

**CALIFORNIA DEPARTMENT OF EDUCATION**  
**School Library Survey Collecting Information from the 2009-2010 Academic Year**

This printable-version of the CDE Library Survey is available for use as a worksheet for your files, for use in training, and before going online. The online version shows only one question per screen. The online survey is located at <http://www.cde.ca.gov/ci/cr/lb> and is password protected. Call Lisa Leiplein at 916-319-0441 or [LLeiplein@cde.ca.gov](mailto:LLeiplein@cde.ca.gov) for password information.

**To reach the record for your school, select the correct *county, district, and then school* using the pull-down menus. Information collected here should reflect the prior academic year, 2009-1010. Contact Lisa Leiplein at 916-319-0441 for assistance.**

1. Did you have a dedicated common area in your school designated as the library in 2009-2010? If "Yes", continue filling out the survey. Please answer every question. If "No", go to the bottom of this survey page and submit the survey now.
  - Yes, our school has a library located on campus
  - Yes, our school has a joint-use school library and public or college library on campus
  - No, we use a library on an adjacent school campus. (This response will take you to a pull down menu where you can select the school library used by your students. After you select the adjacent library, you will be taken to the end of the survey.)
  - No (This response will take you to the close of the survey. New school libraries that weren't open in 2009-2010 should use this response.)
  
2. During a normal school **week** (not summer or vacations), how many hours was the school library open for students?
 

<input type="radio"/> 0	<input type="radio"/> 26-30
<input type="radio"/> 1-5	<input type="radio"/> 31-35
<input type="radio"/> 6-10	<input type="radio"/> 36-40
<input type="radio"/> 11-15	<input type="radio"/> 41-45
<input type="radio"/> 16-20	<input type="radio"/> 46-50
<input type="radio"/> 21-25	<input type="radio"/> 51 or more
  
3. Based upon when the school library was open for students, either on their own, with passes, or with classes, check one or more of the following to indicate when students could access the library:
  - (A) Before classes start
  - (B) During class time
  - (C) During breaks (for example, nutrition)
  - (D) During lunch
  - (E) After school
  - (F) Some evenings
  - (G) On weekends
  - (H) Summer school
  - (I) None of the above
  
4. Did you have at least one of the following paid credentialed staff working in the school library?
  - Credentialed teacher librarian
  - Emergency-credentialed teacher librarian
  - Credentialed teacher without a teacher librarian credential
  - None of the above (This response will take you immediately to question 6.)
  
5. Select the phrase below that best describes the paid hours worked by the credentialed staff.
  - More than one full-time equivalent
  - Full-time equivalent
  - Half-time or more, but not full-time equivalent
  - Less than half-time equivalent

6. Did you have at least one paid classified employee working in the school library?  
 Yes       No (This response will take you immediately to question 8.)
7. Select the phrase below that best describes the paid hours worked by the classified library employee(s).  
 More than one full-time equivalent  
 Full-time equivalent  
 Half-time or more, but not full-time equivalent  
 Less than half-time equivalent
8. When working with students on units of instruction—alone or in collaboration with classroom teachers—check the box or boxes that describe the social networking tools you used in 2009-2010.
- (A) Online publishing (e.g., blogs, Calaxy)  
 (B) Photo sharing sites (e.g., Flickr, iPhoto, Shutterfly, Smugmug)  
 (C) RSS and news feeds (e.g., Bloglines, Google Reader)  
 (D) Image generators (e.g. Comic Strip Generator, Image Chef)  
 (E) Tagging and social bookmarks (e.g. del.icio.us, digg, Twitter)  
 (F) Wikis (e.g. PBWorks, Wikispaces)  
 (G) Online productivity tools (e.g. Google Docs, Zoho, Open Office)  
 (H) Social library (e.g. Library Thing, Delicious Library)  
 (I) Video (e.g. YouTube, TeacherTube, Hulu)  
 (J) Downloadable audio files (e.g. podcasts)  
 (K) eBooks and audio books  
 (L) Virtual school/course/classroom (e.g. Blackboard, Design2Learn)  
 (M) None
9. Enter the number of books in the school library collection at the end of the 2009-2010 school year. Include reference books in your count, both print and digital books (eBooks) and count each reference volume as one.
- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| <input type="radio"/> 2,499 or less   | <input type="radio"/> 25,000 – 27,499 |
| <input type="radio"/> 2,500 - 4,999   | <input type="radio"/> 27,500 – 29,999 |
| <input type="radio"/> 5,000 - 7,499   | <input type="radio"/> 30,000 – 32,499 |
| <input type="radio"/> 7,500 - 9,999   | <input type="radio"/> 32,500 – 34,999 |
| <input type="radio"/> 10,000 - 12,499 | <input type="radio"/> 35,000 – 37,499 |
| <input type="radio"/> 12,500 – 14,999 | <input type="radio"/> 37,500 – 39,999 |
| <input type="radio"/> 15,000 – 17,499 | <input type="radio"/> 40,000 – 42,499 |
| <input type="radio"/> 17,500 – 19,999 | <input type="radio"/> 42,500 – 44,999 |
| <input type="radio"/> 20,000 – 22,499 | <input type="radio"/> 45,000 – 47,499 |
| <input type="radio"/> 22,500 – 24,999 | <input type="radio"/> 47,500 – 50,000 |
|                                       | <input type="radio"/> 50,001 or more  |

