

## EDUCATION LONGITUDINAL STUDY OF 2002



## LIBRARY MEDIA CENTER QUESTIONNAIRE

Sponsored by:

U.S. Department of Education  
National Center for Education Statistics

Conducted by:  
RTI

**IMPORTANT NOTE:** The phrase "library media center" is used throughout this questionnaire to refer to 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.

**This school has a "library media center."**

If your school has a "library media center," this questionnaire should be completed by the library media specialist, school librarian, principal, or other school administrator who is most knowledgeable about the school's library media center. If that person is someone other than you, please forward this questionnaire to the appropriate person.

**This school does not have a "library media center."**

If your school does not have a "library media center" as defined above, please fill in the circle below and return this questionnaire in the envelope provided.

This school does not have a "library media center" as defined above .....

Thank you.

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## USES OF THE DATA

The data from this survey will be used by educators and by federal and state policy makers to address important issues facing the nation's schools: educational standards, high school course-taking patterns, dropping out of school, the education of the disadvantaged, the needs of language minority students, and the features of effective schools.

## CONFIDENTIALITY

The collection of information in this survey is authorized by Public Law 100-297 and continued under the auspices of Section 404(a) of the National Education Statistics Act of 1994, Title IV of the Improving America's Schools Act of 1994, Public Law 103-382. Participation is voluntary. You may skip questions you do not wish to answer; however, we hope that you will answer as many questions as you can. No information collected under this authority may be used for any purpose other than the purpose for which it was supplied. Information will be protected from disclosure by federal statute (42 U.S. Code 242m, Section 308d). Data will be combined to produce statistical reports. No individual data that links your name, address, telephone number, or identification number with your responses will be reported.

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 1850-0652. The time required to complete this information collection is estimated to average 15 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 regarding the status of your individual submission of this form, write directly to:** National Center for Education Statistics, ESLSD, 1990 K Street, N.W., Washington, D.C. 20006.

### Educational Organizations That Have Endorsed ELS:2002

American Association of School Administrators  
American Association of School Librarians  
American Federation of Teachers  
Council of Chief State School Officers  
Council of the Great City Schools  
National Association of Independent Schools  
National Association of Secondary School Principals  
National Catholic Educational Association Department of Secondary Schools  
National Education Association  
National Parent Teacher Association  
National Resource Center for Safe Schools  
National School Boards Association  
National School Safety Center



## **INTRODUCTION**

This questionnaire is directed to the school's library media specialist, school librarian, principal, or other school administrator who is most knowledgeable about the school's library media center. "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. Please report data for this school's library media center only. If you have any questions, you may call Amy Rees Sommer toll-free at 1-877-226-0150 between 9:00 a.m. and 5:00 p.m. Eastern Time, Monday through Friday. You may also E-mail questions to: [ELS@rti.org](mailto:ELS@rti.org). (In the subject line, please type Library Media Center Questionnaire.)

**THANK YOU VERY MUCH FOR YOUR HELP.**

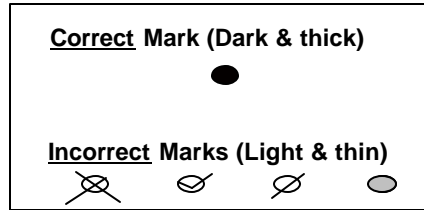


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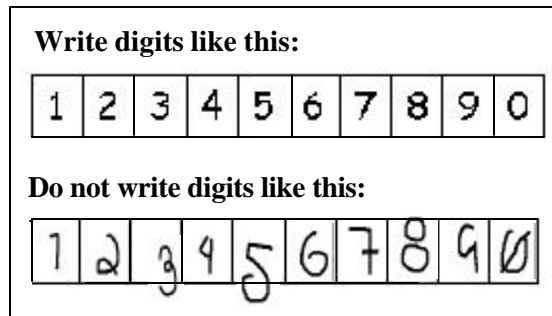
**GENERAL INSTRUCTIONS: PLEASE READ CAREFULLY AND USE A SOFT LEAD (#2) PENCIL TO COMPLETE THIS QUESTIONNAIRE. It is important that you completely fill in the oval next to your answers and print clearly. Listed below are examples of correct and incorrect ways to mark your answers.**

**FILLING IN OVALS:**



**PRINTING NUMBERS IN BOXES:**

**Print one number per box. The numbers should be printed with solid connected lines and should not touch or cross any of the box lines. Do not cross zeroes or sevens.**



## PART I: FACILITIES

We are interested in learning about the facilities that are available within your school's library media center. These questions ask about the organization of your library media center.

