

WELCOME

South Dakota School Librarians!

We will begin the webinar shortly.



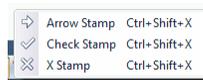
Shared Notes—click and window will open on left side—to share comments with groups

School Library Survey Webinar

For audio, please dial 866-410-8397

Conference code: 6052951994

White Board Tools



Welcome to the School Library Survey Webinar

For audio, please dial 866-410-8397

Conference code: 6052951994



Random Acts of Continuing Education
RACE: a webinar

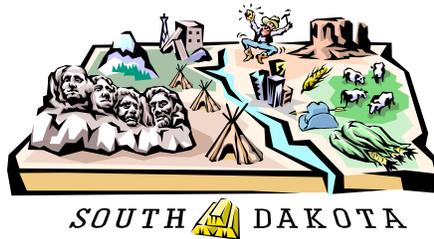
School Library Survey 2009-2010



School Library Coordinators



Lee Crary



Joan Upell

**Assistant State Librarian
Development Services**

Daria Bossman



**State Library Data
Coordinator**

**Electronic Resources
Coordinator**

Julie Erickson



**Today's
Producer**

Today's Objectives



1. Learn to navigate the new School Library Survey in *Collect*.
2. Gather tips on easily completing the annual survey.
3. Save you time, energy and effort.
4. Assist you with collating your data accurately.
5. Provide a forum for you to ask us questions.

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page 2

The Word of the Day....



- **New** *Collect* software
- **New** address/link
- **New** format
- **New** numbering
- **New** questions - by district
- **New** user names and passwords
- **New** deadline - **May 31, 2010**

- **Old** requirement: State Law, 14-1-44 (7)
Execution of State Library Policy

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Getting Started on the new COLLECT



Logging In and System Highlights

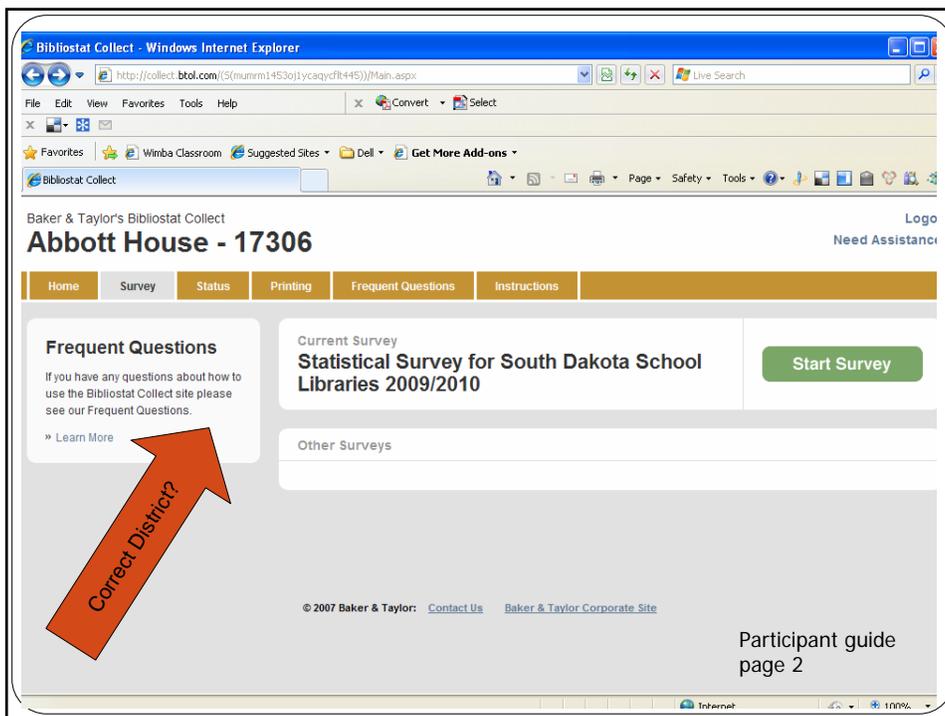
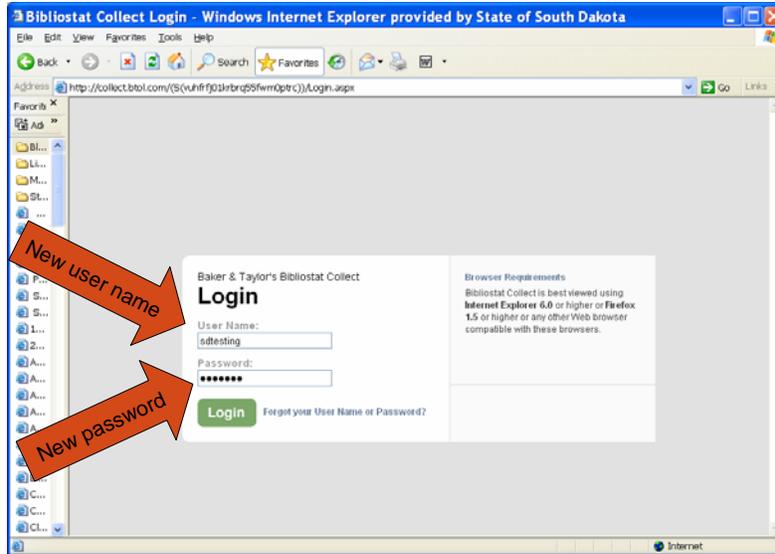
Minimum Requirements



