

**NOTICE** – This report is authorized by law (20 U.S. Code 1221e). Results from this survey will appear in summary or statistical form only, so that individuals cannot be identified.

FORM **LS-1B**  
(9-20-93)

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

# PRIVATE SCHOOL LIBRARY MEDIA CENTER QUESTIONNAIRE (LMC)

## LIBRARY SURVEY

### 1993–94 SCHOOL YEAR

Conducted by:

U.S. Department of Commerce  
Bureau of the Census



**If the school named on the label no longer exists, mark the box below and return this questionnaire to the Bureau of the Census in the enclosed envelope.**

001 1  School no longer exists

For this survey, a library media center is defined as an organized collection of printed and/or audiovisual and/or computer resources which (a) is administered as a unit, (b) is located in a designated place or places, (c) makes resources and services available to students, teachers, and administrators. It is this definition, not the name, that is important; it could be called a library, media center, resource center, information center, instructional materials center, learning resource center, or some other name.

**Does this school have a library media center?**

002 1  Yes → **Continue with this questionnaire or give it to the school employee who is responsible for this school's library media center, i.e., the library media specialist or librarian.**

2  No

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

**THIS SURVEY HAS BEEN ENDORSED BY:**

American Association of School Librarians

American Library Association

Dear Library Media Specialist/School Principal:

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in the school library media center component of the 1993-94 Schools and Staffing Survey. Your school is one of 7676 public and private schools across the nation selected to be in the sample. The survey of school library media centers is necessary to continue the reporting of national statistics on school libraries which was begun by the Federal government in 1958 and last done in school year 1985-86. The survey is designed to provide a national picture of school library media center collections, expenditures, technology and services. The data will be used by legislators, policymakers, and researchers.

The U.S. Bureau of the Census is conducting the survey for NCES by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e). The data will be reported only in statistical summaries that preclude the identification of any individual participating in the survey.

This survey form was developed in consultation with the American Library Association (ALA) and the American Association of School Librarians (AASL).

We are conducting this survey with just a sample of schools in order to minimize overall response burden. I, therefore, encourage you to participate in this voluntary survey by completing this questionnaire and returning it within 3 weeks to the **Bureau of the Census, Current Projects Branch, 1201 East 10th Street, Jeffersonville, IN 47132-0001**. A preaddressed envelope is enclosed for your convenience.

Thank you for your cooperation in this very important effort.

Sincerely,



EMERSON J. ELLIOTT  
Commissioner  
National Center for Education Statistics

### **ESTIMATED TIME REQUIRED**

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1850-0655, Washington, DC 20503.

## INSTRUCTIONS

We suggest that you use a pencil to complete this questionnaire.

**NOTE** — Report data only for this school's library media center.

**DO NOT include data on:**

- (1) "Classroom collections" (materials located in teachers' classrooms and not administered by the library media center);
- (2) Regional library media center services.

If you are unsure about how to answer a question, give the best answer you can and make a comment in a "Remarks" section. Please do not write any comments near the answer spaces.

If you have any questions, call the Bureau of the Census at 1-800-221-1204.

Please return your completed questionnaire to the Bureau of the Census in the enclosed preaddressed envelope. Please return it within 3 weeks.

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

### Section A

### LIBRARY MEDIA CENTER STAFFING

#### 1. Instructions

Report counts of employees by the amount of time they work in this school's library media center (LMC). Record a zero if there are no employees for a category.

**EXAMPLE:**

If your school's library media center has one state-certified library media specialist who works full-time and two who each work half-time, you would fill item 1a like this:

  1   Full-time  
  0   At least 3/4 time but less than full-time  
  2   At least 1/2 time but less than 3/4 time  
  0   At least 1/4 time but less than 1/2 time  
  0   Less than 1/4 time

---

  3   **Total** state-certified library media specialists

#### 1a. How many state-certified library media specialists work in this school's library media center?

*Count a library media specialist as certified if he/she has met your state's regular or standard certification requirements in the library media speciality area. Include those who have completed all necessary course work and are eligible for full certification upon completion of a probation period.*

