

# Broome-Tioga BOCES School Library System Plan of Service for 2006-2011

## School Library System Plan of Service Section 5 – Mission Statement, Goal Statements, Activities and Intended Results Five-Year Library System Plan of Service, July 1, 2006 – June 30, 2011

**5.1 Mission Statement:**

The Broome-Tioga BOCES School Library System supports excellence in library service through resource sharing, professional growth and development opportunities, cooperative purchasing, technology awareness programs, and educational leadership in information literacy and New York State Learning Standards.

	Elements	Goal Statement(s)	Activities	Intended Results	Results
5.2	Element 1 – Resource Sharing – Cooperative Collection Development	Continue to provide a current database of the system's union catalog of print and not-print resources.	Review annually and further develop the feasibility and implementation of the Cooperative Collection Development Plan.  The SCOOLS database includes locations for these resources.	Coordinated Cooperative Collection Development will continue to enable school library media centers to access resources in a more cost effective manner.	Follett's Titlewave has been used to coordinate orders for books for those who choose to order print materials in addition to online databases through the CCCD COSER.
Designated school libraries will retain back issues of agreed-upon periodicals.  Continue to develop and circulate the collection of library and information science support resources.			With the commitment of local district funding, the students and staff within component schools will have timely access to an expanded range of resources.	Designated holders reflected in Union List of Periodicals.	
Examine the need for and feasibility of updating the CCCD co-ser.			The text will reflect changing formats and emerging technologies.	Follett Titlewave has eased the electronic ordering process through CCCD.	

## Broome-Tioga BOCES School Library System Plan of Service for 2006-2011

5.3	Element 1 – Resource Sharing - Delivery	Coordinate the interlibrary loan of resources in a timely fashion.	BOCES will encourage and coordinate a daily delivery system among component districts.	Students and component school staff will continue to receive resources from other school districts and other types of libraries as a result of cooperative arrangements, as funding permits.	2,603 items were loaned from districts in 2005-06.  Total ILL transactions in 2005-06 6,215.
			The SCOOLS database will be the primary vehicle for processing ILL requests.		96% of interlibrary loan requests are processed through the SCOOLS database.
			Continue to accept a delivery subsidy when offered by SCRLC.		Received subsidy from SCRLC for interlibrary loan service.
5.4	Element 1 - Resource Sharing – Interlibrary Loan	Coordinate the interlibrary loan of resources in a timely fashion.	Continue to develop and circulate resources in a central collection of library and information science support resources (e.g. book pets, posters, puppets, etc.), funding permitting.	Library media specialists will be able to share in the use of resources to support their professional development and to enhance their classes and library media centers.	More materials have been added and cataloged in WebMax. The updates will also be sent as handouts for each library media specialist's SLS Handbook.
			Provide a means for school library media staff to submit monthly interlibrary loan statistics via the world wide web.	The statistical information will be downloaded and utilized in an expedient manner.	The SCOOLS database now tallies statistics for our users on a monthly basis.
		Expedite the transfer of MARC records and holdings to the central database.	Enable all schools to transfer MARC records and holdings electronically.	Up-to-date information will be available to support resource sharing.	The use of CatExpress and MARC Magician allow high quality, timely input of records into the Union Catalog.

## Broome-Tioga BOCES School Library System Plan of Service for 2006-2011

5.6	Element 2 – Technology Services – Union Catalog	Continue to provide a current database of the system’s union catalog of print and non-print resources.	Input holdings of new acquisitions by member libraries into central databases.	The database will be current and accurate. Students and staff will have increased access to the database of available resources via the SCOOLS database and online through OPALS.	Added 34,128 holdings to the Union Catalog in 2005-2006.
			Delete holdings of resources weeded or lost by member libraries.		Deleted 14,570 holdings from the Union Catalog 2005-2006.
			The feasibility of including BOCES Media Library resources in the SLS online database will be investigated.	The needs of school staff and the time involved to enter the data for the Media Library resources in two online databases will be analyzed. A decision will be made. If Media Library resources are entered into the SLS online database, each MARC record will have a note to indicate that it is available to circulate only to schools in the Broome-Tioga BOCES Media Library service.	Harry Chan of Media Flex and Randy Kick of Tek Data have had discussion about the benefits of a merged catalog.