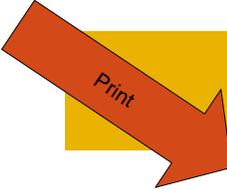
- PC Computer running Windows 95
 - Pentium with 200 Megahertz
 - 32 MB RAM
- Dial-up Internet connection with 28.8 modem
- Internet Explorer 6.0 or higher or FireFox 1.5 or higher
 - Adobe Acrobat Reader 6.0 or higher
- 800 x 600 resolution with 256 colors (8-bit)

<http://collect.btol.com/>

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Instructions



[Click here to view a printable version of the instructions.](#)
[Click here to view a printable version of the survey.](#)

SD SCHOOL LIBRARY INSTRUCTIONS 2009-2010
Complete the attached form and submit electronically to the South Dakota State Library no later than May 31, 2010.
READ ALL OF THESE INSTRUCTIONS BEFORE YOU BEGIN.

Every blank or box must have an answer (select Yes, No, NA or a numerical value. Zero (0) is a numerical value.) You may check all that apply in lists provided. Some questions call for a name, a title or whole word answer. Round all monetary figures to nearest whole dollar. Do not report cents. Some questions are pre-filled and locked with reported South Dakota Department of Education statistics. If any pre-filled data is incorrect contact Joan Upell at joan.upell@state.sd.us, 605-295-3152 or the State Library, Office of Development Services, 605-773-3131.
For additional information about a question, point to the question number and click. A pop-up box will contain additional information and definitions.

Printing



HomeSurveyStatusPrintingFrequent QuestionsInstructions

Printing

For more information on the features on this page please see [Frequent Questions](#).

Printable Survey ReportsPrintable Annotation Reports

2. Set Printing Preferences:

Print Entire Survey A. GENERAL INFORMATION

With Current Year's Data Only Without Data With Current Year and Last Year's Data

Please Note: Generating this report may take several minutes

Show Web ReportShow PDF Report

Status



Home Status Printing Frequent Questions Instructions

Status

For more information on the features on this page please see [Frequent Questions](#).

Edit Checks Unanswered Questions Flagged Questions Submit Survey

Abbott House - 17306

Edit Checks for Review

SHOW LAST YEAR'S ANSWERS

Submit Corrections

Status



Status

For more information on the features on this page please see [Frequent Questions](#).

Edit Checks Unanswered Questions Flagged Questions Submit Survey

Abbott House - 17306

Unanswered Questions

View Required Unanswered Questions

A. GENERAL INFORMATION

A.10 Name of Person Completing Report



Status

Edit Checks Unanswered Questions **Flagged Questions** Submit Survey

Abbott House - 17306 SHOW LAST YEAR'S ANSWERS

Flagged Questions

B. THE PLACE

What are the sources of revenue for the district's library budget?

B.9a Capital Outlay	<input type="text"/>		
B.9b General Fund	<input type="text"/>		
B.9c Title I	<input type="text"/>		

Status



Edit Checks Unanswered Questions Flagged Questions **Submit Survey**

Abbott House - 17306

Submit Survey

Step 1. Verify all questions have been answered.

