

Capital Region BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

Element 1 Resource Sharing

Includes Cooperative Collection Development, Delivery and Interlibrary Loan

Goal Statements	Activities	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
<u>Goal related to Delivery</u> Member libraries and their communities will have improved methods of access to resources.	2006-2007 Work with CDLC to improve courier service and delivery of monographs and print resources	2006-2007 Member libraries will have faster and more accurate results from their ILL requests.	2006-2007 ILL statistics will increase. Increased satisfaction with ILL will be reported.
	2007-2008 Review with CDLC and BOCES cost for courier and delivery.	2007-2008 Delivery of materials will occur in the most cost effective manner.	2007-2008 Review of cost analysis via BOCES and CDLC.
	2008-2009 Work with CDLC to implement electronic ILL transactions.	2008-2009 Increasingly, requests and delivery of materials will be completed electronically.	2008-2009 Librarians report increased use of electronic ILL transactions.
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011 Increasingly, requests and delivery of materials will be completed electronically.	2010-2011 Librarians report increased use of electronic ILL transactions.
<u>Goal related to ILL</u> SLS will encourage resource sharing among institutions.	2006-2007 Training in use of ILL for new library media specialists (Boot Camp)	2006-2007 New librarians will be both borrowers and lenders of resources.	2006-2007 ILL statistics will increase for schools in which a new librarian has recently been hired.
	2007-2008 Advocate ILL among members.	2007-2008 At Liaison meetings – stress the value and importance of ILL stats	2007-2008 More schools will be compliant in reporting.
	2008-2009 Ensure that all new LMS's are added to the listserv as they take a new position. Keep e-mail addresses up to date.	2008-2009 More SLS members receive communication via the SLS listserv and websites	2008-2009 # and % of LMS's on the listserv will increase.
	2009-2010 Focus group will review and re-design policies	2009-2010 Each institution will be both a borrower and a lender.	2009-2010 ILL statistics will increase. % of school libraries that are active lenders and borrowers as measured by semi-annual data collection will increase.
	2010-2011		

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Goal Statements	Activities (NOT SUBMITTED TO DLD)	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
Goal Related to <u>Cooperative Collection Development</u> SLS will investigate the development of a new CCD coser.	2006-2007 Put together a sub-committee to explore interest in a new coser.	2006-2007 Librarians will re-visit the issue of CCD in the region.	2006-2007 Committee is formed and meets.
	2007-2008 Begin to plan for a new coser for schools interested in participating in CCD.	2007-2008 Draft a new coser for CCD in the Capital Region BOCES.	2007-2008 Coser is approved.
	2008-2009	2008-2009	2008-2009
	2009-2010 Actively involve schools in the coser process.	2009-2010 Multiple schools participate in the coser.	2009-2010 Members are aware of the CCD process and use it in their planning and purchasing.
	2010-2011	2010-2011	2010-2011
Goal Related to <u>ILL</u>	2006-2007	2006-2007	2006-2007
Develop a plan to ensure that all buildings are both borrowers and lenders	2007-2008 Encourage policies that reduce restriction of access.	2007-2008 More schools will have flexible lending policies.	2007-2008 ILL will increase among members
	2008-2009 Explore electronic ILL opportunities regionally.	2008-2009 School will have greater awareness of electronic ILL opportunities.	2008-2009 Electronic ILL through the system will increase.
	2009-2010 Continue to request ILL stats from all school libraries.	2009-2010 SLS will be able to document increased ILL activity in schools.	2009-2010 ILL stats will increase in more buildings.
	2010-2011	2010-2011	2010-2011

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Element 2 Technology Services

Includes Union Catalog, Union List of Serials, and Integrated Library System, other

