input type="checkbox"/>	0113 1 <input type="checkbox"/>	0114 1 <input type="checkbox"/>	0116 1 <input type="checkbox"/>
c. Internet access (e.g., Netscape, Internet Explorer)	0117 1 <input type="checkbox"/>	0118 1 <input type="checkbox"/>	0119 1 <input type="checkbox"/>	0121 1 <input type="checkbox"/>
d. E-Mail	0122 1 <input type="checkbox"/>	0123 1 <input type="checkbox"/>	0124 1 <input type="checkbox"/>	0126 1 <input type="checkbox"/>
e. Electronic full-text periodicals	0127 1 <input type="checkbox"/>	0128 1 <input type="checkbox"/>	0129 1 <input type="checkbox"/>	0131 1 <input type="checkbox"/>

15. Does this school have any television sets or video monitors?

0132 1 Yes
 2 No → *If "No," go to item 22 on page 12.*

16. How does this school receive its television programming?

a. Cable television

0133 1 Yes
 2 No

b. Broadcast television

0134 1 Yes
 2 No

c. Closed circuit television

0135 1 Yes
 2 No

d. Satellite dish

0136 1 Yes → *If "Yes," Is the satellite dish -* 0137 1 Fixed
 2 Steerable
 3 Don't know
 2 No

17. Does this library media center have multimedia production facilities (a computer using any text, full color, images and graphics, video, animation and sound)?

- 0138 1 Yes
2 No

18a. Does this library media center use prerecorded video tapes?

- 0139 1 Yes
2 No → **If "No," go to item 19.**

b. How are the prerecorded video tapes acquired for this library media center?

• **Mark (X) all that apply.**

- 0140 1 Loan
0141 1 Rental
0142 1 Purchase
0143 1 Gift

19. Does this school belong to a state or regional consortium which purchases the rights to tape programs broadcast via cable or satellite?

- 0144 1 Yes
2 No
3 Don't know

20a. Does this school have in-house television production facilities?

- 0145 1 Yes
2 No → **If "No," go to item 21.**

b. Are these programs shown -

(1) Within the school?

- 0146 1 Yes
2 No

(2) Outside the school?

- 0147 1 Yes
2 No

21. Does this school participate in distance learning? For example, are any lessons taught via television, satellite, or computer network?

- 0148 1 Yes
2 No
3 Don't know

IV

1998-1999 – Collections and Expenditures – The items in this section ask about the size and currency of your library media collection. Some of the items ask about the budget and expenditures. If you are not able to give an exact amount, please provide your best estimate.

22. During the 1998-1999 school year, what were the total holdings, additions, and expenditures for the library media center for each of the following kinds of materials?

☛ Report only materials administered by the library media center.

Category	Total number held at the END of the 1998-1999 school year. (1)	Number ACQUIRED DURING the 1998-1999 school year. (2)	Report the amount spent for rental and purchase during the 1998-1999 school year. Round to the nearest dollar. (3)
a. BOOKS (count all copies)	0149 <input type="text"/>	0150 <input type="text"/>	0151 \$ <input type="text"/> .00
b. VIDEO MATERIALS (tape, DVD or laser disc titles. Do not report duplicates)	0152 <input type="text"/>	0153 <input type="text"/>	0154 \$ <input type="text"/> .00
c. CD-ROM TITLES (Do not report duplicates)	0155 <input type="text"/>	0156 <input type="text"/>	0157 \$ <input type="text"/> .00
d. CURRENT PRINT OR MICROFORM PERIODICAL SUBSCRIPTIONS (Do not report duplicates)	0158 <input type="text"/>	0159 <input type="text"/>	0160 \$ <input type="text"/> .00
e. ELECTRONIC SUBSCRIPTIONS	0161 <input type="text"/>	0162 <input type="text"/>	0163 \$ <input type="text"/> .00

23. During the 1998-1999 school year, what was the TOTAL expenditure for the types of materials listed above (in item 22) for this library media center?

☛ Include all expenditures for these materials, even if you are unable to provide expenditures for specific items in item 22.

☛ This total may be greater than the sum of expenditures reported in column (3) of item 22.

0164 0 None or \$.00

24. What is the copyright date of this library media center's most recent...

Report the four-digit year.

0165 a. General knowledge encyclopedia? [] or 0166 0 [] None available

0167 b. World atlas? [] or 0168 0 [] None available

25. For each of the following Dewey decimal numbers or categories, how many volumes were purchased for this library media center during the 1998-1999 school year?

Do NOT include classroom collections unless they are administered by the library media center.

Dewey Decimal Number/Category	Volumes purchased during the 1998-1999 school year
616/Medicine and health	0169 []
629.4/Space	0170 []
320/Government	0171 []
914/European geography and travel	0172 []

26. During the 1998-1999 school year how many volumes did this library media center purchase for its PROFESSIONAL COLLECTION FOR TEACHERS (e.g., curriculum development, instructional practice, educational psychology)?

Do not include classroom collections unless they are administered by the library media center.

0173 [] Volumes purchased during 1998-99 school year

27. During the 1998-1999 school year, what was the total expenditure for computer hardware, other than communications equipment, for this library media center?

Include expenditures for purchase, rental, and/or lease.

Report the amount in whole dollars.

0174 0 [] None or \$ [] .00

28. During the 1998-1999 school year, what was the total expenditure for other audio-visual equipment for this library media center?