011 0  None or

012  Full-time

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

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

015  At least 1/4 time but less than 1/2 time

016  Less than 1/4 time

---

017  **Total** state-certified library media specialists

**1b. How many professional staff members working in this school's library media center are NOT certified as library media specialists?**018 0  None or019  Full-time020  At least 3/4 time but less than full-time021  At least 1/2 time but less than 3/4 time022  At least 1/4 time but less than 1/2 time023  Less than 1/4 time024  **Total** professional staff not certified as library media specialists**c. How many other PAID employees work in this school's library media center?***Include paid clerical staff, library aides, etc.**Do not include unpaid volunteers.*025 0  None or026  Full-time027  At least 3/4 time but less than full-time028  At least 1/2 time but less than 3/4 time029  At least 1/4 time but less than 1/2 time030  Less than 1/4 time031  **Total** other paid LMC staff**d. Does this school have a religious orientation, purpose, or affiliation?**032 1  Yes2  No**Go to item 2, page 5****e. How many employees work on a contributed services basis in the library media center?**033 0  None or034  Full-time035  At least 3/4 time but less than full-time036  At least 1/2 time but less than 3/4 time037  At least 1/4 time but less than 1/2 time038  Less than 1/4 time039  **Total** employees staff working on a contributed services basis

**Section A****LIBRARY MEDIA CENTER STAFFING — Continued****2. How many of the library media center professional staff have earned the following degrees?**

Count each staff member only ONCE. Report each person by their highest degree earned.

**a. Associate degree**

040 0  None or  Staff members

**b. Bachelor's degree**

041 0  None or  Staff members

**c. Master's degree**

042 0  None or  Staff members

**d. Doctoral degree**

043 0  None or  Staff members

**NOTE** — Answer item 3 **ONLY** if you reported one or more staff members in category c or d of item 2 above.

**3. How many of the library media center professional staff who have a master's and/or doctoral degree have earned the following degrees?**

Count each staff member only ONCE.

**a. A master's degree in librarianship, educational media, or instructional design**

044 0  None or  Staff members

**b. A master's degree in a field OTHER THAN librarianship, educational media, or instructional design**

045 0  None or  Staff members

**c. A master's degree in a library-related field plus a second master's**

046 0  None or  Staff members

**4a. Do any unpaid volunteers provide services for the library media center?**

047 1  Yes  
2  No

**Go to item 5, page 6**

**b. During the most recent week of school, what was the total number of regularly scheduled volunteers in the library media center who were —****(1) Adult volunteers?**

048 0  None or  Adult volunteers

**(2) Student volunteers?**

049 0  None or  Student volunteers

**5. Instructions**

In this item, you are asked to report acquisitions, holdings and expenditures for library media center (LMC) materials during last school year (1992-93). *Report only materials for the LMC; do not include books, magazines, tapes, etc., acquired or held by individual teachers or classrooms.*

**For each of the categories listed below —**

- a. In column (a)** — Report the number ACQUIRED for this school's library media center last school year. For books, report the total number of volumes. For other materials (e.g., magazines, tapes, etc.), report the number of titles; do not report duplicates.
- b. In column (b)** — Report the number HELD at the end of last school year. Report total number of volumes for books; report number of titles for other materials.
- c. In column (c)** — Report the EXPENDITURES for these items during last school year. Include expenditures for purchase and rental. Include only locally budgeted expenditures; do not include federal gifts and grants. Report amounts in whole dollars.

Category	Acquired during 1992-93 school year (a)	Items held at end of 1992-93 school year (b)	Locally budgeted expenditures. (Exclude federal gifts, grants.) Report expenditures for the 1992-93 school year. (c)
(1) Books (number of volumes)	050	051	052 \$ .00
(2) Current serial subscriptions, (print and microform)	053	054	055 \$ .00
(3) Video materials (tape & disc)	056	057	058 \$ .00
(4) Other audio-visual materials	059	060	061 \$ .00
(5) Microcomputer software	062	063	064 \$ .00
(6) CD-ROM Titles	065	066	067 \$ .00

**6. During the 1992-93 school year, what was the TOTAL expenditure for the types of materials listed above (in item 5) for this school's library media center?**  
*Include all expenditures for these materials, regardless of the source of funds. This total might be greater than the sum of expenditures reported in column (c) of item 5.*

068 0  None or \$ \_\_\_\_\_ .00

**7. Last school year (1992-93) —**

**a. What was the total expenditure for microcomputer hardware for this school's library media center?**

*Include expenditures for purchase, rental, and/or lease.  
Report the amount in whole dollars.*

