

FIVE-YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems)

SECTION 1 - GENERAL INFORMATION

No Narratives

SECTION 2 - SYSTEM GOVERNANCE

2.3 Indicate by whom the Board/Council Members are appointed/elected.

BOCES Council in July

SECTION 3 - MEMBER SERVICES

1. Level of Service and Service(s) Provided

The school libraries in the OCM BOCES School Library System create libraries without walls through the cooperative efforts of Union Catalog development. Library Media Specialists, staff and students use the Online Union Resource Sharing (OURS) Catalog in their school libraries and classrooms for instruction and to locate resources in area schools for sharing through school-to-school interlibrary loan. School resources are available through the OURS catalog of over 423,000 titles representing over 1,167,000 school holdings.

This service provides database development of new resources purchased by each component school library to produce an updated web based School Library System Union Catalog that provides access to each participating school library within the OCM region. The OURS catalog provides a collection development tool and access to review and download MARC records into their local catalog, and The web version includes real time updates and a school-to-school interlibrary loan component. Access to the school-to-school interlibrary loan is available through a username and password.

This service is also a clearinghouse for the handling and delivery of all interlibrary loan transactions between schools.

School Library Systems and school Library Media Centers collaborate with the educational community to:

- provide a means for students to develop information literacy skills and strategies that are essential for their success,*
- support the NYS Learning Standards and student achievement,*
- provide professional development opportunities,*
- strengthen instructional practices, and*
- engage students in the learning process through the use of these varied resources.*

1. Level of Service and Service(s) Provided

The expanded interlibrary loan component includes verification and solicitation of books, periodicals and resources in

various formats from sites outside the jurisdiction of Onondaga-Cortland-Madison County component school districts. These sites include: New York State Library, Onondaga County Public Library, academic, public or special libraries within the United States. The SLS will provide resources from international locations when appropriate. If you use the Interlibrary Loan services from the SLS office, this service is available.

Customized searches, including scientifically-based research, are conducted by a certified library media specialist on any topic to meet the educational and information needs of staff and students. Searches result in a bibliography of documents meeting the specific criteria of the requestor. In addition, access to full text documents is available through the interlibrary loan service of the School Library System.

1. Level of Service and Service(s) Provided

The CCD service addresses:

- sharing the purchase of resources that no single library can afford; and*
- distributing collection responsibilities among a group of libraries in which differences in subjects collected occur.*

School libraries are not able to purchase all the library books and information resources which they need to meet the informational needs of students and staff. This service will allow schools to create areas of authority within the region for all types of information in various formats (print/video/DVD etc). These resources will be made available for resource sharing through Interlibrary Loan.

The School Library System will provide a cooperative collection development service that will build specialized library collections for the purpose of resource sharing. This service will coordinate acquisition of specialized library materials that meet SLS Cooperative Collection Development (CCD) criteria for need, cost, topic and general usefulness for members of the SLS as a whole. Collections will be housed in respective member buildings. It is not meant to build core collections of library materials, but to provide subject-based specialized resources in differing content areas and to support curriculum initiatives.

1. Level of Service and Service(s) Provided

The SLS provides direct access to remote electronic information and instructional library resources including periodicals (many full text), newspapers, references and visual images to participating school libraries. The SLS offers training in bibliographic instruction of online search strategies and technical support to library media personnel. These online resources allow staff and students access to timely and authoritative information on relevant topics that support the Learning Standards.

Base Service – In order to purchase these subscriptions through this CoSer, a district must subscribe to the base service which includes: assistance and guidance with selection and purchase of resources to meet specific instructional needs and the development of instructional objectives, set up trails, meet with representatives for consortium pricing models and act as a liaison between the Regional Information Center on connectivity and NYS Library Initiatives (NOVEL).

Subscriptions are listed in a menu style for schools to pick and choose.

Example subscriptions may include:

ABC-CLIO Social Studies, AP Photos Archive, C.E.R.F. – Curriculum Education Resource Finder (directory of educational website), EBSCOHost, Facts on File, Gale Collection - Student Resource Center: Gold, Silver, Bronze, Junior, etc., Grolier's, MAPS101, NY Times, ProQuest SIRS, and World Book

Remote Access will be available within contract.

1. Level of Service and Service(s) Provided

The School Library System will provide coordination, consultation and administration to plan, implement and support a regional automation service. This service provides training of component school staff.

Basic Automated Library Supports includes: consulting on collection development issues, installation and implementation of the system, staff training, telephone and question/answer support, vendor negotiations, importing and exporting of MARC records and license agreement fees.

Ongoing Library Automation Support for libraries in their second or subsequent years of automation includes support for software updates, annual licensing fee, and training of new or existing staff. The service also includes customizing databases, the generation of customized reports, implementation of web gateway access, remote access or on-site technical support and consultation. The service provides for annual patron database upload with barcodes, for support and resolution procedures for the physical inventory process as well as procedures for library database disaster recovery.

MARC Conversion Service provides conversion of records to machine readable (MARC) format. This service provides uploads to the local school catalog and the Union Catalog (OURS) for resource sharing through Interlibrary Loan. An adjustment to service contract must be generated from the SLS office or district business office in order to request MARC records and is aidable. Your Automation Specification sheet (spec sheet) on file with the SLS office will be used to customize your MARC records.