Goal Statements	Activities (NOT SUBMITTED TO DLD)	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
Goal related to <u>Union Catalog</u> SLS will integrate electronic resources into the existing union catalog.	2006-2007	2006-2007	2006-2007
	2007-2008 Beta test selected schools to ensure network compliance.	2007-2008 Selected schools will participate in testing.	2007-2008 Electronic databases will be integrated into the catalog with no network impact.
	2008-2009	2008-2009 Union Catalog acts as a portal to online tools.	2008-2009 # and % of MARC records for online databases will increase.
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011 Union Catalog acts as a portal to online tools.	2010-2011 # and % of MARC records for online databases will increase in an ongoing manner.
Goal related to <u>Union List of Serials</u> SLS will move to eliminate the need for a Union List of Serials as more schools participate in online database research.	2006-2007 Collect Union List information from schools. Post to website.	2006-2007 Union list will be published to the website, eliminating the need for paper.	2006-2007 Usage statistics, as maintained by web tracking service, will increase.
	2007-2008 Continue database purchasing consortium.	2007-2008 More schools will purchase online databases and make greater use of NOVEL.	2007-2008 Usage statistics will increase.
	2008-2009	2008-2009	2008-2009
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011

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<p>Goal related to <u>Integrated Library System</u> SLS will ensure that all schools have web-based library catalogs and information based systems.</p>	<p>2006-2007 Provide support for library automation and technical services.</p>	<p>2006-2007 Member librarians and teachers will have greater access to technology trainings, events and other electronic learning opportunities.</p>	<p>2006-2007 # & % of trainings offered will increase.</p>
	<p>2007-2008</p>	<p>2007-2008</p>	<p>2007-2008</p>
	<p>2008-2009 Continue to encourage schools to participate in the BOCES Union catalog</p>	<p>2008-2009 More students will have access to web-based automated catalogs.</p>	<p>2008-2009 # & % of online catalogs among members will increase.</p>
	<p>2009-2010</p>	<p>2009-2010</p>	<p>2009-2010</p>
	<p>2010-2011</p>	<p>2010-2011</p>	<p>2010-2011</p>

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Element 3 Special Client Groups

Includes students with disabilities, home –schooled populations, prison populations

Goal Statements	Activities (NOT SUBMITTED TO DLD)	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
Goal related to Special Client Group #1: Non-public schools	2006-2007 Reach out to non-public schools.	2006-2007 Increase participation in SLS events.	2006-2007 # & % of non-public school librarians participate in SLS events.
	2007-2008	2007-2008	2007-2008
	2008-2009 Identify and meet with those responsible for library programs in non-public schools.	2008-2009 Increased involvement by non-public schools.	2008-2009 # & % of non-public participants in trainings and meetings.
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011
Goal related to Special Client Group #2: Students with disabilities and/or home schooled students Home-schooled students will use resources available through their school libraries.	2006-2007	2006-2007	2006-2007
	2007-2008 Prepare a training session for home-schooled organizations – parents and students.	2007-2008 A PowerPoint session will be developed by member librarians and shared via the website.	2007-2008 PowerPoint is developed and used by member librarians.
	2008-2009 Continue efforts to reach out to the home-schooling community.	2008-2009 Continued use of PowerPoint at PTA and community meetings.	2008-2009 More home-schooled students use regional and/or school library resources.
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011

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Element 4 Continuing Education and Training

Staff development and training

Goal Statements	Activities (NOT SUBMITTED TO DLD)	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
Goal #1 related to: Developing Information & Literacy Leaders	2006-2007 Develop a series of workshops on current issues in school library media.	2006-2007 SLS members will be more knowledgeable about current topics.	2006-2007 # & % of participants.
	2007-2008 Generate a list of local and regional experts as a resource for SLS members.	2007-2008 Collaboration with experts will increase the expertise of SLS members.	2007-2008 # & % of participants.
	2008-2009 Continue to work closely with regional SLS's – WSWHE, Questar and HFM – to collaborate on professional development offerings.	2008-2009 Greater depth and breadth of offerings in the region.	2008-2009 # & % of participants
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011
Goal #2 related to: Emerging Technologies SLS will build awareness and familiarity with technology issues among the membership.	2006-2007 Continue to post information about emerging technology in the listserv and newsletters.	2006-2007 Educate SLS members about online learning opportunities from a variety of providers.	2006-2007 SLS members will participate in electronic professional growth.
	2007-2008	2007-2008	2007-2008
	2008-2009 Focus on technology issues (pod casting, wikis & blogs, Library 2.0).	2008-2009 Develop a series of workshops specifically on technology issues.	2008-2009 Increased awareness and use of technology by member schools.
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011

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Element 5

Consulting and Technical Assistance Services - Visiting member libraries in an advisory role. Assisting with automation and other technology related issues. Making presentations to member library boards and other governing groups about various library issues, etc.

