

COMMONWEALTH OF PUERTO RICO  
DEPARTMENT OF EDUCATION  
LIBRARY AND INFORMATION SERVICES PROGRAM

**LSTA FIVE-YEAR STATE PLAN  
2008-2012**

SUBMITTED TO THE  
INSTITUTE OF MUSEUM AND LIBRARY SERVICES

## INTRODUCTION

The Library and Information Services Program (LISP) of the Department of Education of Puerto Rico has the responsibility for the distribution of the funds allocated to all libraries that requests and complies with LSTA purposes and the goals established in the Five-Year Plan.

The approval of this Plan will enable participant libraries to offer quality services to the users, thus helping them to become lifelong learners. This will be achieved by increasing the public's use of technology in libraries, providing updated library collections, providing continuing education opportunities for library personnel, improving the academic performance of Puerto Rico's students and promoting targeted library and information services to underserved urban and rural communities, including individual with disabilities, senior citizens and children from families with incomes below poverty line.

The Grant will also be used to support islandwide initiatives and services and through sub-grant approval for public, school, community, special, municipal and institutional libraries.

During the months of December 2006, and April and May 2007, the LISP distributed an islandwide questionnaire and needs study of the library services. Participants of the survey were librarians and library staff from public, school, community, special and municipal libraries. Stakeholders were also consulted on the needs, programs and plans that could be included in the Five-Year Plan.

The following needs consistent with LSTA purposes were chosen to be included in the Five-Year Plan:

1. Libraries need to increase the public's use of technology by increasing electronic capacities of libraries and training librarians and the public to effectively use technology.

2. Public Schools need strong school library media programs that will support the academic success of Puerto Rico's students.
3. The citizens of Puerto Rico require access to high quality library services, reliable information to fulfill their educational and informational needs.
4. Puerto Rico needs highly qualified school and public librarians.

Each of these needs and pertinent goals, LSTA purposes, output and outcome targets and programs with approximate time frame are described in the body of this Five-Year Plan. Various strategies will be used to fulfill the objectives outlined in the Plan. For example, among the strategies developed for professional development are orientations, workshops, seminars, and also more than two days stay-in seminars and workshops.

Stakeholders will continue to meet and monitor the Five-year Plan accomplishment and review it, as necessary.

As the State Library Administrative Agency (SLAA), LISP provides personnel, resources, services and guidance in the development of library programs and services to school, public and community libraries in Puerto Rico.

## **MISSION**

To provide library and information services to all residents in the Commonwealth of Puerto Rico to enable individuals to satisfy their educational, informational and cultural needs and interests regardless of their age, location, social or physical condition.

## NEEDS AND GOALS

### ❖ **Need #1**

School and public libraries need to increase the public's use of technology by promoting electronic capacities of libraries and training librarians and the public to effectively use technology.

#### **Need Assessment:**

- The Library and Information Services Program will continue to provide libraries with technology and to increase the number of participants in the Electronic Library Network System (SABER by its acronym in Spanish).
- This ongoing project is the only project that allows schools and public libraries to share a database of their own.
- The islandwide study and survey conducted during fiscal year 2006-2007, revealed that approximately 46% of school libraries and 36% of public libraries do not participate in the SABER project.
- 71% of school librarians and 55% of public librarians need to receive and reinforce training on the use of technology.
- 46% of school libraries and 36% of public libraries need to automate their library services.
- For an effective development of the project, maintenance of the equipment and programs, as well as the establishment of a process for sharing and entering additional data in the catalog, is necessary.
- Effective access to information and to the library on-line catalog is necessary.

#### **Goal**

To increase the public's use of information technology by increasing electronic capabilities of libraries, promoting technology in libraries and training librarians and the public to effectively use technology.

## **LSTA Purpose**

Providing electronic and other linkages among and between all types of libraries.

## **Output Target**

- By 2010, 95% of school libraries will have automated library services.
- At least between 30 and 50 libraries will be incorporated to the online catalog every year.
- By 2010, 85% of libraries will have the necessary technological resources to effectively develop the automation process of the library services.
- By 2010, 85% of libraries should have knowledge of the existence of all the technological resources that other libraries have.

## **Outcome Target**

- By 2012, 85% of libraries will be effectively using the automated system.
- By 2012, 85% of librarians will have received continuous training on the use of the automated system and its effective use in the library.