SECTION 4 - PLANNING

4.1 Describe the process used to assess member needs in the development of the system's Plan of Service.

The process used to develop the Plan of Service was as followed:

- Results of the comment section of the annual survey.*
- Utilizing the narrative section on the most important SLS services.*
- Improvements and/or expand upon the goals the librarians has for the following year.*
- Discussion at liaison meetings, council meetings and e-mails sent by both.*
- Review of CoSer services provided.*

4.2 Identify the groups involved in development of the Plan of Service and each group's role.

The planning process began with the liaison meeting in September 2006. The present Plan of Service was reviewed and the format for Goals, Intended Results, and the new section Evaluation method for the 2006-2011 were discussed. The director's goals for the year complemented the development of the new Plan of Service. Time was allocated at two liaison and one council meeting for the development of the Plan of Service Draft. School Library System directors in the Central New York region met to discuss cooperative activities that provide more effective and efficient delivery of services. The final draft was accepted and approved by the SLS Council on March 29, 2006.

4.7 Briefly describe the process for approval of the Plan of Service. School library systems must include the Council's role in the approval.

The School Library System Council is responsible for approval of the Plan of Service considering liaison members input. The council works with the director to: recommend policy, do long-range and short-term planning, and evaluate the system's services. The Plan of Service is submitted to the BOCES District Superintendent. The State Education Department has final approval of the Plan of Service.

4.8 Briefly describe the information that will be collected to evaluate whether or not the system achieved the intended results of the plan.

An annual survey of the system programs and services is posted on the SLS web site. When the annual survey is available to access a notification is sent out through the listserv. All system services & professional development activities are evaluated by participants as to the effectiveness of the program in enhancing their professional skills. An evaluation of goals and objectives, based on the outline of the Plan of Service, is submitted by the system director to the Council and to BOCES Assistant Superintendent for Instructional Support Services. The Council will review the results of the evaluation and the director's report and use the information to revise the Plan of Service. The liaisons will continue to provide insight on the effectiveness of existing policies and procedures.

4.9 Briefly describe the methods that will be used to determine whether the system's customers were satisfied with the system's services.

The annual survey rates the SLS services on a four-point scale: 1-Strongly Agree, 2-Agree, 3-Disagree, 4-Strongly Disagree. The results are shared with the Council and liaisons to determine if accomplishments are aligned with Plan of Service goals and activities. The Council will review the results and revise Plan of Service when appropriate.

Customer satisfaction will also be determined through workshop evaluation feedback, Council and Liaison comments at meetings, and SLS staff will discuss member satisfaction of services as part of school visitations.

4.10 Briefly describe how the information on customer satisfaction will be used to shape the system's plan in the next year or in the following planning cycle.

Each year the Council will use the annual survey in addition to other feedback results to develop recommended activities and amendments for the following year.

4.11 Briefly describe the process for revising the system's Plan of Service for submission to the New York Education Department/New York State Library.

The process for revising the system's Plan of Service for the submission to the New York Education Department/New York State Library was done at the liaison and council meetings.

SECTION 5 - GOALS/RESULTS

5.1 The Library System's Mission Statement (see instructions for definition)

The OCM BOCES School Library System is a consortium of professionals and staff who provide vision, leadership and services to the educational community. We continue to focus on excellence in providing access to information, sharing resources and ideas, and developing life-long learners.

1. Goal Statement

RESOURCE SHARING

Increase and improve access to member school library resources.

3. Intended Result(s)

Expand resources to support NYS Learning Standards and Curriculum.

4. Evaluation Method(s)

Annual Survey feedback.

Informal sharing at liaison and council meetings.

Statistical reports.

1. Goal Statement

RESOURCE SHARING

Expand and increase participation of Cooperative Collection Development service.

3. Intended Result(s)

Provide development of focused collections to support instruction beyond basic curriculum resources.

4. Evaluation Method(s)

Budgets reports

Statistical reports

Annual Survey feedback

1. Goal Statement

RESOURCE SHARING

Provide efficient delivery system to maximize reliability and minimize turnaround time for all member libraries.

3. Intended Result(s)

Resource sharing will enhance the availability of library/information resources to support standards-based instruction and student learning.

4. Evaluation Method(s)

Annual Survey feedback

Statistical reports

1. Goal Statement

RESOURCE SHARING

Enhance ability of SLS members to share with and receive materials from other types of libraries within the region and nationally.

3. Intended Result(s)

Provide access to resources to library community as a member of a resource sharing network.

4. Evaluation Method(s)

Annual Survey feedback

Informal sharing at liaison and council meetings

statistical reports

1. Goal Statement

RESOURCE SHARING

Provide access to and promote the use of professional & School Library resources, and library verification tools for members.

3. Intended Result(s)

Provide access to resources to library community as a member of a resource sharing network.

4. Evaluation Method(s)

Annual Survey feedback

Informal sharing at liaison and council meetings

Statistical reports

2. Goal Statement

Investigate Federated Searching Tools

4. Intended Result(s)

Year 1 - Make recommendations with the liaison members.

Year 2 - Pilot the recommendations.

Year 3-5 - Implementation and successful use of a Federated search tool

5. Evaluation Method(s)

Informal sharing at liaison and council meeting

Annual Survey

Statistical reports

1. Topic

RESOURCE SHARING

Federated Search

1. Goal Statement

Element 2 - TECHNOLOGY SERVICES

Maintain and expand the Online Union Catalog.