10. Enter the average copyright date of the books in the school library's 973 section. Include books in both the 973 circulating and 973 reference sections.

**PROCEDURE:**

- Count the number of books in all of the 973s (from 973.1 to 973.999, Dewey Decimal Classification).
- Next add up the copyright dates of all the books in the 973s. Divide the sum of the copyright dates by the total number of books in the 973s.
- Example:** Assuming you have only 3 books in the 973s and their copyright dates are 1984, 1992, & 2001, then:  $1984 + 1992 + 2001 = 5977$ , divided by 3 = 1992 (rounded off to a whole number).
- Enter whole numbers only. Do not use letters, words, or any form of punctuation.

**Correct entry:** 1992

**Incorrect entries:** "92", "approx. 1992", "1992.333", or "1992+".

**Enter "none" in the box if the library has no books in the 973 Dewey section.**

**Average copyright date of books in Dewey section 973. Round off to a four-digit year.**

11. Check one or more of the following technologies available in or through the school library in 2009-2010:

- (A) Automated catalog
- (B) Library Web page with access to online library catalog
- (C) Library Web page **without** access to online library catalog
- (D) Automated library circulation
- (E) Automated textbook circulation
- (F) Internet access for students
- (G) Paid online access to full-text periodicals, full-text reference books, primary sources or other subscription databases or portals in the library
- (H) Remote access to paid online full-text periodicals, full-text reference books, primary sources or other subscription databases or portals
- (I) Video collection and/or video streaming
- (J) DVDs or laser disks
- (K) Audio books (in any format, e.g. for MP3 player)
- (L) Integrated online information searching that includes your library catalog, paid access databases, and open web resources.
- (M) None

12. How much money was spent in the school library for the **purchase of library books** during the 2009-2010 academic year? **Include both print titles and digital titles (eBooks).** Include processing costs if purchased with library books. (Any answer other than "\$100,000 or greater" will take you to question 14.)

- No Budget
- Less than \$ 2,000
- Less than \$ 5,000
- \$ 5,000 - \$ 9,999
- \$ 10,000 - \$ 14,999
- \$ 15,000 - \$ 19,999
- \$ 20,000 - \$ 24,999
- \$ 25,000 - \$ 29,999
- \$ 30,000 - \$ 34,999
- \$ 35,000 - \$ 39,999
- \$ 40,000 - \$ 44,999
- \$ 45,000 - \$ 49,999
- \$ 50,000 - \$ 54,999
- \$ 55,000 - \$ 59,999
- \$ 60,000 - \$ 64,999
- \$ 65,000 - \$ 69,999
- \$ 70,000 - \$ 74,999
- \$ 75,000 - \$ 79,999
- \$ 80,000 - \$ 84,999
- \$ 85,000 - \$ 89,999
- \$ 90,000 - \$ 94,999
- \$ 95,000 - \$ 99,999
- \$100,000 or more

13. If you spent more than \$100,000 on books, enter the amount here.

**PLEASE NOTE:** Enter whole numbers only. Do not use letters, words, or any form of punctuation.

**Correct entry:** 150000.

**Incorrect entries:** "approx. 150,000", "one hundred fifty thousand", "150,000+".

14. How much money was spent in the school library for the purchase of library materials **other than books** during the 2009-2010 academic year? Include periodicals (paper or electronic), technology and media resources, and related equipment. Do not include salaries, conference expenses, routine supplies, maintenance agreements, district purchases of shared electronic databases, etc. (Any answer other than "\$100,000 or greater" will take you to question 16.)