069 0  None or \$ \_\_\_\_\_ .00

**b. What was the total expenditure for other audio-visual equipment for this school's library media center?**

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

070 0  None or \$ \_\_\_\_\_ .00

**c. What was the total expenditure for on-line database searching and electronic communications for this school's library media center?**

*Include BRS, Dialog, etc.*

071 0  None or \$ \_\_\_\_\_ .00

**Section B**

**1992-93 COLLECTION AND EXPENDITURES — Continued**

**8. Overall, how well do the library media center's resources support the instructional program of the school for each of the following areas?**

Currentness  
(1)

Quantity  
(2)

**a. Reference**

- 072 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 073 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**b. Science/Technology**

- 074 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 075 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**c. Mathematics**

- 076 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 077 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**d. Geography**

- 078 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 079 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**e. History**

- 080 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 081 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**f. Biography**

- 082 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 083 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**g. Social sciences**

- 084 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 085 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

PLEASE CONTINUE WITH ITEM 8 ON THE NEXT PAGE.

**8. Continued**

**Overall, how well do the library media center's resources support the instructional program of the school for each of the following areas?**

Currentness

Quantity

(1)

(2)

**h. Fiction**

- 086 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 087 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**i. Picture books/Easy readers**

- 088 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 089 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**j. Literature**

- 090 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 091 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**k. Fine Arts**

- 092 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 093 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**l. Foreign language/English for Speakers of Other Languages (ESOL)/English as a Second Language (ESL)**

- 094 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 095 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**m. Vocational education/careers**

- 096 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 097 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

**n. Health/guidance/parenting**

- 098 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent

- 099 0  Not applicable  
 1  Poor  
 2  Adequate  
 3  Excellent



**9. Rate the adequacy of the entire collection to meet the needs of multi-cultural education.**

*Mark (X) only one box.*

- 100      1  Not applicable
- 2  Poor
- 3  Adequate
- 4  Excellent

**10a. Do teachers at this school purchase books, audio-visual materials, or equipment with school funds for use in their classrooms?**

- 101      1  Yes
- 2  No

**Go to item 11a, page 10**

**b. Where are these items housed?**

*Mark (X) all that apply.*

- 102      1  Classrooms
- 103      2  Departments/resource rooms
- 104      3  Other

**c. Are all of these items catalogued and inventoried through the library media center?**

- 105      1  Yes
- 2  No

Remarks

**11a. Does this SCHOOL have any microcomputers?**

- 106 1  Yes  
2  No

**Go to item 12**

**b. How many microcomputers are UNDER THE SUPERVISION of the library media staff?**

- 107 0  None or  Microcomputers

**12. Does this school's LIBRARY MEDIA CENTER have the following equipment or services —****a. Telephone?**

- 108 1  Yes  
2  No

**b. Fax machine?**

- 109 1  Yes  
2  No

**c. Computer with modem?**

- 110 1  Yes  
2  No

**d. Automated catalog?**

- 111 1  Yes  
2  No

**e. Automated circulation system?**

- 112 1  Yes  
2  No

**f. Database searching with CD-ROM?**

- 113 1  Yes  
2  No

**g. On-line database searching, such as BRS, Dialog, etc.?**

- 114 1  Yes  
2  No

**h. Compact Disc — Read Only Memory (CD-ROM), for periodical indices, encyclopedias, etc.?**

- 115 1  Yes  
2  No

**i. Video laser disc?**

- 116 1  Yes  
2  No

**j. Connection to internet?**

- 117 1  Yes  
2  No

**13. Does this SCHOOL have the following equipment or services —****a. Cable television?**

- 118 1  Yes  
2  No

**b. Broadcast television?**

- 119 1  Yes  
2  No

**c. Closed circuit television?**

- 120 1  Yes  
2  No

**d. Satellite dish?**

- 121 1  Yes  
2  No

**14a. Does this school use prerecorded video tapes?**

- 122 1  Yes  
2  No

**Go to item 15**

**b. How are the prerecorded video tapes acquired?**

*Mark (X) all that apply.*

- 123 1  Loan  
124 2  Rental  
125 3  Purchase  
126 4  None of the above

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

- 127 1  Yes  
2  No

**16a. Does this school have in-house television production facilities?**

- 128 1  Yes  
2  No

**Go to item 17, page 12**

**b. Is TV production done under the supervision of the library media staff?**

- 129 1  Yes  
2  No

**Section D****LIBRARY MEDIA CENTER FACILITIES****17. How is this library media center organized?**

Mark (X) only one box.