3. Intended Result(s)

Expand resources to support curriculum & recreational reading.

4. Evaluation Method(s)

Annual Survey

Monitor ILL Statistics

1. Goal Statement

Element 2 - TECHNOLOGY SERVICES

Examine Union Catalog patterns of k - 4, 5-8, and 9-12 grade levels. (2009-11)

3. Intended Result(s)

Opportunity to share the results in order to reduce cross collection redundancy; free up resources to fill gaps in the collection/curriculum.

4. Evaluation Method(s)

Annual survey

Monitor ILL statistics

Informal sharing at liaison and council meetings

1. Goal Statement

Element 2 - TECHNOLOGY SERVICES

Align the results of holding patterns to the learning standards/curriculum (2009-2011).

3. Intended Result(s)

Opportunity to share the results in order to reduce cross collection redundancy; free up resources to fill gaps in the collection/curriculum.

4. Evaluation Method(s)

Annual Survey

Monitor ILL statistics

Informal sharing at Liaison and Council meetings

1. Goal Statement

Element 2 - TECHNOLOGY SERVICES

Eliminate the management of the Union List of Serials per requests from the Annual Survey results.

3. Intended Result(s)

Patrons will use online subscription services for pereiocical access.

4. Evaluation Method(s)

Informal sharing at liaison and council meetings

1. Goal Statement

Element 2 - TECHNOLOGY SERVICES (Integrated Library System)

Works towards having a live, integrated system for library automation CoSer members.

3. Intended Result(s)

Improve access and delivery of resources.

Provide status reflection of local library holdings for members in library automation service.

4. Evaluation Method(s)

Annual Survey

Informal sharing at liaison and council meetings.

Monitor ILL statistics

1. Goal Statement

Element 2 - TECHNOLOGY SERVICES

E-Books - Expand information services to adapt to changing needs and technologies ex. ebooks, audio books, MP3's.

3. Intended Result(s)

Ability to provide to members emerging technologies to support curriculum initiatives as appropriate.

4. Evaluation Method(s)

Annual Survey

Informal sharing at liaison and council meetings

1. Goal Statement

Element 2 - TECHNOLOGY SERVICES

Digitization - Explore Opportunities for using digitization to enhance the availability of resources to contribute to educational use of digital records.

3. Intended Result(s)

Districts will have a streamlined process for accessing appropriate digitization resources supporting standards based instruction.

4. Evaluation Method(s)

Annual Survey,

Informal sharing at liaison and council meetings.

1. Goal Statement

Element 2 - TECHNOLOGY SERVICES

Electronic Information Sources - Maintain and expand SLS website as portal to services and resources.

3. Intended Result(s)

SLS website is linked to member libraries for access to appropriate resources library related.

Library staff integrates new information and is able to share with the school community.

4. Evaluation Method(s)

Annual Survey

Informal sharing at liaison and council meetings.

1. Goal Statement

Element 2 - TECHNOLOGY SERVICES

Facilitate access to electronic library resources for member libraries support learning standards.

3. Intended Result(s)

Provide value added pricing for districts; increase online database options as requested.

4. Evaluation Method(s)

Annual Survey

Budget data

Informal sharing at liaison and council meetings

1. Goal Statement

Element 2 - TECHNOLOGY SERVICES

Electronic Information Sources - Provide members the opportunities to use data analysis tools for student assessment in order to align the library program with student learning needs.

3. Intended Result(s)

Library Media Specialists integrates assessment results into instruction, Collection Development and programing decisions.

4. Evaluation Method(s)

Annual Survey

pilot Partners in Achievement: Libraries & Students (P.A.L.S.) project.

Informal sharing at liaison and council meetings.

2. Goal Statement

Contact BOCES programs OCC Ed., workforce Prep, Alternative Ed and Special Ed to address specific needs of staff/students relating to SLS services. (such as ILL borrowing)

4. Intended Result(s)

Teachers & Students will have access to information for meeting special client needs in school community.

Presentations to staff and students will provide them with information literacy skills and strategies.

5. Evaluation Method(s)

Workshop attendance and feedback.

1. Topic

Element 3 - SPECIAL CLIENT GROUPS

2. Goal Statement

Expand SLS's role in supporting BOCES programs. For example: BETAC, SETRC, SSSN, and other regional networks.

4. Intended Result(s)

Make use of existing networks to help schools meet the needs of special client groups and provide consultant services as requested.

Library staff and teachers will have access to information for meeting special client needs in school community.

Presentations to staff and students will provide them with information literacy resource skills and strategies.

SLS web pages will meet accessibility standards when possible.

Make use of existing networks to help schools meet the needs of special client groups and provide consultant services as requested.

5. Evaluation Method(s)

Workshop attendance and feedback.

Statistics

1. Topic

Element 3 - SPECIAL CLIENT GROUPS

2. Goal Statement

Support BETAC, SSSN, and teacher center online library catalog collections for resource sharing and collection development.

4. Intended Result(s)

Teachers and students will have access to information for meeting special client needs in school community.

Presentations to staff and students will provide them with information literacy skills and strategies.

Make use of existing networks to help schools meet the needs of special client groups and provide consultant services as requested.

5. Evaluation Method(s)

Workshop attendance and feedback.

Statistics

1. Topic

Element 3 - SPECIAL CLIENT GROUPS

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

Provide Professional Development and continuing education opportunities which meet member school district needs and promote awareness of system services.