- No Budget
- Less than \$ 2,000
- Less than \$ 5,000
- \$ 5,000 - \$ 9,999
- \$ 10,000 - \$ 14,999
- \$ 15,000 - \$ 19,999
- \$ 20,000 - \$ 24,999
- \$ 25,000 - \$ 29,999
- \$ 30,000 - \$ 34,999
- \$ 35,000 - \$ 39,999
- \$ 40,000 - \$ 44,999
- \$ 45,000 - \$ 49,999
- \$ 50,000 - \$ 54,999
- \$ 55,000 - \$ 59,999
- \$ 60,000 - \$ 64,999
- \$ 65,000 - \$ 69,999
- \$ 70,000 - \$ 74,999
- \$ 75,000 - \$ 79,999
- \$ 80,000 - \$ 84,999
- \$ 85,000 - \$ 89,999
- \$ 90,000 - \$ 94,999
- \$ 95,000 - \$ 99,999
- \$100,000 or more

(This response will take you to question 15 in the online survey.)

15. If you spent more than \$100,000 on materials other than books, enter the amount here.  
**PLEASE NOTE:** Enter whole numbers only. Do not use letters, words, or any form of punctuation.  
**Correct entry:** 150000.  
**Incorrect entries:** "approx. 150,000", "one hundred fifty thousand", "150,000+".
- 
16. Check one or more of the following funds used to purchase library materials during the 2009-2010 academic year. While some of these funds are no longer available, it is possible they were available to use in 2009-2010.
- (A) ~~California School Library Act Funds (last apportionment to schools in 2004-2005)~~
  - (A) Instructional Materials Fund (IMFRP)
  - (B) State Lottery Funds
  - (C) Per Pupil Allotment (district or site)
  - (D) General Fund (district or site)
  - (E) School and Library Improvement Block Grant
  - (F) Fund-raising (parent groups, book fairs, etc.)
  - (G) Title I (federal)
  - (H) Title V (federal)
  - (I) Local Bond Measure
  - (J) *Improving Literacy through School Libraries* Grant (federal)
  - (K) Start-up Funds
  - (L) Other (For example, one-time discretionary grants to districts)
  - (M) None of the above
17. Which of the following terms best describes the method used to schedule classes in the school library?
- Fixed/Block (classes scheduled at regularly specified times)
  - Flexible (open schedule, i.e. scheduled visits at varying times according to need)
  - Mixed (some classes block-scheduled, some flexibly-scheduled)
  - No class visits
18. Which of the following services and/or programs were regularly provided through the library in the 2009-2010 school year?
- (A) Offered a program of curriculum-integrated information literacy instruction
  - (B) Informally instructed students in the use of resources
  - (C) Planned or conducted workshops for teachers
  - (D) Assisted school curriculum committee with recommendations
  - (E) Collaborated with teachers to develop, implement, and evaluate student learning two or more hours per week
  - (F) Provided teachers with information about new resources
  - (G) Provided reference assistance to students and teachers
  - (H) Helped students and teachers find and use resources outside school library
  - (I) Facilitated interlibrary loan for students and teachers
  - (J) Provided reading, listening, and viewing guidance for students
  - (K) Helped parents realize importance of lifelong learning
  - (L) Coordinated in-school production of materials
  - (M) Coordinated video production and dissemination activities
  - (N) Coordinated cable TV, distance education, and related activities
  - (O) Coordinated school or library computer networks
  - (P) Provided access to online library catalog and circulation
  - (Q) Provided Internet access for students in the library
  - (R) Provided instruction on Internet searching and research
  - (S) Provided electronic access to a resource sharing network
  - (T) Communicated proactively with principal
  - (U) Attended meetings of school site council, two or more times per school year
  - (V) None of the above

19. Select the **two** library online subscription information databases most often used by the students in or through your school's library. This question does not apply to databases provided by the local public library, CD-ROM databases, or search engines.
- (A) Career Cruising
  - (B) College Source
  - (C) EBSCO Kids Search – Middle and Elementary School K-6
  - (D) EBSCO Literary Reference Center
  - (E) EBSCO Points of View
  - (F) EBSCO Student Research Center – High School and Middle School
  - (G) Encyclopedia Americana
  - (H) Encyclopedia Britannica Online Encyclopedia
  - (I) Facts on File Online Reference Databases
  - (J) Gale Biography Resource Center (formerly Thomson Gale)
  - (K) Gale History Resource Center
  - (L) Gale Science Resource Center
  - (M) Gale Student Resource Center
  - (N) Grolier Online (Scholastic)
  - (O) Grove Dictionary of Art
  - (P) H. W. Wilson Applied Science and Technology
  - (Q) H. W. Wilson Biography Indexes
  - (R) H. W. Wilson Reader's Guide
  - (S) Marshall Cavendish Digital
  - (T) NewsBank grade level or subject-related database
  - (U) ProQuest CultureGrams
  - (V) ProQuest eLibrary
  - (W) ProQuest SIRS
  - (X) Teen Health and Wellness Database (Rosen Publishing)
  - (Y) World Book Online
  - (Z) None