Include expenditures for purchase, rental, repair, and/or lease.

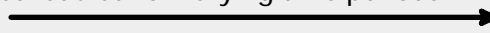
0175 0 [] None or \$ [] .00

V

Scheduling and Transactions – We are interested in learning about the use of this library media center. The questions in this section ask about scheduling for use by students and teachers.

29a. Which of the following best describes the type of scheduling for classes in the library media center?

🍎 *Mark (X) only one box.*

- 0176 1 All classes flexibly scheduled – classes, small groups, and individuals are scheduled for varying time periods appropriate to need  **GO to item 30.**
- 2 All classes regularly scheduled (previously specified times)
- 3 Some classes regularly scheduled, other classes flexibly scheduled

b. How frequent are the scheduled periods?

🍎 *Mark (X) only one box.*

- 0177 1 Weekly
- 2 Once every 2 weeks
- 3 Varies by grade level

30. Who makes library media center scheduling decisions?

🍎 *Mark (X) all that apply.*

- 0178 1 Principal
- 0179 1 Library media center staff
- 0180 1 Site-based management team
- 0181 1 Union (through contract negotiations)
- 0183 1 Library media center staff collaborating with classroom teachers.

YOUR COMMENTS

31a. When may students use the library media center independently?

- 0184 1 During scheduled periods/set times
2 Anytime → **If "anytime," go to item 32.**
3 Never – Students are not allowed to use independently → **If "never," go to item 32.**
-

b. What are the scheduled periods/set times?

• **Mark (X) all that apply.**

- 0185 1 Before or after school
0186 1 During lunch break
0187 1 During set times throughout the day
0188 1 Between classes or during recess
-

32. During the most recent full week of school, how many times was this library media center used by the following kinds of school groups?

a. Groups of 2 or more classes at the same time

0189 0 None or Times per week

b. One class only

0190 0 None or Times per week

c. Small groups (less than a full class)

0191 0 None or Times per week

33. Is the library media center scheduled to provide teacher release or preparation time?

- 0192 1 Yes
2 No
-

34. During the most recent full week of school, how many times was the library media center space used by groups for non-library related activities?

0193 0 None or Times per week

35. During the most recent full week of school, how many students used the library media center?

• **Provide your best estimate of students coming through your doors, individually and in groups.**

0194 Students per week

36. During the most recent full week of school, what was the total number of books and other materials checked out from the library media center?

☛ *Include items checked out by all persons.*

0195

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 Total

37a. What is the maximum number of books that a student may take out of the library media center at a time?

☛ *Mark (X) only one box.*

- 0196 1 May not borrow
2 1-2 books
3 3-5 books
4 6 or more books
5 Varies by grade level

b. Which of the following may students take out of the library media center?

☛ *Mark (X) all that apply.*

- 0197 1 Reference material
0198 1 Periodicals
0199 1 AV materials
0200 1 AV equipment
0201 1 Computer software (includes CD-ROM)
0202 1 Computer hardware
0203 1 None of the above

38. Are the following persons allowed to check out materials?

a. Prekindergarten students

- 0204 1 Yes
2 No
0 No prekindergarten students at this school

b. Kindergarten students

- 0205 1 Yes
2 No
0 No kindergarten students at this school

c. Parents

- 0206 1 Yes
2 No

VI

Collaboration and Policy – Often library media center staff collaborate with classroom teachers to help them plan and deliver instruction. We are also interested in learning about certain policies this library media center may have in place.

39a. Are you a library media specialist or school librarian?

0207

1 Yes

2 No → **If "No," go to item 40.**

b. Were you working in this school library last school year (1998-1999)?

0208

1 Yes

2 No → **If "No," go to item 40.**

c. During the 1998-1999 school year, how frequently did you work with classroom teachers to plan and deliver instruction in each of the following curricular areas?

Type of instruction		Frequency					
		Mark (X) one box on each line.					
		Weekly	Monthly	Quarterly	Annually	Never	Not applicable
(1) Arts and humanities	0209	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(2) English	0210	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(3) Foreign language	0211	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(4) Health/Physical education	0212	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(5) Math	0213	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(6) Reading/Language arts	0214	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(7) Science	0215	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(8) Social studies	0216	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(9) Vocational/ Technical education	0217	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>

40. Does this school have a library policy and procedures manual?

0221

1 Yes

2 No

41. Please indicate how much time it took you to complete this form, not counting interruptions.

• Please record the time in minutes, e.g., 50 minutes, 65 minutes, etc.

0222

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Minutes

***Thank you very much for your participation
in this survey.***

Please return this survey in the enclosed envelope. If you do not have the return envelope, call 1-800-221-1204, or mail your questionnaire to:

U.S. Census Bureau
Current Projects Branch
1201 E. 10th Street
Jeffersonville, IN 47132-0001

Find out more about the Schools and Staffing Survey (SASS) and information about Library Media Centers that was collected last survey. See SASS on the World Wide Web at:

<http://nces.ed.gov/surveys/sass>

Look for the report "School Library Media Centers: 1993-1994" under publications (NCES 98-282).

Additional data collected by the National Center for Education Statistics (NCES) on a variety of topics in elementary, secondary, postsecondary, and international education are available from NCES's Web site at:

<http://nces.ed.gov>

For additional data collected by various Federal agencies, including the Department of Education, visit the FedStats site at:

<http://www.fedstats.gov>