3. Intended Result(s)

Continue with regional fall conference for LMS professional growth & networking opportunities.

4. Evaluation Method(s)

Number in attendance and evaluation results

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

SLS will foster and Promote teacher/librarian collaboration initiatives.

3. Intended Result(s)

Librarians will become instructional leaders and serve on curriculum committees.

Offer professional development workshops.

4. Evaluation Method(s)

Number in attendance and evaluation results.

Membership identified through member plan.

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

SLS staff will visit 25% of schools annually.

3. Intended Result(s)

SLS will provide consultation, advice and supplemental resources as needed.

Librarians will become instructional leaders and serve on district/school curriculum committees.

4. Evaluation Method(s)

Feedback from librarians

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

SLS staff will provide opportunities for information seeking skills and strategies aligned with NYS Learning Standards.

3. Intended Result(s)

Librarians will become instructional leaders and serve on district/school curriculum committees.

Librarians will understand New York State Learning Standards to align information literacy instruction.

Library personnel will increase professional skills in instructional methodology, collection development, technology and information literacy.

4. Evaluation Method(s)

Informal sharing at liaison and council meetings.

Number in attendance and comments from sessions.

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

To improve library instruction in information literacy skills, and library collections by linking to identified student learning needs on state assessments (Partners in Achievement: Libraries & Students, P.A.L.S.).

3. Intended Result(s)

A model will be developed to understand the process.

Librarians will become instructional leaders and serve on curriculum committees.

Library-media specialist develop capacity to participate in collaborative building district processes utilizing student achievement data to make instructional and program decisions.

Assessment training will address the nature and format of the NYS assessment program, with emphasis on ELA 5-8 and library and information skills in core content areas.

Data analysis will focus on the type of reports such as those through COGNOS and Data Mentor.

Library personnel will increase professional skills in instructional methodology, collection development, technology and information literacy.

Offer professional development workshops at various times and places.

4. Evaluation Method(s)

Informal sharing at liaison and council meetings.

Evaluation of Partners in Achievement: Libraries & students (P.A.L.S.) project.

Number in attendance and comments from sessions.

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

Explore the importance of state test results and connection to a successful library program.

3. Intended Result(s)

Librarians will become instructional leaders and serve on curriculum committees.

Librarians will analyze state assessment test items to determine direct connections to information literacy instruction.

Library personnel will increase professional skills in instructional methodology, collection development, technology and information literacy.

Offer professional development workshops at various times in various places.

4. Evaluation Method(s)

Informal sharing at liaison and council meetings.

Number in attendance and comments from sessions.

Data analysis.

Partners in Achievement: Libraries & students (P.A.L.S.) project evaluation results.

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

Librarians will understand essential elements of curriculum mapping.

3. Intended Result(s)

Librarians will be able to adapt their lesson plans to district curriculum mapping.

Librarians will work collaboratively with teachers developing lesson plans using curriculum mapping.

Library personnel will increase professional skills in instructional methodology, collection development, technology and information literacy.

4. Evaluation Method(s)

Informal sharing liaison and council meetings.

Annual survey results.

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

Develop a database of regional LMS's specific expertise.

3. Intended Result(s)

Online databases will be available for members to use.

Offer professional development workshops at various times and places.

4. Evaluation Method(s)

Informal sharing at liaison and council meetings.

Number in attendance and comments from sessions.

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

SLS will provide staff development for library aides.

3. Intended Result(s)

Staff will be more knowledgeable about SLS procedures.

Offer professional development workshops at various times and places.

4. Evaluation Method(s)

Informal sharing at liaison and council meetings.

Number in attendance and comments from sessions.

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

Provide training on the integration of SLS services: ie online library resources, into the curriculum.

3. Intended Result(s)

Increased use of online library resources by the LMS in their instruction.

Increased use of online library resources by students.

4. Evaluation Method(s)

Annual survey results.

Meeting attendance.

Informal sharing at liaison and council meetings.

1. Goal Statement

Element 4 - CONTINUING EDUCATION AND TRAINING

SLS staff will provide onsite/visitation training session to 25% of member libraries annually to share resources and to support instruction.

3. Intended Result(s)

Ability to provide customized training/services to school staff to increase utilization of SLS services.

4. Evaluation Method(s)

Annual survey results.

Meeting attendance.

Informal sharing at liaison and council meetings.

1. Goal Statement

Element 5 - CONSULTING AND TECHNICAL ASSISTANCE SERVICES

Investigate and disseminate on information emerging technologies, electronic resources, and provide feedback when appropriate.

3. Intended Result(s)

Librarians will receive timely and appropriate information enabling them to make informed decisions.

4. Evaluation Method(s)

Annual survey results.

Informal sharing at liaison and council meetings.

1. Goal Statement

Element 5 - CONSULTING AND TECHNICAL ASSISTANCE SERVICES

Facilitate the access to online library resources.

3. Intended Result(s)

Librarians have one point of contact for electronic services enabling them to focus on instructional initiatives.

4. Evaluation Method(s)

Annual survey results.

Informal sharing at liaison and council meetings.

1. Goal Statement

Element 5 - CONSULTING AND TECHNICAL ASSISTANCE SERVICES

Disseminate information on grants, state and Federal funding and initiatives to member libraries.

3. Intended Result(s)

Districts and member librarians will have access to grant opportunities that assist & promote school library resources.