Step 2. Review any questions that might have been flagged.

Step 3. All of the questions must pass their edit checks before a survey can be submitted.

Step 4. Print & Save a copy of the survey and annotations.

Step 5. Click the '**Submit Survey**' button below to submit the survey.

Submit Survey





Survey

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Home
Survey
Status
Printing
Frequent Questions
Instructions

Survey Navigation

Statistical Survey for South Dakota School Libraries 2009/2010

A. GENERAL INFORMATION

A.1 Name of School District Abbott House - 17306

A.2 School District Number 17306

A.3 District Superintendent Eric Klooz

A.4 Superintendent's E-mail erick@abbotthousesd.cor

A.5 Superintendent's Phone (605) 996-2486

A.6 District's Fall Enrollment PK-12 33

A.7 Economically Disadvantaged % N/A

SHOW
LAST YEAR'S
ANSWERS

A. GENERAL INFORMATION

B. THE PLACE
Part 1
Part 2

C. THE PROFESSIONAL
Part 1
Part 2
Part 3

D. THE PROGRAM
Part 1
Part 2
Part 3

E. CERTIFICATION

How much of the district's library budget was spent in the following areas this year?

B.10a	Materials (print & non-print)	<input type="text"/>		
B.10b	Library staff salaries	<input type="text"/>		
B.10c	Contracted services	<input type="text"/>		
B.10d	Equipment	<input type="text"/>		
B.10e	Furniture	<input type="text"/>		
B.10	Total (B.10a - B.10e)	\$0		

How much of the district's library budget was spent in the following areas this year?

B.10a	Materials (print & non-print)	<input type="text"/>		
B.10b	Library staff salaries	<input type="text"/>		
B.10c	Contracted services	<input type="text"/>		
B.10d	Equipment	<input type="text"/>		
B.10e	Furniture	<input type="text"/>		
B.10	Total (B.10a - B.10e)	\$0		

Help - Windows Internet Explorer

http://collect.btol.com/(S(u4e2dceifbczposfboziythj))/HelpScreen.aspx?Question_ID=1686E

Help For Question B.10c

Round to nearest dollar. May include tech support for automation, video streaming service, Accelerated Reader, SDLN membership, etc.

Done Internet 100%

How much of the district's library budget was spent in the following areas this year?

Notes: Question B.10c
Contracted services

Local State

B.10a Materials (print)

B.10b Library staff salaries

B.10c Contracted services

B.10d Equipment

B.10e Furniture

B.10 Total (B.10a - B.10e)

Save Close

Save Back Next

How do I answer...

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For the purposes of this report a school library has ALL of the following: an organized collection of print and non-print materials, paid library staff, designated facilities, and an established schedule where the library is available to students, staff and administrators. Select the category in which the library best fits. Count each library only once. For example: one library serving grades K-12 best fits in the PK-12 category; a public library (or branch) housed in a high school library is counted one time as a School/Public Combined. Enter 0 in all categories that do not apply to your district.

If ALL sub-categories in question A.14 a-e equal 0, the total equals 0 and your report is complete. Please go to question E.1 (CERTIFICATION), complete the question, and click on Submit. Thank you.

A.14a PK-12	<input type="text" value="0"/>		
A.14b Elementary	<input type="text" value="1"/>		
A.14c Middle School/Junior High	<input type="text" value="1"/>		
A.14d High School	<input type="text" value="1"/>		
A.14e School/Public Combined	<input type="text" value="0"/>		
A.14 Total (A.14a - A.14e)	<input type="text" value="3"/>		

Type of Library	Avon School District	Lennox School District
A.14a PK-12		
A.14b Elementary		
A.14c Middle School/Junior High		
A.14d High School		
A.14e School/Public Combined		
A.14 Total (A.14a-A.14e)		

Questions?



How do I answer...

Do the district's libraries provide access to the following resources? (check all that apply)

B.5a	Integrated Library System (automated catalog & circulation)	<input type="checkbox"/>		
B.5b	magazines/newspapers (print)	<input type="checkbox"/>		
B.5c	interlibrary loan services	<input type="checkbox"/>		
B.5d	eBooks	<input type="checkbox"/>		
B.5e	online databases in addition to SDSL & SDLN titles	<input type="checkbox"/>		
B.5f	audiobooks (tape, CD, Playaway)	<input type="checkbox"/>		
B.5g	audio downloading subscription	<input type="checkbox"/>		
B.5h	video streaming subscription	<input type="checkbox"/>		
B.5i	DVD and/or VHS titles	<input type="checkbox"/>		
B.5j	graphic novels	<input type="checkbox"/>		

Participant guide
page 4

Library Staff...



