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| 2015-16 MSDE Public School Annual Library Media Center Report |
| **Welcome!** |
| Welcome to the Maryland State Department of Education's Public School Annual Library Media Center Report. The data collected from this report will be of assistance to your school system in examining its school library media program according to the guidelines outlined in Standards for School Library Media Programs in Maryland. The data will also assist the State in collecting and communicating information about the School Library Media Programs in Maryland. What is new this year? As school library media centers transform to meet student needs, please note the question added this year regarding "Makerspaces." Following submission of data from all schools in your district, your library media administrator for your system will be asked to verify your data and then a sign-off will be required by your School Superintendent. Please be as accurate as possible when reporting your data and **make sure you read any local directions provided**. If you need assistance, please contact Jay Bansbach, Specialist, School Library Media Program, at carl.bansbach@maryland.gov  **\*\*\* BCPS DIRECTIONS are in *italics* and highlighted in yellow where applicable\*\*\* This is your WORKING COPY. Complete this copy in its entirety BEFORE entering information into  the MSDE Report online survey. You must complete data entry for the online survey in one sitting.**  This **WORKING COPY** includes **form fields** (shaded in gray) **for typing in responses** and **check boxes** (shaded in gray and outlined in black) **for checking responses**. If you check the wrong box by mistake, you can un-check it by clicking the checked box again. You may use a printed paper copy as you work. However, you must send our office a completed digital copy of this Working Copy document.  DO NOT SEND A PAPER COPY TO OUR OFFICE.   * Your collection has already been uploaded for analysis. You must follow these linked directions to [**Adjust your Titlewise Profile for the MSDE Annual Report**](https://bcpslis.pbworks.com/w/file/107076870/Adjusting%20TitleWise%20Profile%20for%20MSDE%20Report.pdf) BEFORE you begin completing this Working Copy of the Report. * **SAVE your completed WORKING COPY with File Name: SchoolName&Level\_MSDE2016.** For example, ArbutusES\_MSDE2016. It is important you include your school Level, as we have some ES/MS/HS with same names. * **SEND your completed WORKING COPY via email attachment** to Donna Gruzs at ODL: [dgruzs@bcps.org](mailto:dgruzs@bcps.org) * **SUMBIT** your data via the MSDE Online Report survey @ [**https://www.surveymonkey.com/r/BGMDYR3**](https://www.surveymonkey.com/r/BGMDYR3) * **DEADLINE** for **submitting online survey to MSDE** and **emailing completed Working Copy to ODL:**   **Friday, April 29** |
| **SECTION I ­ School Information** |
| **\*1. School Name?**  Hereford Middle School  **\*2. School ID Number? (This must be a four digit number; use leading zeroes where applicable)**  0855  **\*3. School System?**  Allegany (01) Frederick (10) Somerset (19)  Anne Arundel (02) Garrett (11) Talbot (20)  **Baltimore County (03)** Harford (12) Washington (21)  Calvert (04) Howard (13) Wicomico (22)  Caroline (05) Kent (14) Worcester (23)  Carroll (06) Montgomery (15) Baltimore City (30)  Cecil (07) Prince George's (16) Seed School  Charles (08) Queen Anne's (17)  Dorchester (09) St. Mary's (18) |

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| **\*4. School Level for Building?**  Elementary  Middle/Jr. High High Combined  **\*5. Grades in the School Building?**  PreK 4 9  K 5 10  1 6 11  2 7 12  3 8  **6. Student Enrollment? (Use your Sept. 30, 2015 enrollment count; if you have no official enrollment count enter zero) Do not enter a comma, e.g., 1234 not 1,234.**  958 *Use the number in your MSDE 2016 TitleWise Analysis under the Analysis Overview tab > Enrollment. To access your MSDE 2016 Analysis, log into* [*TitleWave*](http://www.titlewave.com/) *(or click the TitleWave button in* [*Destiny*](http://destiny.bcps.org/) *under the Catalog tab) and pull down the Your Account menu to TitleWise Analyses; view most recent analysis labeled MSDE 2016.*  **\*7. Please identify the person completing the School Library Media Report (choose one and enter your name in the box below).**  MSDE Certified Library Media Specialist  MSDE Certified Teacher working toward MSDE Library Media Specialist Certification  Paraprofessional, Library Media Assistant  Other  Enter your name here ­­ if you selected "Other" please include both your name and title.  Timothy Thomas |
| **Section II ­ Staffing** |
| Enter in the appropriate spaces below (#8-12) the number of library media staff (excluding volunteers). To report full­time equivalent or part­time staff, count .2 for each full day of service in a 5 day week.  Staff is any personnel assigned to work in the Library Media Center (excluding volunteers). Note that the information requested is the number of professional personnel with or without State library media certification and the number of all paid technical, clerical or assistant staff.  **Certification**  **\*8. Certified? ­ Number with State Library Media Certification (please use a "0" if none).**  1 |