## **Programs (Activities)**

- Continue linking libraries electronically. Timeframe: 2008-2012.
- Gradual incorporation of libraries to the online catalog. Timeframe: 2009-2012
- Promote the use and sharing of the database among participant libraries by means of orientations and workshops. Timeframe: 2008-2012.
- Develop programs to train librarians and library users in the effective use of the automated system. Timeframe: 2008-2012.
- Acquisition of the necessary software and equipment. Timeframe 2008-2012.
- Hire specialists for continuous and sustained trainings and workshops. Timeframe 2009-2012.
- Contract for the maintenance of the system. Timeframe 2008-2012.

## ❖ **Need #2**

Support the academic performance of Puerto Rico's public students by encouraging strong school library programs.

### **Need Assessment:**

- 28% of public schools lack or are without strong school library media programs that include certified professional librarians, appropriate materials and adequate technology resources.
- The average scores of students on the “Pruebas Puertorriqueñas de Aprovechamiento Académico” (Standardized Tests) are below desirable levels. Professional literature has shown that good libraries lead to higher scores on achievement tests (Gustafson, 2007).
- Continuous use and integration of library resources according to the curriculum is necessary.
- 55 % of school librarians consider that Spanish language skills should be reinforced according to the standardized tests.
- 78.71 % (429,302) of students are below the poverty line (total enrollment 545,451).
- 85% of public school libraries need to renovate and update their library collection and equipment.

### **Goal**

Improve the academic performance of Puerto Rico's public school students by encouraging the development of strong school libraries, through adequate materials, technology resources and the development of cultural, educational and motivational reading activities.

### **LSTA Purpose**

- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line and assisting libraries in accessing information through electronic networks.

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

### **Output Target**

- By 2010, 70 % of the school libraries will have developed special areas for reading motivation activities.
- By 2011, 70% of the school libraries will have access to information resources in electronic formats that can be accessed on line.
- By 2011, 85% of school libraries will have developed curricular integration activities.

### **Outcome Target**

- Five percent (5%) of students (3<sup>rd</sup>. – 8<sup>th</sup> and 11<sup>th</sup> grade) who currently test below grade average will increase their scores on “Pruebas Puertorriqueñas de Aprovechamiento Académico” by 5 points or more from 2009 to 2012.
- By 2011, school libraries will have increased and updated their library collection with different formats according to the needs study presented.
- By 2012, school libraries will have increased the attendance of students and use of the library resources.

### **Programs (Activities)**

- Provide specialized workshops and training to school librarians and library assistants to help students master information and other learning skills and thus improve academic performance. Timeframe: 2009-2012.
- Acquisition of information resources in a variety of formats. Timeframe: 2008-2012.
- Subscription to database services, that include online magazines and journals, newspapers, reference, literature, etc. Timeframe: 2009-2012.
- Promote the development of reading motivation activities and creative writing through orientations and workshops. Timeframe: 2009-2012.

- Acquisition of materials and equipment to enrich special reading areas in the libraries.
- Promote curricular integration activities at all levels. Timeframe: 2009-2012.
- Offer cultural and educational enrichment activities to school library student assistants by providing opportunities to participate in an islandwide activity every two years. Timeframe: 2010-2012 .

❖ **Need #3**

Promote targeted library and information services to underserved urban and rural communities, of diverse geographic, cultural, socioeconomic backgrounds, including senior citizens, persons with disabilities and children, from families with income below the poverty line.

**Need Assessment:**

- There are 1,523 public schools in Puerto Rico, and 1,060 school libraries. There are about 433 schools without library service.
- It is estimated that 934,674 persons in Puerto Rico, or 26.8% of the population (3,482,047), has impairment as established by 2000 Census Report .
- The Regional Library for the Blind and Physical Impaired serves blind and partially blind persons. As of April, 2007, there were 1,886 registered patrons. There are 922 students with visual impairment receiving special education services.
- All public schools have special education groups with an enrollment of 97,284 students.
- To continue to improve the library service that the mobile library units offer to selected rural communities, a new mobile unit equipped with technology and library resources is needed.
- Public librarians need training workshops on how to develop dynamic programs to promote the library services they offer and the effective use of all the resources available.



## **Goal**

Promotion and enhancement of targeted library services to people of diverse geographic, cultural, socioeconomic backgrounds, including senior citizens, persons with disabilities and to individuals with limited functional literacy or information skills.