## Broome-Tioga BOCES School Library System Plan of Service for 2006-2011

5.7	Element 2 – Technology Services – Union List of Serials	Continue to provide a current database of the system’s union catalog of print and non-print resources.	Continue to provide a current database of the system’s union catalog of print and non-print resources.	Input holdings of new acquisitions by member libraries into central databases.	The database will be current and accurate. Students and staff will have increased access to the database of available resources via the SCOOLES database and online through OPALS.
			The OCLC printout of the SCRLC region’s school periodical holdings will be purchased and distributed, funding permitting.	Provision of SCRLC region’s periodical holdings to libraries in the fall.	
5.8	Element 2 – Technology Services – Integrated Library System	Facilitate the implementation of automated circulation / catalog systems in libraries.	Provide training and support for OPALS Automation system & open source library automation. Investigate support for alternate automation systems upon request.	Library media staff will have improved utilization of their library automation system.	OPALS User groups meet at least twice a year and per district request.
			The central database for the School Library System will be used as the database for the circulation / catalog system.	Library media staff will have access to statistical information regarding collection development and resource utilization.	Current tabulated results are provided in the SLS ANNUAL REPORT.
			Make web based access to the library automation systems a standard for districts participating in the service.	Students and staff will have remote access to the OPAC and circulation status for their school and other schools.	OPALS is available as a web-based service to districts that sign up for the service.
			Support the remote patron authentication software to provide a secure environment for the use of online subscription resources. RPA has been offered to users.	The library automation systems will support secure remote access to online subscription resources.	Development of a remote patron authentication feature is underway for OPALS.
		Move forward with technologies in the area of library automation.	Maintain a cost-efficient library automation system.	Participants will experience improved functionality and compatibility in library	OPALS is offered as a cost effective solution for districts.

**Broome-Tioga BOCES School Library System Plan of Service for 2006-2011**

5.9	Element 2 – Technology Services - Other	Investigate alternative modes of professional development for library media specialists.	Explore the possibilities for providing professional development for library media specialists via School Librarians of the Southern Tier East, public libraries, the Internet, Blackboard and other options.	automation service.  Library media specialists will be able to grow professionally from in-service opportunities and ease the problem of librarians leaving their buildings to obtain professional development.	A number of opportunities will be offered online and afterschool at Teacher Centers, school districts, and BOCES.
5.10	Element 3 – Special Client Groups 1. Identify Special Client Group Needs	Support school staff as they identify and meet the needs of special client groups on an as-needed, individual basis. This will be accomplished by:  providing resources for individuals in special populations, including, but not limited to: students at risk of not meeting the NYS Learning Standards; students who speak English as a second language; gifted and talented; physically handicapped; emotionally disabled; students with attention deficit disorders; learning disabled; pregnant teenagers and teen parents; abused children; youth at risk; alternative high school and middle school students; students with low-esteem; or students experiencing problems resulting from death of a family member or friend, divorce, illness, war, suicide of friend, etc.	Continue to provide resources that may be used to meet special individual needs, including:  SCOOOLS database on the internet  Online database access  Retrospective conversion of all foreign language resources  Referrals to the BOCES SETRC for consultations and / or interlibrary loans  New York State Library referrals through NYSILL	The resource needs of individuals in special populations and the school staff who work with these individuals will continue to be supported, as needed.	A grief resource collection is available from the BOCES Media Library.  Early Literacy materials obtained through the IMLS grant are available from the BOCES Media Library.  Resources and services are provided upon request or as needed.

**Broome-Tioga BOCES School Library System Plan of Service for 2006-2011**

			Provide library media specialists with information on the NYS Talking Book and Braille Library services.		NYS State Talking Book and Braille Library Services information is sent to librarians upon receipt from the State Library.
			Maintain and distribute a list of resources that provides supportive information for staff serving students with special needs.		SETRC resource lists are distributed at all New Teacher Orientations and upon request.
5.11	Element 4 – Continuing Education and Training	Support library media specialists who face rapidly changing technologies and educational practices.	Staff development needs are continually assessed. Feedback is presented annually.	The analysis of professional development needs of the staff in member school libraries provides direction for professional improvement.	Surveys were collected via Formsite on SLS services in June 2006. 42 responded to the survey.
			<p>A professional goal plan for library media specialists may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>in-service workshops, conference days</li> <li>mentorship opportunities for new LMS'</li> <li>study groups by topic for new LMS'</li> <li>awareness of SLMS Leadership Retreat</li> <li>online user groups</li> <li>distance learning experiences</li> <li>new technologies</li> <li>individualized on-site training sessions</li> <li>opportunities for library staff to preview electronic services and resources (e.g. online databases, eBooks).</li> <li>regional, state and national</li> </ul>	Librarians and other staff within component schools will have opportunities to grow professionally and share ideas.	<p>An SLS Council meeting will be extended to a full day to allow time for professional development.</p> <p>The annual childrens' literature conference "BOOKS ABOUND!" is in the planning stages for the year 2007, postponed from 2006.</p>

**Broome-Tioga BOCES School Library System Plan of Service for 2006-2011**

			professional development opportunities.		
			The Internet and distance learning will be employed as modes of delivery.		Tech Tuesday workshop conducted at BOCES was available in Owego DL room.
			Cooperative ventures with local Teacher Centers will be encouraged.		Continued collaboration with the Teacher Center.
			Information regarding professional development opportunities offered within the SCRLC region, the state and the nation will be disseminated.		Professional development offerings were sent via listserv to member library media specialists.
			Professional print and nonprint resources will be purchased, added to the SLS Central Collection, and made available to school personnel.		Professional materials were purchased through the SLS Media Related Inservice COSER for library media specialists.