4. Evaluation Method(s)

SLS will be informed of grants that are funded, through communication.

Informal sharing at liaison and council meetings.

1. Goal Statement

Element 6 - COORDINATED SERVICES

To negotiate consortia prices for online, print and non-print materials for member libraries.

3. Intended Result(s)

Librarians have value added resources to choose from to support NYS Learning Standards & recreational reading.

4. Evaluation Method(s)

Resources are selected through various CoSer's.

1. Goal Statement

Element 6 - COORDINATED SERVICES

Coordinate services with BOCES regional network programs (BETEC, SSSN, Reading First, and SETRC, teacher centers, other library systems, regional & state associations to enhance & support school library programs.

3. Intended Result(s)

Librarians, staff and students would benefit from resource sharing and curriculum initiatives among these networks.

4. Evaluation Method(s)

Annual survey feedback.

Statistical reports.

Informational sharing on listserv and liaison & council meetings.

1. Goal Statement

Element 7 - AWARENESS AND ADVOCACY

Provide leadership and advocacy on the local, regional, state and national level.

3. Intended Result(s)

Will provide the educational community with resources on how school library media programs positively affect student achievement.

Partners in Achievement: Libraries & Students (PALS) Improving Student Achievement through Data Use for Library-Media Specialists project will enhance credibility of SLS schools & Library programs within the region & beyond.

Will result in greater awareness and support from the community concerning the library program.

4. Evaluation Method(s)

Partners in Achievement: Sibraries & Students (PALS) Improving Student Achievement through Data Use for Library-Media Specialists project feedback

Informal sharing at liaison and council meetings.

Annual survey feedback.

1. Goal Statement

Element 7 - AWARENESS AND ADVOCACY

Communicate with member districts, administration and staff about the importance of library systems.

3. Intended Result(s)

Will result in greater awareness and support from the community concerning the library program & system efforts.

4. Evaluation Method(s)

Board, district building presentations as requested.

ILL statistics

Informal sharing at liaison, council meetings, and listserv.

Annual survey feedback

1. Goal Statement

Element 7 - AWARENESS AND ADVOCACY

Provide links on the SLS website that prvide usefull information on School Library Media Program issues.

3. Intended Result(s)

The librarians & others will have access to reliable and accurate information on awarness and advocacy to develop promotional presentation.

4. Evaluation Method(s)

Annual survey feedback.

Informal sharing at liaison and council meetings.

1. Goal Statement

Element 8 - COMMUNICATIONS AMONG MEMBER LIBRARIES

Continue to offer and promote communication of all kinks that enhances ability of member libraries to work together efficiently.

3. Intended Result(s)

Promote better communication among members.

Increase and strengthen communication on a variety of levels

Keep library staff informed to facilitate appropriate decision making.

4. Evaluation Method(s)

Informal sharing at liaison and council meetings.

Annual survey feedback.

1. Goal Statement

Element 8 - COMMUNICATIONS AMONG MEMBER LIBRARIES

Liaisons will attend five meetings a year to discuss issues of system & school library services to disseminate among their librarians & district.

3. Intended Result(s)

All librarians in the OCM region will be informed concerning SLS services, programs, and relevant school library media issues.

4. Evaluation Method(s)

Annual survey feedback.

Informal sharing at liaison and council meetings.

1. Goal Statement

Element 9 - COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

Continued cooperation with other library systems will enrich system activities and make a contribution to regional and statewide library service.

3. Intended Result(s)

OCM librarians will have the opportunity to hear national and international speakers at conferences and workshops sponsored by the school library systems.

All types of libraries will actively participate in the common goal of resource sharing.

Utilize expertise of other library professionals and/or types of library systems to participate in the common goal of resource sharing.

4. Evaluation Method(s)

Program Evaluations.

Annual survey feedback

Informal sharing at liaison and council meetings.

Attendance

Onondaga-Cortland-Madison BOCES SLS

FIVE-YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems)

SECTION 1 - GENERAL INFORMATION

July 1, 2006 - June 30, 2011

- | | |
|--|---|
| 1.1 Name of System | Onondaga-Cortland-Madison BOCES School Library System |
| 1.2 Street Address | 6075 East Molloy Road, Rodax 7 |
| 1.3 City | Syracuse |
| 1.4 Zip Code | 13211 |
| 1.5 Four Digit Zip Code Extension (enter N/A if unknown) | 4774 |
| 1.6 Telephone Number (enter 10 digits only) | (315) 433-2665 |
| 1.7 Fax Number (enter 10 digits only) | (315) 433-2649 |
| 1.8 E-Mail Address of the System Director | jdzikowski@ocmboces.org |
| 1.9 System Home Page URL | http://sls.ocmboces.org |
| 1.10 Date of Establishment | 7/1/1985 |
| 1.13 Square Mileage of System Service Area | 1,433 |
| 1.14 Population of System Service Area | N/A |
| 1.15 Type of System | SLS |

SECTION 2 - SYSTEM GOVERNANCE

BYLAWS

- 2.1 URL of Current Governing Bylaws <http://sls.ocmboces.org/Forms%20and%20Documents%20Tab/Council%20ByLaws.pdf>

APPOINTMENT/ELECTION OF BOARD/COUNCIL

- 2.2 Board/Council Appointment/Election - Indicate whether the Board/Council Members are appointed or elected (select one). Appointed
- 2.3 Indicate by whom the Board/Council Members are appointed/elected. Response has been entered