- **Certified Teacher Librarian**
- **Certified Teacher, Not Librarian**
- **Library Paraprofessional**

C. THE PROFESSIONAL : Part 1

How many of the following individuals work in the district's libraries?

Certified Teacher Librarian

Individual holds a teaching certificate with the minimum 18 hour library endorsement or more and is paid as a teacher.

C.1a PK-12	<input type="text"/>		
C.1b Elementary	<input type="text"/>		
C.1c Middle School/Junior High	<input type="text"/>		
C.1d High School	<input type="text"/>		
C.1e School/Public Combined	<input type="text"/>		
C.1.1 Total (C.1a - C.1e)	0		

C. THE PROFESSIONAL : Part 2

On average, how many hours per week are the following individuals assigned to work in the district's libraries?

Certified Teacher Librarian

Individual holds a teaching certificate with the minimum 18 hour library endorsement or more and is paid as a teacher.

C.2a PK-12	<input type="text"/>		
C.2b Elementary	<input type="text"/>		
C.2c Middle School/Junior High	<input type="text"/>		
C.2d High School	<input type="text"/>		
C.2e School/Public Combined	<input type="text"/>		
C.2.1 Total (C.2a - C.2e)	0		

C. THE PROFESSIONAL : Part 3



On average, how many hours per day are the following individuals assigned to work in areas outside the district's libraries?

Certified Teacher Librarian

Individual holds a teaching certificate with the minimum 18 hour library endorsement or more and is paid as a teacher.

C.3a PK-12	<input type="text"/>		
C.3b Elementary	<input type="text"/>		
C.3c Middle School/Junior High	<input type="text"/>		
C.3d High School	<input type="text"/>		
C.3e School/Public Combined	<input type="text"/>		
C.3.1 Total (C.3a -C.3e)	0		

Here's a new one...

On average, how many of the district's students have checked out at least one book this year?

Guessimate this number if your automated system does not give you the information.

D.9a PK-12	<input type="text"/>		
D.9b Elementary	<input type="text"/>		
D.9c Middle School/Junior High	<input type="text"/>		
D.9d High School	<input type="text"/>		
D.9e School/Public Combined	<input type="text"/>		
D.9 Total (D.9a - D.9e)	0		

Almost out of time...



More about pre-filled questions...

District's Dakota STEP Reading Assessment

Please answer only Questions D.11e, D.11j and D.11o. The other sections of Question D.11 are pre-filled.

Grades 3-5

D.11a Advanced %	N/A	
D.11b Proficient %	N/A	
D.11c Basic %	N/A	
D.11d Below Basic %	N/A	
D.11e Growth?		

Grades 6-8

D.11f Advanced %	0%	
D.11g Proficient %	37%	

District choice...

Research and Information Fluency

What is your district's overall percentage in each of the following areas for the Research and Information Fluency category of the 8th Grade Technology Assessment?

D.12a Advanced %	<input type="text"/>		
D.12b Proficient %	<input type="text"/>		
D.12c Basic %	<input type="text"/>		
D.12d Below Basic %	<input type="text"/>		

Save

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Statistical Survey for South Dakota School Libraries 2009/2010

E. CERTIFICATION

SHOW
LAST YEAR'S
ANSWERS

As Superintendent of the above named district, I certify the information submitted in this report is correct to the best of our knowledge.

[E.1](#) Name of Superintendent

Save

Back

Next



Now you are done!!!

Edit Checks Unanswered Questions Flagged Questions **Submit Survey**

Abbott House - 17306
Submit Survey

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Submit Survey



*Questions? Comments?
Emotional Outbursts?
Call us...e-mail us...*

*We are here to
help you!*

Our phone numbers...



- State Library: 773-3131
- Daria Bossman: 773-3167
- Lee Crary: 295-3173
- Joan Upell: 295-3152
- Our toll free number: 1-800-423-6665

Thanks for coming!