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| **\*9. National Board Certification? (Has the Library Media Specialist achieved National Board Certification?)**  **YES NO**  Library Media Specialist A  Library Media Specialist B  **\*10. Seeking State Certification? ­ Number working towards State Library Media Certification (please use "0" if none).**  0  **\*11. Non­certified ­ Number without State Library Media Certification (please use "0" if none).**   0  **\*12. Support ­ Number of paid technical, clerical or assistants (please use "0" if none).**  1 |
| **Section III ­ Budget** |
| (Include all sources of funding to the individual school ­ seek guidance from your library media administrator if there are questions about what funds should be included in this total)  **\*13. Total budget for the Library Media Center? Report in whole dollars only. Do not enter a $ or comma, e.g., 1234 not $1,234.**  15714.42 *\*Add all funds received from ODL for the Library (including your* ***CD2016 funding allotment amount*** *and the* ***$640 Voucher allotment)*** *to any* ***school-based funds used for the Library in 2015-16****.* |
| **Section IV ­ Collection** |
| This includes the total holdings of materials in the Library Media Center (LMC) purchased with all sources of funding as inventoried and counted in your respective catalog system. (This would include all holdings purchased with all funds, i.e., local/central office, State and federal funds, PTA gifts, and donations.) Count items as circulated. (Example: a five­tape audio book checked out as a set is one item, not five.)  Library Media Center Materials  *Use data under the Summary by 100’s tab in your MSDE 2016 TitleWise Analysis to complete #14, 16, 17, 18 as directed. To access your MSDE 2016 Analysis, log into* [*TitleWave*](http://www.titlewave.com/) *(or click the TitleWave button in* [*Destiny*](http://destiny.bcps.org/) *under the Catalog tab) and pull down the Your Account menu to TitleWise Analyses; view the most recent analysis labeled MSDE 2016.*  **\*14. Books (exclude bound volumes of periodicals) ­ Do not enter a comma, e.g., 1234 not 1,234.** *To determine the number of* ***Books****, subtract the number of* ***Audio materials****,* ***Video materials****, and* ***Other materials*** *(if these categories are listed) from the* ***Total*** *number of* ***Items*** *listed at the bottom of the screen in red.*  14384  **\*15. Periodicals (Number of Print Subscriptions) ­ Count only print periodical subscriptions purchased during this current reporting year.**  24 |

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\*16. Video Materials (DVDs, VHS cassettes) ­ Do not enter a comma, e.g., 1234 not 1,234.

0   
*Use the number listed on your TitleWise Analysis for* ***Video Materials****. If the* ***Video Materials*** *category is not listed, enter “0” (zero).*

17. Audio Materials (audio books, music on tape, CDs ­ shelved)

95   
*Use the number listed on your TItleWise Analysis for* ***Audio materials.*** *If the* ***Audio Materials*** *category is not listed, enter “0” (zero)*

\*18. Other Materials ­ Examples of "Other Materials" include kits, computer software, realia, etc. Do not enter a comma, e.g., 1234 not 1,234.

0   
*Use the number listed on your TItleWise Analysis for* ***Other materials****. If the* ***Other Materials*** *category is not listed, enter “0” (zero)*

\*19. Total - Please add questions 14 through 18. Do not enter a $ or comma, e.g., 1234 not $1,234.

14503

\*20. eBooks and eAudio Books (count number of titles here, if purchased at the school level). eBooks and eAudio Books should be part of the total if they are in the catalog and included under your holdings code. Do not enter a comma, e.g., 1234 not 1,234.

103 *Log into* ***Destiny*** *and open* ***Follett Shelf****.* ***Add*** *the numbers displayed on the right for each collection including* ***eBooks, Interactive eBooks,*** *and* ***Audiobooks****. DO NOT include the number(s) shown for Digital Resource Links in your total.*

\*21. Video­on­demand or streaming video collections, e.g., Safari Montage, Discovery Education Streaming (if individually cataloged (MARC) titles and held on a school server, count here ­ do not count as a database). Do not enter a comma, e.g., 1234 not 1,234.

3560 ***USE THESE EXACT NUMBERS:******Elementary - 3831*** *|* ***Middle – 3560*** *|* ***High – 3403***

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\*22. Online Database Titles ­ Count each online (web­based) database title as "one." Include both titles purchased with local funds and those provided in conjunction with MDK12 Digital Library Consortium. Please check with your library media administrator if unsure about this question and what should be counted.