ADVISORY GROUPS

- 2.4 Advisory Groups - Indicate the groups that advise the Board/Council. (check all that apply):
- a. Director's Advisory Council 1
 - b. Member Advisory Council 1
 - f. Co-ser Advisory Committee 0
 - g. Other (specify using the State note) 0

SECTION 4 - PLANNING

NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN

- 4.1 Describe the process used to assess member needs in the development of the system's Plan of Service. Response has been entered
- 4.2 Identify the groups involved in development of the Plan of Service and each group's role. Response has been entered
- 4.6 URL of the system's Member Plan (2006-2011) <http://sls.ocmboces.org/services.asp?id=1>

APPROVAL OF THE PLAN

- 4.7 Briefly describe the process for approval of the Plan of Service. School library systems must include the Council's role in the approval. Response has been entered

EVALUATION

- 4.8 Briefly describe the information that will be collected to evaluate whether or not the system achieved the intended results of the plan. Response has been entered
- 4.9 Briefly describe the methods that will be used to determine whether the system's customers were satisfied with the system's services. Response has been entered
- 4.10 Briefly describe how the information on customer satisfaction will be used to shape the system's plan in the next year or in the following planning cycle. Response has been entered

REVISION PROCESS

- 4.11 Briefly describe the process for revising the system's Plan of Service for submission to the New York Education Department/New York State Library. Response has been entered

Library System Plan of Service – Section 5 (Mission Statement, Goal Statements, Intended Results and Evaluations Methods)
July 1, 2006 – June 30, 2011

A. Mission Statement:

The OCM BOCES School Library System is a consortium of professionals and staff who provide vision, leadership and services to the educational community. We continue to focus on excellence in providing access to information, sharing resources and ideas, and developing life-long learners.

Elements 1-13	Goal Statements	Intended Results	Evaluation Methods	07	08	09	10	11
1. RESOURCE SHARING Resource sharing will enhance the availability of library/information resources to support standards-based instruction and student learning								
A. Cooperative Collection Development	1. Increase and improve access to member school library resources. 2. Expand and increase participation of Cooperative Collection Development service.	Expand resources to support NYS Learning Standards and Curriculum Provide development of focused collections to support instruction beyond basic curriculum resources	Annual Survey feedback Budget reports Statistical reports Annual Survey feedback	X	X	X	X	X
B. Delivery	Provide efficient delivery system to maximize reliability and minimize turnaround time for all member libraries.	Resource sharing will enhance the availability of library/information resources to support standards-based instruction and student learning.	Annual Survey feedback Statistical reports	X	X	X	X	X
C. Interlibrary Loan	1. Enhance ability of SLS members to share with and receive materials from other types of libraries within the region and nationally. 2. Provide access to and promote the use of professional & School Library resources, and library verification tools for members.	Provide access to resources to library community as a member of a resource sharing network Provide access to resources to library community as a member of a resource sharing network	Annual Survey feedback Informal sharing at liaison and council meetings Statistical reports	X	X	X	X	X

1. RESOURCE SHARING (cont.) D. Federated Search	Investigate Federated Searching Tools	Year 1 – Make recommendations with the liaison members Year 2 - Pilot the recommendations Year 3-5 - Implementation and successful use of a Federated search tool	Informal sharing at liaison and council meetings Statistical reports Annual Survey	X	X	X	X	X
2. TECHNOLOGY SERVICES The School Library System will assist and encourage member libraries to integrate the use of technology to improve the quality of library service instruction and learning within the region.								
A. Union Catalog	1. Maintain and expand the Online Union Catalog 2. Examine Union Catalog patterns of k - 4, 5-8, and 9-12 grade levels. (2009-11)	Expand resources to support curriculum & recreational reading Opportunity to share the results in order to reduce cross collection redundancy; free up resources to fill gaps in the collection/curriculum	Annual Survey Monitor ILL statistics Annual Survey Monitor ILL statistics Informal sharing at liaison and council meetings	X	X	X	X	X
B. Union List of Serials	Eliminate the management of the Union List of Serials per requests from the Annual Survey results	Patrons will use online subscription services for periodical access	Informal sharing at liaison and council meetings	X				
C. Integrated library System	Works towards having a live, integrated system for library automation CoSer members.	Improve access and delivery of resources. Provide status reflection of local library holdings for members in library automation service.	Annual Survey Monitor ILL statistics Informal sharing at liaison and council meetings	X	X	X	X	X
D. E-Books	Expand information services to adapt to changing needs and technologies ex. ebooks, audio books, MP3's	Ability to provide to members emerging technologies to support curriculum initiatives as appropriate.	Annual Survey Informal sharing at liaison and council meetings	X	X	X	X	X
E. Digitization	Explore Opportunities for using digitization to enhance the availability of resources to contribute to educational use of digital records	Districts will have a streamlined process for accessing appropriate digitization resources supporting standards based instruction.	Annual Survey Informal sharing at liaison and council meetings	X	X	X	X	X