Goal Statements	Activities (NOT SUBMITTED TO DLD)	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
Goal #1 related to: SLS will provide advice and support to member libraries.	2006-2007 Respond to questions and requests from districts.	2006-2007 Provide advice to schools beginning the automation process or migrating to a new vendor or version.	2006-2007 School will participate more in the Union Catalog. Number of records in Union Catalog will increase.
	2007-2008 Offer initial training and support to new members through Boot Camp.	2007-2008 New librarians will report a higher comfort level using the SLS.	2007-2008 Boot Camp evaluations by participants.
	2008-2009 Make personal visits to individual libraries.	2008-2009 Individual librarians will have a stronger sense of support for their individual program.	2008-2009 Site visits to member schools will increase.
	2009-2010 Provide networks for librarians through the SLS.	2009-2010 Librarians will continue to contact the system for advice and networking opportunities.	2009-2010 Librarians contact the SLS as a first point of contact for information and advice. (Annual survey)
	2010-2011	2010-2011	2010-2011
SLS will provide advice and support to member libraries.	2006-2007 Help school librarians to build high-quality comprehensive websites.	2006-2007 School library websites will improve in quality and use of the websites will increase.	2006-2007 Measure usage statistics of library websites.
	2007-2008 Continue above	2007-2008 School library websites will improve in quality and use of the websites will increase.	2007-2008 Measure usage statistics of library websites.
	2008-2009	2008-2009	2008-2009
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011

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Element 6 **Coordinated Services** – Services the SLS does on behalf of member libraries. For example: processing and cataloging, negotiating vendor contracts for electronic databases.

Goal Statements	Activities (NOT SUBMITTED TO DLD)	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
Goal #1: Increase participation in the use of the SLS as a coordinator for online database purchases.	2006-2007 Provide coordinated online database trials for schools.	2006-2007 More schools will participate in the database purchasing process.	2006-2007 # & % of schools purchasing databases through the SLS will increase. Collect baseline usage statistics data.
	2007-2008 Provide training in use of online databases as requested by schools.	2007-2008 Librarians and teachers will have increased confidence in the use of the databases.	2007-2008 Measure usage statistics.
	2008-2009	2008-2009	2008-2009
	2009-2010 Continue to provide training.	2009-2010 Librarians and teachers will have increased confidence in the use of the databases.	2009-2010 Measure usage statistics. Compare to 07-08.
	2010-2011	2010-2011	2010-2011
Goal #2 Coordinate mentoring and partnering among members.	2006-2007 Work with new librarians to determine need for mentoring program.	2006-2007 SLS will respond to the needs of new members.	2006-2007 # & % of members indicating interest in mentoring program.
	2007-2008 Provide volunteer mentors (or electronic mentors) for members indicating interest.	2007-2008 Mentoring is provided for new professionals.	2007-2008 Evaluate process and program through participant survey.
	2008-2009	2008-2009	2008-2009
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011

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Element 7 Awareness and Advocacy