Video­on­demand or streaming video collections, e.g., Safari Montage, Discovery Education Streaming (count here as a database (1), if content is pushed out from a central office server or from the web)

Currently, six (6) SIRS databases are provided by your system in conjunction with the MDK12 Digital Library to all schools in your district. In addition, EBSCO Masterfile Premier, EBSCO Science Reference Center, EBSCO History Reference Center, EBSCO Automotive Repair Reference Center, EBSCO Business Source Premier, EBSCO MAS Ultra, EBSCO Middle Search Plus are provided to all Middle and High Schools through a partnership with the State Library Resource Center. EBSCO Primary Search (including Searchasaurus) is provided for elementary schools through this same agreement.

PLEASE NOTE: For elementary schools, the minimum number to record in this block is "7" plus the number of databases purchased with local funds. For middle and high schools, record "13" plus the number of databases purchased with local funds.

*USE THESE EXACT NUMBERS (or add to this number any additional databases you purchased with school-based funds):   
 Elementary - 21 | Middle – 26 | High – 26*

26

Copyright Sensitive Dewey Area 600­699 (Technology)

*Use the spreadsheet titled* [***2016 MSDE 600's Report***](https://bcpslis.pbworks.com/w/file/107079321/2016_MSDE-Report_600s.xls) *for* ***#23-24****. Find and select the row number for your school to highlight your school’s data.*

\*23. Total number of holdings in the Copyright Sensitive Dewey Area (include eBooks). Do not enter a comma, e.g., 1234 not 1,234. *Use the TOTAL ITEMS number listed on the spreadsheet in column “C”.*  
1281

\*24. What percentage of materials in the indicated Copyright Sensitive Dewey Area (600-699) has the following copyright dates? PLEASE NOTE: The survey WILL NOT accept the following: a percent (%) sign after numbers or a total less than 100%. Your percentage must be whole numbers you may enter a zero, if an appropriate response.

% of items pre-1995 7.7 *Use* ***number*** *in* ***column “E”*** *(round up or down to whole number; exclude % sign)*

% of items 1995­2004 51.8 *Use* ***number*** *in* ***column “G”*** *(round up or down to whole number; exclude % sign)*

% of items 2005­2014 36 *Use* ***number*** *in* ***column “I”*** *(round up or down to whole number; exclude % sign)*

% of items 2015+ 4.5 *Use* ***number*** *in* ***column “K”*** *(round up or down to whole number; exclude % sign)*

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| **Section V ­ Services** |
| Identify information services accessible through the Library Media Center (LMC) and respond to questions about your school library's virtual presence and use of social media, media communication, and collaboration tools. *Some BCPS district-wide responses have already been selected for you. Answer the other items according to conditions for your own school library.*  **\*25. Technology Services and Virtual Presence. Does the school library have:**   |  |  |  | | --- | --- | --- | |  | YES | NO | | An online, automated catalog system? |  |  | | A website? |  |  | | A Twitter account? |  |  | | A Facebook page? |  |  | | A blog? |  |  | | A wiki? |  |  | | Collaboration software (e.g. Office 360, Edmodo, Google Apps, Alfresco, etc.)? |  |  | | Wireless Internet Access for students? |  |  | | A link from the school website directing users to the library’s website? |  |  | | Connection to the school-wide network? |  |  | | Do students have access to the electronic catalog (OPAC or PAC) from their classroom? |  |  | | Do students have access to the electronic catalog (OPAC or PAC) from their home? |  |  |   **\*26. Internet Accessibility ­ Enter the number of internet accessible computers in the LMC.**  44  **\*27. Computer Lab**  **YES NO**  Are the computer labs managed by the LMC staff? |

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| **Section VI ­ Instructional Program** |

\*28. Schedule ­ Check the type of instructional program schedule used in your library media center.

All classes flexibly scheduled *ALL* ***middle and high school libraries*** *answer here.*

All classes fixed scheduled *ALL* ***elementary school libraries*** *answer here.*

Some classes fixed schedule, other classes flexibly scheduled

\*29. Teaching Approaches ­ How often do you engage in the following teaching activities?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **More than once**  **per week** | **Once per week** | **2-3 times per month** | **Once per month** | **Less than once per month** | **Never** |
| Plan instructional units with teachers. |  |  |  |  |  |  |
| Teach students cooperatively with teachers. |  |  |  |  |  |  |
| Facilitate learning activities where students work collaboratively in groups. |  |  |  |  |  |  |
| Teach students how to use digital resources. |  |  |  |  |  |  |
| Facilitate opportunities for   student­led inquiry. |  |  |  |  |  |  |