- 130 1  Centralized (one area in one building)
- 2  Decentralized (collections and services available in more than one location on a campus)

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

131  Seats

**19. Which of these types of spaces are available in the library media center?**

Mark (X) all that apply.

- 132 1  Individual reading, viewing, and listening
- 133 2  Small group (5 persons or less) activity areas (viewing or listening)
- 134 3  Large group (more than 5 persons) activity areas (viewing or listening)
- 135 4  Production areas for classroom teachers
- 136 5  Production areas for students
- 137 6  Conference rooms
- 138 7  Computer access area or lab
- 139 8  Workroom for library media center staff
- 140 9  Storage (equipment, etc.)
- 141 0  None of the above

**20. If a full class is working in the library media center, could other activities be accommodated concurrently (e.g., production activities, conferences, small group work, individual browsing)?**

- 142 1  Yes
- 2  No

Remarks

**Section E****SCHEDULING AND TRANSACTIONS**

**21a. Which of the following best describes the type of scheduling for classes in the library media center?**

Mark (X) only one box.

- 143
- 1  All classes regularly scheduled
- 2  Flexibly scheduled — classes, small groups, and individuals are scheduled for varying time periods appropriate to need
- 3  Some classes regularly scheduled, other classes flexibly scheduled

Go to item 23

Go to item 22

**b. How frequent are the scheduled periods?**

Mark (X) only one box.

- 144
- 1  Weekly
- 2  Once every two weeks
- 3  Monthly
- 4  Other

**NOTE** — Answer item 22 **ONLY** if you marked box 1 or 3 in item 21a.

**22. How are the classes scheduled in the library media center?**

Mark (X) all that apply.

- 145 1  At the principal's discretion
- 146 2  At the library media center staff's discretion
- 147 3  Through collaboration between classroom teachers and the library media center staff
- 148 4  Other

**23. Are students allowed to check out and return books only during scheduled periods?**

- 149 1  Yes
- 2  No

**24. During your most recent full week of school, how many times was this library media center used by the following kinds of school groups —**

**a. Large groups of 2 or more classes?**

- 150 0  None or  Times per week

**b. Classes?**

- 151 0  None or  Times per week

**c. Small groups (less than a full class)?**

- 152 0  None or  Times per week

**d. Special student groups, such as Head Start, language, minority, gifted, handicapped, etc.?**

- 153 0  None or  Times per week

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

154

Students per week

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

155

Total

27. For each of the types of materials listed below, what is the maximum number that a STUDENT may check out at a time?

**a. Books**

156

1  May not borrow2  1-23  3-54  6 or more**b. Reference materials**

157

0  Do not have any in this library media center1  May not borrow2  1-23  3-54  6 or more**c. Periodicals**

158

0  Do not have any in this library media center1  May not borrow2  1-23  3-54  6 or more**d. AV materials**

159

0  Do not have any in this library media center1  May not borrow2  1-23  3-54  6 or more**e. AV equipment**

160

0  Do not have any in this library media center1  May not borrow2  1-23  3-54  6 or more**f. Computer software**

161

0  Do not have any in this library media center1  May not borrow2  1-23  3-54  6 or more

**Section E****SCHEDULING AND TRANSACTIONS — Continued****28. Are the following persons allowed to check out materials?****a. Prekindergarten students?**

- 162 1  Yes  
 2  No  
 0  No prekindergarten students at this school

**b. Kindergarten students?**

- 163 1  Yes  
 2  No  
 0  No kindergarten students at this school

**c. Parents?**

- 164 1  Yes  
 2  No

**d. Other members of the community?**

- 165 1  Yes  
 2  No

**Section F****RESPONDENT INFORMATION****29. Please give your name, title, telephone number, and the most convenient days/times to reach you. This information will be used only if it is necessary to clarify any of your responses.**

Name		
Title		
Telephone	Area code	Number

Convenient days/times to reach you, if necessary	
Day	Time
	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

**30. Not counting interruptions, how long did it take to complete this questionnaire?**

166  Hours

**AND**

167  Minutes

**THANK YOU FOR ASSISTING US IN THIS SURVEY. YOUR  
TIME AND EFFORT ARE APPRECIATED.**

***Please return this questionnaire in the enclosed envelope to:***

**Bureau of the Census  
Current Projects Branch  
1201 East 10th Street  
Jeffersonville, IN 47132-0001**

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