### 1. How is this library media center organized?

(MARK ONE RESPONSE)

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

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

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 Seats

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

(MARK ONE RESPONSE ON EACH LINE)

	Yes	No
a. Individual reading, viewing, and listening areas	<input type="radio"/>	<input type="radio"/>
b. Small group (5 persons or less) activity areas (viewing or listening)	<input type="radio"/>	<input type="radio"/>
c. Large group (more than 5 persons) activity areas (viewing or listening)	<input type="radio"/>	<input type="radio"/>
d. Staff work area (where library staff order, label, etc.)	<input type="radio"/>	<input type="radio"/>
e. Conference rooms	<input type="radio"/>	<input type="radio"/>
f. Computer access area or lab	<input type="radio"/>	<input type="radio"/>

### 4. Can this library media center accommodate a full class of students (e.g., 30 students) at one time?

- Yes → GO TO QUESTION 5
- No → SKIP TO PART II ON PAGE 2

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

- Yes
- No

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## PART II: STAFFING

These questions ask about the number of professional, clerical and volunteer staff in your library media center.

**6. Please indicate whether each of the following types of professionals and aides work for your library media center. For each type on your staff, please indicate how many are full-time and how many are part-time. If none, write 00.**

Does your library media center staff include...	# of Full-time	# of Part-time
<b>a. State-certified library media specialists?</b>  <input type="radio"/> Yes $\longrightarrow$  <input type="radio"/> No	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>
<b>b. State-certified teachers?</b>  <input type="radio"/> Yes $\longrightarrow$  <input type="radio"/> No	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>
<b>c. Other professionals, not certified?</b>  <input type="radio"/> Yes $\longrightarrow$  <input type="radio"/> No	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>
<b>d. Paid library aides?</b>  <input type="radio"/> Yes $\longrightarrow$  <input type="radio"/> No	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>





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

- Yes → GO TO QUESTION 8
- No → SKIP TO QUESTION 9

8. During the most recent full week of school, what was the total number of regularly scheduled volunteers in the library media center who were... (If none, write in "00.")

a. Adult volunteers

b. Student volunteers

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9. Do you have a district library media coordinator?

- Yes → GO TO QUESTION 10
- No → SKIP TO PART III ON PAGE 4

10. Is this person a full-time district library media coordinator?

- Yes
- No



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## PART III: TECHNOLOGY

These items ask about technology resources in your school's library media center.

**11. The following question lists different types of equipment. For each, please indicate in Column I if your school's library media center has the equipment. If so, please indicate in Column II how long your school's library media center has had the equipment. Also, please indicate in Column III who may use the equipment.**

<b>Column I</b> <b>Does library media center have...?</b>				<b>Column II</b> <b>How long?</b> <small>(MARK ONE RESPONSE ON EACH LINE)</small>			<b>Column III</b> <b>Who may use it?</b> <small>(MARK ALL THAT APPLY)</small>		
				1 year or less	2 years	3 years or more	Students	School faculty & staff	Library media center staff
Yes	No								
a. Telephone	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Fax machine	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Photocopier	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. VCR	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Laser disc player	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. DVD player	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Electronic book reader (e.g., rocket books)	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. CD-ROM reader (stand-alone peripheral or built in drive)	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Personal computer (PC)	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Automated book circulation system	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Internet access capability (e.g., dial-up connection, cable modem, ISDN, dedicated line)	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Cable television	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Closed-circuit television	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. Video camera	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. Satellite TV hook-up	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p. Audio equipment (e.g., video cassette recorder/player, record player)	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
q. Videoconferencing equipment	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r. Scanner for images and text	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
s. LCD panel or other projection device for projecting images directly from a computer	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t. Technology to assist students or teachers with disabilities (e.g., TDD, specially equipped workstations, CCTV, screen readers, keyboard alternatives)	<input type="radio"/>	<input type="radio"/>	If yes→	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





**12. Are the following electronic services and software available in your school's library media center?**

(MARK ONE RESPONSE ON EACH LINE)

	Yes	No
a. Online catalog	<input type="radio"/>	<input type="radio"/>
b. Other libraries' online catalogs	<input type="radio"/>	<input type="radio"/>
c. Internet access	<input type="radio"/>	<input type="radio"/>
d. E-mail or chat room access	<input type="radio"/>	<input type="radio"/>
e. Reference and bibliography databases (e.g., encyclopedia, dictionary)	<input type="radio"/>	<input type="radio"/>
f. General articles and news databases	<input type="radio"/>	<input type="radio"/>
g. College and career databases	<input type="radio"/>	<input type="radio"/>
h. Education, business/management, humanities, science/engineering/math or English databases (e.g., ERIC, Science Direct)	<input type="radio"/>	<input type="radio"/>
i. Electronic full-text books, journals, references, or magazines	<input type="radio"/>	<input type="radio"/>
j. Educational software (e.g., CD-ROMs, Math Blasters)	<input type="radio"/>	<input type="radio"/>

**13. Does this library media center have multimedia production facilities (i.e., a studio containing a computer and equipment using text, full-color images and graphics, video, animation, and sound)?**

- Yes
- No

**14. Does your school's library media center participate in any of the following interlibrary loan programs?**

(MARK ONE RESPONSE ON EACH LINE)

	Yes	No
a. Interlibrary loan program with area high schools	<input type="radio"/>	<input type="radio"/>
b. Interlibrary loan program with other high schools in the state	<input type="radio"/>	<input type="radio"/>
c. Interlibrary loan program with public libraries in the area	<input type="radio"/>	<input type="radio"/>
d. Interlibrary loan program with the state library	<input type="radio"/>	<input type="radio"/>
e. Interlibrary loan program with colleges and universities	<input type="radio"/>	<input type="radio"/>
f. Other	<input type="radio"/>	<input type="radio"/>

**15. Does this school participate in distance learning? That is, are any classes taught via television, satellite, or computer network for course credit?**

- Yes
- No

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**PART IV: 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 budget and expenditure. If you are not able to give an exact amount, please provide your best estimate.