\*30. How often do you help students with the following activities?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **More than once**  **per week** | **Once per week** | **2-3 times per month** | **Once per month** | **Less than once per month** | **Never** |
| Apply critical thinking skills (problem solving, analysis, logic, cause/effect) when doing research. |  |  |  |  |  |  |
| Evaluate the credibility of   information sources, including   the Internet. |  |  |  |  |  |  |
| Use technology (e.g., wikis,  Google Docs, blogs, YouTube,   Delicious, etc.) to organize and   share information. |  |  |  |  |  |  |
| Use a variety of sources when gathering information about a topic. |  |  |  |  |  |  |

\*31. During a typical week, how many hours is the Library Media Center open before and after school? *Include any time the LMC is open* ***before classes******begin*** *or* ***after classes are dismissed****.*

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Roles

**During the school year, what percentage of time do you spend in performing the library media specialist roles as identified by *Empowering Learners: Guidelines for School Library Media Programs* (AASL, 2009) and local school system requirements?**

**PLEASE NOTE:** The survey WILL NOT accept a percent (%) sign after numbers or a total less than 100%. Percentages must be whole numbers ­ you may enter a zero as a response, if appropriate.

\*32. Roles

**% Leader 10**

**% Instructional Partner** 20

**% Information Specialist** 20

**% Teacher** 20

**% Program Administrator** 15

**% Technology** 12  
 (e.g., technical support,   
 technology coordinator,   
 webmaster)

**% Other** 3  
 (e.g., duties such as bus   
 or lunch, test monitoring,   
 study hall)

# 2015-16 MSDE Public School Annual Library Media Center Report 33. Professional Environment

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| --- | --- | --- |
| Does the school library have an advisory committee? |  |  |
| Do you meet regularly with the principal and/or other building or district administrators? *All LMS answer YES.* |  |  |
| Do you participate as a member of the School Improvement Team (SIT), in a professional learning community team at the school level, or as part of grade level teams? |  |  |
| Do you participate in other school committees (e.g., curriculum, technology, PTA, etc.)? |  |  |
| Do you provide professional development for teachers (e.g., information literacy, educational technology, etc.)? |  |  |

\*34. How many hours per week are spent meeting with teachers to plan instruction/instructional units? Secondary LMS: Use your LibraryTrac Calendar to help you calculate this accurately.  
 2.5

\*35. How many hours in a typical week do you spend actively delivering instruction, alone or in collaboration with a classroom teacher, to students in the library, in classrooms, in computer labs, and at other school locations? Elementary LMS: Use your teaching schedule. Secondary LMS: Use your LibraryTrac Calendar to help you calculate this accurately.

10  
Utilization and Access for Students and Staff

\*36. On a weekly basis, approximately what percentage of STUDENTS utilizes the library media center? Elementary LMS: Answer 100% or adjust accordingly, e.g. if you do not teach Pre-K.   
Secondary LMS: Use your LibraryTrac Student Log/Calendar data to help you calculate this accurately.

Below 25%  25-50%  51-75%  Over 75%

\*37. On a weekly basis, approximately what percentage of STAFF utilizes the library media center?

Below 25%  25-50%  51-75%  Over 75%

\*38. Was the library closed during this past year for testing purposes?

YES  NO

**39. If you answered YES to question #38, estimate how many hours during this past school year that the library been closed for testing purposes?** Report in whole numbers only. Do not include ranges, text, or percentages.

15 Secondary LMS: Use your LibraryTrac Calendar data to help you calculate this accurately.

40. During the time the library was closed for testing purposes, were you used as a test proctor or administrator?

**YES**  **NO**

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41. Do you currently have a space in your library dedicated as a “Makerspace”?   
(Makerspaces, sometimes also referred to as hackerspaces, hackspaces, OR fablabs are creative, DIY spaces where people can gather to create, invent, and learn. In libraries they often have 3D printers, software, electronics, craft and hardware supplies, tools, and more.

**YES**  **NO**

42. If NO, do you have plans to create a dedicated “Makerspace” in your library during the 2016-17 school year?

**YES**  **NO**

43. Did you incorporate “maker” activities or events into your library program this past year (2015-16)?

**YES**  **NO**

44. If NO, do you have plans to incorporate “maker” activities or events into your library program during the 2016-17 school year?

**YES**  **NO**

Thank you for completing the 2015-2016 Public School Annual Library Media Center Report.

**When this Working Copy has been completed in its entirety, save a copy with File Name: SchoolName&Level\_MSDE2016 and send via email attachment to Donna Gruzs** [**dgruzs@bcps.org**](mailto:dgruzs@bcps.org) **on or before APRIL 29, 2016. Save (1) copy for your files and give (1) copy to your principal.**

**Use your Working Copy responses to submit your data to MSDE via the Online Report survey on or before APRIL 29, 2016:** [**https://www.surveymonkey.com/r/BGMDYR3**](https://www.surveymonkey.com/r/BGMDYR3)