## **LSTA Purpose**

- Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.

## **Output Target**

- By 2012, 65% of public libraries and 60% of school libraries will have special collection and services for impaired adults and children.
- By 2012, 65% of public schools without library services will have some type of library service aimed at students and teachers.
- By 2012, 75% of public libraries will have 25% of their collection renovated with updated materials and electronic equipment.

## **Outcome Target**

- By 2012, 85% of all public libraries will develop a dynamic program to attract users to the library and to promote the use of all types of resources available.
- By 2012, the mobile units will be performing on a regular basis and providing services to underserved rural communities and schools without libraries.
- By 2012, librarians will have participated in at least two training workshops per year.
- By 2012, at least seven (7) public libraries will have developed projects on computer literacy and other activities for adult users.

### **Programs (Activities)**

- Acquire bibliographic and electronic resources to target impaired population. Timeframe: 2009-2012.
- Acquisition of book collections, electronic resources and services to patrons in public libraries will be targeted to make the library pertinent to community needs. Timeframe: 2008-2012.
- Develop special projects with underserved urban and rural communities like workshops and motivational reading activities. Timeframe: 2008-2012.
- The mobile units will continue offering and providing library services to underserved rural communities and schools without libraries. Timeframe: 2008-2012.
- Develop projects on computer literacy and other activities for adult users. Timeframe: 2009-2012.
- Provide specialized workshops and training in public libraries to help users master information skills and strategies on how to better serve the impaired population. Timeframe: 2009-2012.
- Develop effective strategies in libraries to promote services and activities such as creation of web pages, web blogs, brochures and flyers among others. Timeframe: 2009-2012

### **❖ Need #4**

Improve the ability of library personnel to provide excellent library services to the citizens of Puerto Rico by providing continuing education opportunities for librarians

### **Need Assessment:**

- 25% of school librarians have a master's degree in library and information science.
- In the Needs Study, school librarians expressed their need to reinforce their knowledge related to:
  - Use of electronic resources and programs

- Cataloguing and classification process.
- Administration of school and public libraries
- Provide services for impaired users
- Motivational reading activities.

### **Goal**

Improve quality of services performed by librarians who lack academic requirements by providing these personnel with the opportunities not only to prepare themselves for their job, but that they can, on their own continue studying towards a master's degree in library science and thus having more professionals that meet the necessary requirements to provide excellent library services.

### **LSTA Purpose**

- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with income below the poverty line.
- Expanding services for learning, access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages and assisting libraries in accessing information through electronic networks.

### **Output Target**

- By the end of 2012, 85% librarians will have participated in professional development workshops.

### **Outcome Target**

- By the end of 2012, 90% of school librarians will possess their school librarian certification.
- By the end of 2012, at least 80 teachers will have approved graduated courses in library and information science.

**Programs (Activities)**

- Develop a professional development plan to offer graduate courses in library science up to 18 credits. Timeframe: 2009-2012.
- Promote the offering of courses and workshops. Timeframe: 2009-2012.
- Provide specialized workshops and training to school librarians to help users master information skills and other topics mentioned in the need assessment, by means of local or external contracted resources. Timeframe: 2008-2012.
- Provide professional experience and enrichment by interacting with other librarians and library and information science experts by providing opportunities to visit book fairs, other libraries, and conventions of local and international professional library associations. Timeframe: 2009-2012.
- Develop an islandwide congress for librarians every two years. Timeframe: 2009-2011.
- Contract and necessary coordination with universities that offer the library science specialization. Timeframe: 2009.

### **Evaluation Plan**

During the development and implementation of the Puerto Rico's LSTA Five-Year Plan, regular monitoring and evaluation process will be carried out at the SLAA level. Stakeholders will have active participation in this process. Review of the Plan will be an ongoing process to monitor our level of accomplishment as described in this Plan.

### **Stakeholder Involvement**

A planning committee was established to obtain input for the development of the draft for the LSTA Five-Year Plan. The committee consisted of members of the Puerto Rico State Library staff, public and school library coordinators, municipal library coordinators, trustees presidents or representatives, focus groups and other outside experts who were brought in to work on the development or refinement of specific parts of the Plan, including the needs assessment, evaluation plan and programs.

A smaller committee was formed to review, provide feedback and approve the final draft before submission to IMLS. This committee consisted of two school, two public, one academic, one specialized and one community library representatives.