**16. At the end of the 2000-2001 school year, what were the total holdings for the library media center for each of the following materials? Report only materials administered by the library media center.**

**Total number held at the end  
of the 2000-2001 school year**

**a. Books (count all copies)**

- Fewer than 8,000
- 8,000 - 15,999
- 16,000 - 23,999
- 24,000 or more

**b. Video materials (tape, DVD, or laser disc titles - Do not report duplicates)**

- Fewer than 250
- 250 - 999
- 1,000 - 1,749
- 1,750 or more

**c. Current print or microform periodical subscriptions**

- Fewer than 25
- 25 - 49
- 50 - 74
- 75 or more

**d. Electronic database subscriptions (include online, CD-ROM, electronic journals, electronic books. Do not report duplicates.)**

- None
- 1 - 3
- 4 - 6
- 7 or more

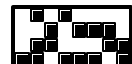
**17. Does your library media center have a professional collection (e.g., curriculum development or instructional practices materials, literature in educational psychology) for teachers?**

- Yes → **GO TO QUESTION 18**
- No → **SKIP TO QUESTION 19 ON PAGE 7**

**18. During the 2000-2001 school year, how many volumes did this library media center purchase for its professional collection for teachers? Do not include classroom collections unless they are administered by the library media center.**

- 0 - 9 volumes
- 10 - 19 volumes
- 20 - 29 volumes
- 30 or more volumes

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19. During the 2000-2001 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.

- None
- \$1 - \$2,499
- \$2,500 - \$4,999
- \$5,000 - \$9,999
- \$10,000 or more

**PART 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.

20. When may students use the library media center independently?

(MARK ONE RESPONSE)

- During scheduled periods/set times → GO TO QUESTION 21
- Anytime } → SKIP TO QUESTION 22
- Never }

21. What are the scheduled periods/set times when students may use the library media center independently?

(MARK ALL THAT APPLY)

- Before or after school
- During lunch break
- During set times throughout the day
- Between classes or during recess
- Other

22. During a typical week of school, how many times is this library media center used by the following kinds of school groups for library related activities? Include activities occurring during school and non-school hours.

Groups of two or more classes at the same time

--	--

 times

One class only

--	--

 times

Small groups (less than a full class)

--	--

 times

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23. During a typical week of school, how many times is the library media center used by groups for non-library related activities? Include activities occurring during school and non-school hours.

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 times

24. During a typical week of school, how many students use the library media center? (Provide your best estimate of students coming through your doors, individually and in groups during school and non-school hours.)

- Fewer than 100
- 100 - 249
- 250 - 499
- 500 - 999
- 1,000 or more

25. During a typical week of school, what is the total circulation of library materials (books, etc.) checked out from the library media center? (Include all items checked out by all persons.)

	,			
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 items checked out

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

(MARK ONE RESPONSE)

- 0 books
- 1-2 books
- 3-5 books
- 6 or more books
- Varies by grade level
- No maximum

27. What other materials may students take out of the library media center?

(MARK ALL THAT APPLY)

- Reference material
- Periodicals
- AV materials
- AV equipment
- Computer software (includes CD-ROM)
- Computer hardware
- None of the above

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28. Are parents allowed to check out materials?

- Yes
- No

**PART 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.

29. Were you working in this school library media center last school year (2000-2001)?

- Yes
- No

30. During this school year (2001-2002), how frequently did you work with classroom teachers to plan and deliver instruction in each of the following curricular areas?

(MARK ONE RESPONSE ON EACH LINE)

	Never	Once during the year	Once or twice a semester / term	Monthly	Weekly	More than once a week	Not Applicable
a. English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Math	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

31. Does this school have any of the following school board-approved policies?

(MARK ALL THAT APPLY)

- Acceptable use policy for the Internet
- Copyright policy
- Materials selection policy
- None of the above

32. Does this school have a policy and procedures manual for the library media center?

- Yes
- No



33. Please provide the information below so we can reach you if any clarification of your responses is needed.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

Telephone (    )   -

ext

Is this an office or home telephone number?

Office       Home

What is the best time of day to call you at this telephone number?

:         AM       PM

Email address: \_\_\_\_\_

34. Are you a...

(MARK ONE RESPONSE)

- Certified library media specialist or certified school librarian?
- Principal or other school administrator?
- Other

35. Date Questionnaire completed:

/   /

month      day      year

**THANK YOU FOR YOUR COOPERATION.**

**PLEASE RETURN THIS QUESTIONNAIRE USING THE ENCLOSED ENVELOPE.**

\_\_\_\_\_