F. Electronic Information Sources	1. Electronic Information Sources - Maintain and expand SLS website as portal to services and resources.	SLS website is linked to member libraries for access to appropriate resources library related. Library staff integrates new information and is able to share with the school community	Annual Survey Informal sharing at liaison and council meetings	X	X	X	X	X
	2. Facilitate access to electronic library resources for member libraries that support learning standards.	Provide value added pricing for districts; increase online database options as requested	Annual Survey Budget data Informal sharing at liaison and council meetings	X	X	X	X	X
	3. Provide members the opportunities to use data analysis tools for student assessment in order to align the library program with student learning needs.	Library Media Specialists integrates assessment results into instruction, Collection Development and programming decisions.	Annual Survey Pilot Partners in Achievement: Libraries & Students (P.A.L.S.) project Informal sharing at liaison and council meetings.	X	X	X	X	X
	4. Contact BOCES programs OCC Ed., workforce Prep, Alternative Ed and Special Ed to address specific needs of Staff/students relating to SLS services (such as ILL borrowing).	Teachers & Students will have access to information for meeting special client needs in school community. Presentations to staff and students will provide them with information literacy skills and strategies.	Workshop attendance and feedback	X	X	X	X	X
3. SPECIAL CLIENT GROUPS The School Library System will make use of existing networks to help schools meet the needs of special client groups and provide consultant services as requested	1. Expand SLS's role in supporting BOCES programs. For example: BETAC, SETRC, SSSN, and other regional networks	Make use of existing networks to help schools meet the needs of special client groups and provide consultant services as requested. Library staff and teachers will have access to information for meeting special client needs in school community. Presentations to staff and students will provide them with information literacy resource skills and strategies. SLS web pages will meet accessibility standards when possible.	Workshop attendance and feedback Statistics	X	X	X	X	X

3. SPECIAL CLIENT GROUPS (cont.)	2. Support BETAC, SSSN, and teacher center online library catalog collections for resource sharing and collection development	<p>Teachers and students will have access to information for meeting special client needs in school community.</p> <p>Presentations to staff and students will provide them with information literacy skills and strategies.</p> <p>Make use of existing networks to help schools meet the needs of special client groups and provide consultant services as requested.</p>	Workshop attendance and feedback Statistics	X	X	X	X	X
4. CONTINUING EDUCATION AND TRAINING The School Library System will continue to assess needs and provide professional development opportunities that support excellent library service.	1. Provide Professional Development and continuing education opportunities which meet member school district needs and promote awareness of system services.	Continue with regional fall conference for LMS professional growth & networking opportunities.	Number in attendance and evaluation results	X	X	X	X	X
	2. SLS will foster and promote teacher/librarian collaboration initiatives.	<p>Librarians will become instructional leaders and serve on curriculum committees.</p> <p>Offer professional development workshops.</p>	Number in attendance and evaluation results Membership identified through member plan	X	X	X	X	X
	3. SLS staff will visit 25% of schools annually.	<p>SLS will provide consultation, advice and supplemental resources as needed.</p> <p>Librarians will become instructional leaders and serve on district/school curriculum committees.</p>	Feedback from librarians	X	X	X	X	X
	4. SLS staff will provide opportunities for information seeking skills and strategies aligned with NYS Learning Standards.	<p>Librarians will become instructional leaders and serve on district/school curriculum committees.</p> <p>Librarians will understand New York State Learning Standards to align information literacy instruction.</p> <p>Library personnel will increase professional skills in instructional methodology, collection development, and technology and information literacy.</p>	Informal sharing at liaison and council meetings Number in attendance and comments from sessions	X	X	X	X	X

<p>4. CONTINUING EDUCATION AND TRAINING (cont.)</p>	<p>5. Explore the importance of state test results and connection to a successful library program.</p>	<p>Librarians will become instructional leaders and serve on curriculum committees. Librarians will analyze State assessment test items to determine direct connections to information literacy instruction.</p> <p>Library personnel will increase professional skills in instructional methodology, collection development, and technology and information literacy.</p> <p>Offer professional development workshops at various times and places.</p>	<p>Informal sharing at liaison and council meetings Number in attendance and comments from sessions Data analysis Partners in Achievement: Libraries & students (P.A.L.S.) project evaluation results</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
	<p>6. To improve library instruction in information literacy skills and library collections by linking to identified student learning needs on state assessments. (Partners in Achievement: Libraries & students, P.A.L.S.)</p>	<p>A model will be developed to understand the process.</p> <p>Librarians will become instructional leaders and serve on curriculum committees.</p> <p>Library-media specialists develop capacity to participate in collaborative building district processes utilizing student achievement data to make instructional and program decisions.</p> <p>Assessment training will address the nature and format of the NYS assessment program, with emphasis on ELA 5-8 and library and information skills in core content areas.</p> <p>Data analysis will focus on the type of reports such as those through COGNOS and Data Mentor. Library personnel will increase professional skills in instructional methodology, collection development, and technology and information literacy.</p> <p>Offer professional development workshops at various times and places.</p>	<p>Informal sharing at liaison and council meetings Evaluation of Partners in Achievement: Libraries & Students (P.A.L.S.) project Number in attendance and comments from sessions</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
	<p>7. Librarians will understand essential elements of curriculum mapping.</p>	<p>Librarians will be able to adapt their lesson plans to district curriculum mapping.</p> <p>Librarians will work collaboratively with teachers developing lesson plans using curriculum mapping.</p> <p>Library personnel will increase professional skills in instructional methodology, collection development, and technology and information literacy.</p>	<p>Informal sharing at liaison and council meetings Annual Survey results</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>