Stakeholders involvement has been provided in the implementation of the Five-Year Plan. At least once a year, the Planning Committee already mentioned, will meet to review the direction and implementation of the Plan. Library users will be given opportunities to comment on the development of the Plan by participating in surveys, interview, questionnaires and others.

### **Communication and Public Availability**

Once the LSTA Five-Year Plan has been approved by IMLS, it will be published in print form and posted on the SLAA's web site. It will be made available to public, special, academic, community and selected school libraries and users throughout the period of the Five-Year Plan. The Planning Committee (stakeholders) will review the Plan annually and make recommendations for updates and revisions to the Library

and Information Services Program. Any substantive revision to the Puerto Rico LSTA Five-Year Plan will be submitted to IMLS according to the provisions of LSTA, and to appropriate stakeholders.

The Library and Information Services Program will publicly announce achievements of important results of the Puerto Rico LSTA Five-Year Plan as required for reporting purposes, as well as to inform stakeholders. The channels for communicating achievements will include a combination of presentations and meetings, print and electronic media, required reports, and an annual summary.

### **Monitoring**

The Library and Information Services Program (LISP) will assign staff to continuously track implementation of the Puerto Rico LSTA Five-Year Plan and prepare reports as required. The monitoring of sub-grantee projects funded by LSTA is an important part of this tracking process. In addition to providing final reports on the progress of each project in relation to the Plan, the LISP staff will conduct a monitoring process that includes on site visits, telephone interviews and questionnaires to at least 50% of the projects. Any necessary corrective action will be decided on in collaboration with the sub-grantees.

## **CERTIFICATIONS AND ASSURANCES**

- Program Assurances for 2008 Grant Award  
(includes Internet Safety Assurance)
  
- Certifications Regarding Debarment, Suspension and Other Responsibility Matters: Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination
  
- Assurances of Non-Construction Programs
  
- State Legal Officer's Certification of Authorized Certifying Official
  
- Assurance that it complies with the Internet Safety requirements

**TIMETABLE**  
**PUERTO RICO LSTA FIVE-YEAR STATE PLAN 2008-2012**

GOAL	ACTIVITIES	TIME FRAME	EVALUATION
<p>1. To increase the public's use of information technology by increasing electronic capabilities of libraries, promoting technology in libraries and training librarians and the public to effectively use technology.</p>	<ul style="list-style-type: none"> <li>▪ Continue linking libraries electronically.</li> </ul>	2008-2012	<ul style="list-style-type: none"> <li>▪ Number of libraries that have automated library services.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Gradual incorporation of libraries to the online catalog.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Number of libraries that share electronic networks or are electronically linked.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Promote the use and sharing of the database among participant libraries by means of orientations and workshops.</li> </ul>	2008-2012.	<ul style="list-style-type: none"> <li>▪ Number of training workshops offered.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Develop programs to train librarians and library users in the effective use of the automated system.</li> </ul>	2008-2012	<ul style="list-style-type: none"> <li>▪ Number of participants served in the training workshops.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Acquisition of the necessary software and equipment.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Number of software, equipment and services acquired.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Hire specialists for continuous and sustained trainings and workshops.</li> </ul>	2008-2012	<ul style="list-style-type: none"> <li>▪ Copy of specialist's contracts.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Contract for the maintenance of the system.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Copy of the maintenance contract.</li> </ul>



GOAL	ACTIVITIES	TIME FRAME	EVALUATION
<p>2. Improve the academic performance of Puerto Rico's public school students by encouraging the development of strong school libraries, through adequate materials, technology resources and the development of cultural, educational and motivational reading activities.</p>	<ul style="list-style-type: none"> <li>▪ Provide specialized workshops and training to school librarians and library assistants to help students master information and other learning skills and thus improve academic performance.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Number of specialized workshops and training offered.</li> <li>▪ Number of participants in the workshops.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Acquisition of information resources in a variety of formats.</li> </ul>	2008-2012	<ul style="list-style-type: none"> <li>▪ Number of bibliographic resources acquired.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Subscription to database services, that include online magazines and journals, newspapers, reference, literature, etc.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Number of subscription to databases acquired.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Promote the development of reading motivation activities and creative writing through orientations and workshops.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Number of reading and motivation activities developed.</li> <li>▪ Number of participants in the activities.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Acquisition of materials and equipment to enrich special reading areas in libraries.</li> </ul>	2009-2011	<ul style="list-style-type: none"> <li>▪ Number of especial materials and equipment acquired.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Promote curricular integration activities at all levels.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Numbers of curricular integration activities developed.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Offer cultural and educational enrichment activities to school library student assistants by providing opportunities to participate in an islandwide activity every two years.</li> </ul>	2010-2012	<ul style="list-style-type: none"> <li>▪ Number of islandwide activities for school library student assistants offered.</li> <li>▪ Number of participants in the islandwide activities.</li> </ul>