**Broome-Tioga BOCES School Library System Plan of Service for 2006-2011**

5.12	Element 5 – Consulting and Technical Assistance	Lead school library media centers in the use and integration of new technologies.	Provide awareness programs for the evaluation and introduction of new technologies (e.g. e-books, online journal and reference databases, video streaming, open source software and virtual reference software).	Students and staff will have a wide range of up-to-date resources and skills to support implementation of the NYS Learning Standards.	
			Provide workshops for library media specialists, support staff and teachers in the use of new technologies and the access to resources through the use of new technologies.		Annual Library Clerk Workshop held Nov. 3, 2005 A variety of workshops involving Plagiarism, Filamentality, SCOOLES ILL, TECH TUESDAYS (iPhoto, Mobile DL Lab, Claymation, videostreaming), Blogs, Wikis, and Podcasting, were offered this year in addition to the annual BOOKS ABOUND! children’s literature conference, November 18, 2005.
		Provide consultation and reference services.	Reference and consultation services will be offered to assist staff within component schools. These may include, but are not limited to: information services, cataloging information, bibliographies, database searches, use of online databases, CD-ROMs, etc.	Library media specialists will have a second line support system for all questions related to the area of school library media services.	SLS continues to provide reference service to library media specialists and others requesting information from our component schools.

**Broome-Tioga BOCES School Library System Plan of Service for 2006-2011**

5.13	Element 6 – Coordinated Services	**To provide service in a cost effective manner to member school districts.	Cooperative endeavors with public, academic and special libraries will be encouraged.	**Districts in the Broome-Tioga BOCES region are able to develop their collection capacities and save money through participation in Cooperative Coordinated Collection Development. Libraries may purchase print and electronic resources through this service.	Books Abound! Conference planning at SCOOLS meetings - conference postpones until November 2007
5.14	Element 7 – Awareness and Advocacy	Make members of the community more aware of legislation based on the recommendations in the Regents Commission on Libraries report and other library-related legislation.	Awareness meetings will be held and informational publications will be provided.	School administrators, elected officials and the general public will be made more aware of the need to increase the annual support and appropriations for libraries, library systems, and school library media centers.	
			Continue breakfast in-service opportunities (or a similar venue) for administrators and library media specialists. Offer Administrator of the Year Award at Breakfast.		Robert Lackie presented to administrators at the 2006 breakfast and provided a follow-up workshop for library media specialists. Doug Green, Principal at Woodrow Wilson Elementary School, Binghamton City School District is 2006 Administrator of the Year.
			Include information on the SLS web page ( <a href="http://www.btboces.org/center/resources">www.btboces.org/center/resources</a> )		

**Broome-Tioga BOCES School Library System Plan of Service for 2006-2011**

			to explain the role of a school library media specialist.		
			Point to NYLA Advocacy page for legislators' contact information.		Summer tasks 2005for SLS staff include the updating of the handbook and website.
			Provide information and resources for people who are interested in obtaining school library media certification.	All schools will have the opportunity to hire certified school library media specialists in future years.	
5.15	Element 8 – Communications among Member Libraries	Encourage and facilitate communication among school library staff within the Broome-Tioga BOCES School Library System and beyond.	An annual directory of school library media personnel, including telephone, FAX numbers, and e-mail and web site addresses, will be produced.	Networking among library media staff will be enhanced.	Directories of library media centers and personnel sent in October 2005.
			The SLS listserv, newsletters, memos, telephone, e-mail and FAX will be implemented as communication tools among library media staff. Short, separate lists of phone #, fax # and e-mail addresses will be provided for quick reference.		Delivered one page directory to library media specialists in Fall 2005.
			The School Library System web site will be maintained and will include links to the web sites of member school library media centers.		Updated regularly
			A committee was formed to update and revise the Member Plan.		More revisions made June 2006.

## Broome-Tioga BOCES School Library System Plan of Service for 2006-2011

5.17	Element 9 – Cooperative Efforts with other Library Systems	Continue to participate in regional and statewide automation planning.	<p>Membership will be maintained in the South Central Regional Library Council.</p> <p>Regular meetings of the School Library Systems within SCRLC (The SCOOLES Group) will be held to coordinate future database and on-line integrated systems for school libraries.</p> <p>The SCOOLES Group and the School Library Systems Association cooperatively plan and apply for funding to support electronic access to information, as opportunities become available.</p>	The school library media centers will receive enhanced benefits from cooperative efforts.	<p>SLS continues to be a member in South Central Regional Library Council.</p> <p>BOOKS ABOUND! is a cooperative endeavor with school and public librarians and library systems.</p> <p>SLSA collaborative purchasing supports lower costs through WALDO and NYLINK.</p>
5.18	Element 10 – Other 2. Data	Provide a means to generate data on library media services.	Assess the benefits of applying statistical analysis to library-related programs (e.g. resource utilization, staffing, etc.).	Better understanding of resource utilization, collection development, and budgetary considerations will result.	SLS will report results of surveys and evaluations of programs and services.

Elements of the plan

<http://www.btboces.org/center/resources/SLS/Plan%20of%20Service/serviceplan01-06.pdf>

Bylaws

<http://www.btboces.org/center/resources/SLS/Plan%20of%20Service/bylaws.pdf>

Current list of members

<http://www.btboces.org/center/resources/SLS/Plan%20of%20Service/directory05-06.pdf>

Member plan

<http://www.btboces.org/center/resources/SLS/MemberPlan2005.pdf>