Goal Statements	Activities (NOT SUBMITTED TO DLD)	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
Goal #1 – related to local and regional level SLS will coordinate advocacy efforts that empower SLMS to be leaders in their educational communities.	2006-2007 Provide advocacy information and opportunities for member librarians.	2006-2007 LMS's will be advocates for their programs in their buildings and districts.	2006-2007 LMS's will report advocacy efforts in the annual survey.
	2007-2008 Provide mechanisms for librarians to solicit teacher advocates for libraries.	2007-2008 Teachers become advocates for strong library programs.	2007-2008 LMS's will report teacher involvement in the annual survey.
	2008-2009	2008-2009	2008-2009
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011
Goal #2 – related to state and national levels Coordinate advocacy efforts that empower SLMS to be advocates for libraries on a state and national level.	2006-2007 Maintain links to relevant advocacy toolkits.	2006-2007 LMS's will be advocates for school library programs at the state and national level.	2006-2007 LMS's will report advocacy activities in the annual survey.
	2007-2008 Continue to provide advocacy information and opportunities to member librarians.	2007-2008 LMS's will be advocates for their programs in their buildings and districts.	2007-2008 LMS's will report advocacy efforts in the annual survey.
	2008-2009 Continue to provide advocacy information and opportunities to member librarians.	2008-2009 LMS's will be advocates for their programs in their buildings and districts.	2008-2009 LMS's will report advocacy efforts in the annual survey.
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011

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Element 8 Communications among Members

Describe communications among members (school districts and non-public schools) and participants (buildings),
and the role of liaisons/communication coordinators. Provide the URL for the Member Plan.

Goal Statements	Activities (NOT SUBMITTED TO DLD)	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
Goal #1 – Utilize new technologies to increase communication to and among members	2006-2007 Initiate training in the use of blogs and wikis.	2006-2007 Librarians will be comfortable with social web applications.	2006-2007 Increased use of blogs & wikis.
	2007-2008 Make frequent updates and changes to the website.	2007-2008 Website will be useful and timely.	2007-2008 Web tracking stats.
	2008-2009 Initiate training in the use of pod casting.	2008-2009 Librarians will be comfortable with the use of audio technology.	2008-2009 Librarians will report increased use of podcasting in schools.
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011
Goal #2 – Communications to and among members will be effective and timely.	2006-2007 Add all new members to the listserv and keep the list up to date.	2006-2007 All SLS members participate in the listserv.	2006-2007 # & % of members registered for the SLS Listserv.
	2007-2008 Seek out exemplary programs and showcase them on the website and in newsletters.	2007-2008 SLS will promote and publicize the professional strengths and successes of our members.	2007-2008 SLMS will be come more visible to the professional community.
	2008-2009 Review and update SLS member plan.	2008-2009 Subcommittees will be developed to review member plan.	2008-2009 Newly revised member plan.
	2009-2010	2009-2010	2009-2010
	2010-2011 Produce new plan of service for 2011-2016.	2010-2011 All members participate in the design and development of the new Plan of Service.	2010-2011 % & % of participants at meetings.

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Element 9 Cooperative Efforts With Other Library Systems

Goal Statements	Activities (NOT SUBMITTED TO DLD)	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
Goal #1 –Maximize regional opportunities for member librarians with other library systems.	2006-2007 Coordinate with regional school and 3 R's to develop increased opportunities for SLMS.	2006-2007 Beta test connections with a few schools.	2006-2007 One or more districts are connecting electronically to CDLC Cadilac Online. Capital Region BOCES catalog is connected electronically to CDLC Cadilac Online.
	2007-2008	2007-2008	2007-2008
	2008-2009 Submit SLS training events to the regional calendar.	2008-2009 Continue regional calendar of events for Capital Area SLMS in 4 BOCES.	2008-2009 # % & of members participating in regional offerings will increase.
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011
Goal #2 – Maximize regional opportunities for member librarians with other types of libraries.	2006-2007 Work toward a link with CDLC for our BOCES Union Catalog.	2006-2007 More schools link electronically to regional union catalog.	2006-2007 # & % of schools linked to CDLC regional catalog will increase.
	2007-2008 Collaborate with CDLC for the development and implementation of electronic ILL.	2007-2008 Schools will beta test the use of ILL via electronic format.	2007-2008 Schools will use electronic ILL as measured by usage stats.
	2008-2009	2008-2009	2008-2009
	2009-2010	2009-2010	2009-2010
	2010-2011	2010-2011	2010-2011