GOAL	ACTIVITIES	TIME FRAME	EVALUATION
<p>3. Promotion and enhancement of targeted library services to people of diverse geographic, cultural, socioeconomic backgrounds, including senior citizens, persons with disabilities and to individuals with limited functional literacy or information skills.</p>	<ul style="list-style-type: none"> <li>▪ Acquire bibliographic and electronic resources to target impaired population.</li> </ul>	2009-2011	<ul style="list-style-type: none"> <li>▪ Number of bibliographic and technological resources acquired to serve special population in public and school libraries.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Acquisition of book collections, electronic resources and services to patrons in public libraries will be targeted to make the library pertinent to community needs.</li> </ul>	2008-2012	<ul style="list-style-type: none"> <li>▪ Number of updated book collections and electronic resources acquired for public libraries.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Develop special projects with underserved urban and rural communities like workshops and motivational reading activities.</li> </ul>	2008-2012	<ul style="list-style-type: none"> <li>▪ Number of special projects developed to attract underserved urban and rural communities.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ The mobile units will continue offering and providing library services to underserved rural communities and schools without libraries.</li> </ul>	2008-2012	<ul style="list-style-type: none"> <li>▪ Number of participants in the projects.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Develop projects on computer literacy and other activities for adult users.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Number of communities served by mobile units.</li> <li>▪ Number of participants served by mobile unit.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Develop projects on computer literacy and other activities for adult users.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Number of projects and activities developed.</li> <li>▪ Number of participants in the projects.</li> </ul>

GOAL	ACTIVITIES	TIME FRAME	EVALUATION
	<ul style="list-style-type: none"> <li>▪ Provide specialized workshops and training in public libraries to help users master information skills and strategies on how to better serve the impaired population.</li>   <li>▪ Develop effective strategies in libraries to promote services and activities such as creation of web pages, web blogs, brochures and flyers among others.</li> </ul>	<p>2009-2012</p> <p>2009-2012</p>	<ul style="list-style-type: none"> <li>▪ Number of specialized workshops and training offered in public libraries to help users master information skills.</li>   <li>▪ Number of participants in the workshops.</li>   <li>▪ Access to web pages and web blogs.</li>   <li>▪ Copies of brochures, flyers and others.</li> </ul>

GOAL	ACTIVITIES	TIME FRAME	EVALUATION
<p>4. Improve quality of services performed by librarians who lack academic requirements by providing these personnel with the opportunities not only to prepare themselves for their job, but that they can, on their own, continue studying towards a master's degree in library science and thus having more professionals that meet the necessary requirements to provide excellent library services.</p>	<ul style="list-style-type: none"> <li>▪ Develop a professional development plan to offer graduate courses in library science up to 18 credits.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Number of librarian who were accepted in the different universities to pursue graduate courses in library science up to 18 credits.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Promote the offering of courses and workshops.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Number of teachers who completed the requirements for the school librarian certificate.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Provide specialized workshops and training to school librarians to help users master information skills and other topics mentioned in the need assessment, by means of local or external contracted resources.</li> </ul>	2008-2012	<ul style="list-style-type: none"> <li>▪ Copy of promotional activities done.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Provide professional experience and enrichment by interacting with other librarians and library and information science experts by providing opportunities to visit book fairs, other libraries, and conventions of local and international professional library associations.</li> </ul>	2009-2012	<ul style="list-style-type: none"> <li>▪ Number of specialized workshops and trainings offered to school librarians.</li> <li>▪ Number of librarians who participated in enrichment activities such as book fairs and conventions of professional associations.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Develop an islandwide congress for librarians every two years.</li> <li>▪ Contract and necessary coordination with universities that offer the library science specialization.</li> </ul>	<p>2009-2011</p> <p>2009</p>	<ul style="list-style-type: none"> <li>▪ Number of participants in the congress.</li> <li>▪ Copy of contracts.</li> </ul>
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