4. CONTINUING EDUCATION AND TRAINING (cont.)	8. Develop a database of regional LMS's specific expertise.	Online database will be available for members to use. Offer professional development workshops at various times and places.	Informal sharing at liaison and council meetings Number in attendance and comments from sessions		X	X	X	X
	9. SLS will provide staff development for library aides.	Staff will be more knowledgeable about SLS procedures. Offer professional development workshops at various times and places.	Informal sharing at liaison and council meetings Number in attendance and comments from sessions	X	X	X	X	X
	10. Provide training on the integration of SLS services: i.e. online library resources, into the curriculum.	Increased use of online library resources by the LMS in their instruction. Increased use of online library resources by students.	Annual Survey results Meeting attendance Informal sharing at liaison and council meetings	X	X	X	X	X
	11. SLS staff will provide onsite/visitation training session to 25% of member libraries annually to share resources and to support instruction.	Ability to provide customized training/services to school staff to increase utilization of SLS services.	Annual Survey results Meeting attendance Informal sharing at liaison and council meetings	X	X	X	X	X
5. CONSULTING AND TECHNICAL ASSISTANCE SERVICES	1. Investigate and disseminate information on emerging technologies, electronic resources, and provide feedback when appropriate.	Librarians will receive timely and appropriate information enabling them to make informed decisions.	Annual Survey results Informal sharing at liaison and council meeting	X	X	X	X	X
	2. Facilitate the access to online library resources.	Librarians have one point of contact for electronic services enabling them to focus on instructional initiatives.	Annual Survey results Informal sharing at liaison and council meeting.	X	X	X	X	X
	3. Disseminate information on grants, state and Federal funding and initiatives to member libraries.	Districts and member librarians will have access to grant opportunities that assist & promote school library resources.	SLS will be informed of grants that are funded through communication Informal sharing at liaison and council meeting	X	X	X	X	X
6. COORDINATED SERVICES	1. To negotiate consortia prices for online, print and non-print materials for member libraries.	Librarians have value added resources to choose from to support NYS Learning Standards & recreational reading.	Resources are selected through various CoSer's	X	X	X	X	X

6. COORDINATED SERVICES (cont.)	2. Coordinate services with BOCES regional network programs (BETEC, SSSN, Reading First, and SETRC, teacher centers, other library systems, regional & state associations to enhance & support school library programs.	Librarians, staff and students would benefit from resource sharing and curriculum initiatives among these networks.	Annual Survey feedback Statistical reports Informational sharing on listserv and liaison & council meetings	X	X	X	X	X
7. AWARENESS AND ADVOCACY Improving Awareness and Advocacy will enable more students, teachers and administrators to have access to information resources and use them efficiently.	1. Provide leadership and advocacy on the local, regional, state and national level.	Will provide the educational community with resources on how school library media programs positively affect student achievement. Partners in Achievement: Libraries & Students (PALS) Improving Student Achievement through Data Use for Library-Media Specialists project will enhance credibility of SLS schools & Library programs within the region & beyond. Will result in greater awareness and support from the community concerning the library program.	Partners in Achievement: Libraries & Students (PALS) Improving Student Achievement through Data Use for Library-Media Specialists project feedback Informal sharing at liaison and council meetings Annual Survey feedback	X	X	X	X	X
	2. Communicate with member districts, administration and staff about the importance of library systems.	Will result in greater awareness and support from the community concerning the library program & system efforts.	Board, district building presentations as requested ILL statistics Informal sharing at liaison, council meetings, and listserv Annual survey feedback	X	X	X	X	X
	3. Provide links on the SLS website that provide useful information on School Library Media Program issues.	The librarians & others will have access to reliable and accurate information on awareness and advocacy to develop promotional presentation.	Annual Survey feedback Informal sharing at liaison and council meetings	X	X	X	X	X

<p>8. COMMUNICATION AMONG MEMBER LIBRARIES</p> <p>Maximize the benefit of SLS services and promote excellent library service with effective communication and cooperation among member libraries (school districts and non-public school) and participants (buildings).</p>	<p>1. Continue to offer and promote communication of all kinds that enhances ability of member libraries to work together efficiently.</p>	<p>Promote better communication among members. Increase and strengthen communication on a variety of levels.</p> <p>Keep library staff informed to facilitate appropriate decision making.</p>	<p>Annual Survey feedback Informal sharing at liaison and council meetings</p>	X	X	X	X	X
	<p>2. Liaisons will attend five meetings a year to discuss issues of system & school library services to disseminate among their librarians & district.</p>	<p>All librarians in the OCM region will be informed concerning SLS services, programs, and relevant school library media issues.</p>	<p>Annual Survey feedback Informal sharing at liaison and council meetings</p>	X	X	X	X	X
<p>9. COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS</p>	<p>Continued cooperation with other library systems will enrich system activities and make a contribution to regional and statewide library service.</p>	<p>OCM librarians will have the opportunity to hear national and international speakers at conferences and workshops sponsored by the school library systems.</p> <p>All types of libraries will actively participate in the common goal of resource sharing.</p> <p>Utilize expertise of other library professionals and/or types of library systems to participate in the common goal of resource sharing.</p>	<p>Program Evaluations Annual Survey feedback Informal sharing at liaison and council meetings Meeting attendance</p>	X	X	X	X	X

ASSURANCE

The Library System's Plan of Service was developed in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and was reviewed and approved by the System Board/Council on 3/29/06.

APPROVAL

The Library System's Plan of Service was reviewed and approved by the New York State Library on 7/18/06.