

# **FIVE-YEAR PLAN OF SERVICE 2006-2011**

## **Yonkers 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**

### ***Mission Statement:***

***Through its professional and support staff the Yonkers School Library system serves to provide extensive research and reference services to students, teachers and administrators.***

***Assistance is provided to member libraries in the areas of library media center management, collection development and instructional support. Overall goals are to increase student achievement, enhance the instructional program, and maximize professional development and support current library technology.***

### **Element 1 – Resource Sharing – Collection Development**

Goal: To develop in-depth collections on the magnet themes found in each of the district's schools. Member libraries will build their own library collections to support the magnet programs and share these extensive collections with other member libraries as the need arises. These collections will also assist other schools in the vertical teams with the same magnet.

Year 1 – Determine magnets and vertical magnet teams. Conduct needs assessment for each school. Allocate portion of annual budget for purchase of materials to support magnet themes.

Year 2 – Allocate portion of annual budget for purchase of materials to support magnet themes. Encourage vertical teams to collaborate on material needs for collection development.

Year 3 – Continue to allocate portion of annual budget for purchase of materials to support magnet themes.

Year 4 – Reevaluate needs assessment. Continue to allocation portion of budget.

Year 5 – Ongoing.

### **Intended Results:**

1. To strengthen magnet collections and increase resource sharing in a cost effective manner.
2. To meet client needs for research and information.
3. To enhance the instructional program.
4. To improve student achievement.

### **Evaluation Methods:**

Conduct needs assessment through surveys annually.

### **Element 1 – Resource Sharing - Delivery**

Goal: To provide library materials and information for clients through U.S. mail, email, interoffice mail, fax, telephone, and the Internet through most efficient and timely manner.

Year 1 – Continue to keep up-to-date email addresses for LMS and clients. Develop best vehicle for various clients to receive materials/information in timely manner. Reassess annually. Seek out new delivery methods.

Year 2 – On-going

Year 3 – On-going

Year 4 – On-going

Year 5 – Ongoing.

Intended Results:

1. Provide most efficient delivery method
2. To meet client needs for research and information.
3. To enhance the instructional program.
4. To improve student achievement.

Evaluation Methods:

Conduct needs assessment through surveys annually.

### **Element 1 – Resource Sharing – Interlibrary Loan**

Goal: To Seek out and meet the library materials needs for of all clients within the Library System. Continue to answer requests of other library providers in their quest for needed materials.

Year 1 – Conduct annual needs assessment survey. Look for new sources of loan materials.

Year 2 – On-going

Year 3 – On-going

Year 4 – On-going

Year 5 – Ongoing.

Intended Results:

1. To meet client needs for research and information.
2. To enhance the instructional program.
3. To improve student achievement.

Evaluation Methods:

Conduct needs assessment through surveys annually.

### **Element 2 – Technology – Union Catalog**

Goal: To promote the use of the Union Catalog by all clients within the library system. To provide an up-to-date Union Catalog.

Year 1 – Continue to provide awareness and training for teachers and students in use of the Union Catalog. Add special collections (Teacher’s Center) and any materials not cataloged during initial district-wide bar-coding project. Continue to update catalog as needed.

Year 2 – On-going.

Year 3 – On-going.

Year 4 – On-going.

Year 5 – On-going.

Intended Results:

1. To facilitate clients in the independent location of books and library materials available throughout the district
2. To meet client needs for research and information.
3. To enhance the instructional program.
4. To improve student achievement.

Evaluation Methods:

Conduct needs assessments through surveys annually.

Observation by Library Media Specialists.

### **Element 2 – Technology – Union List of Serials**

Goal: To develop a system of determining which serials are available within the library system through databases or print formats.

Year 1 – Continue to provide access to various databases where a list of which serials are accessible in full text can be ascertained on each site. Continue to provide individual school inventory of print serials through W. T. Cox software. Begin entering serials on Mandarin. Research federated searching products that will encompass databases and serials on Mandarin.

Year 2 – Continue Year 1. Determine cost of federated search products.

Year 3 – Continue until federated search product is affordable.

Year 4 – On-going.

Year 5 – On-going.

Intended Results:

1. To facilitate locating serial within library system.
2. To meet client needs for research and information.
3. To enhance the instructional program.
4. To improve student achievement.

Evaluation Methods:

Conduct needs assessments through surveys annually.

Observation by Library Media Specialists

### **Element 2 – Technology – Integrated Library System**

Goal: To provide fully ILS that includes cataloging, circulation, OPAC, interlibrary loan, and booking functions of all print, media and equipment found in library system.

Year 1 – Continue to provide instruction in use of OPAC to all clients. Continue to assist LMS in use of circulation modules. Update cataloging skills at Central Processing.

Begin entering equipment at pilot locations.

Year 2 – Explore use of Interlibrary loan and booking functions. Set up pilots. Continue training for LMS in use of various modules as needed.

Year 3 – Begin online interlibrary loan and booking functions. Continue training as needed.

Year 4 – On-going.

Year 5 – On-going.

Intended Results:

1. To facilitate use of ILS functions for LMS.
2. To meet client needs for research and information.
3. To enhance the instructional program.
4. To improve student achievement.

Evaluation Methods:

Statistics kept on Interlibrary loan and bookings.

Conduct needs assessments through surveys annually.

Observation by Library Media Specialists

**Element 3 – Special Client Group Needs**

Goal: To provide resources for special education, limited English proficient, special population, gifted, reluctant and other students.

Year 1 – Compile bibliographies. Develop professional collection of books, periodicals and media. Provide for the interlibrary loan of appropriate materials within and outside the library system using databases, the union catalog and consortia resources. Facilitate the delivery of resources.

Year 2 – Continue Year 1

Year 3 – Reevaluate needs and adjust.

Year 4 – On-going.

Year 5 – On-going.

Intended Results:

1. To provide resources for teachers and parents.
2. To meet client needs for research and information.
3. To enhance the instructional program.
4. To improve student achievement.

Evaluation Methods:

Statistics kept on request for resources.

Conduct needs assessments through surveys annually.

Observation by Library Media Specialists

**Element 4 – Continuing Education/Training**

Goal: To provide library media specialists with staff development workshops in instructional technology, library automation, collaboration, information literacy, research resources, children's literature, LMC management, and best practices. To include teachers and administrators in appropriate workshops. To support LMS in staff development given to the teachers within their buildings. To bring in consultants when available. To Serve as a resource for LMS. To alert LMS to local, state and national library conferences and sponsor attendance when possible. To provide individual mentor when needed.

Year 1 – Continue workshops and training as needed. Schedule Mandarin Users Group workshop annually.

Year 2 – On-going

Year 3 – On-going

Year 4 – On-going.

Year 5 – On-going.

Intended Results:

1. To enhance the instructional program.
2. To improve student achievement.
3. Develop professional skills and expertise to drive student achievement.

Evaluation Methods:

Evaluation forms used at all workshops

Conduct needs assessments through surveys annually.

Observation by Library Media Specialists

**Element 5 – Consulting and Technical Assistance**

Goal: To provide library media specialists with consulting and technical assistance service as needed.

Year 1 – Continue to seek out possible consultants and technical assistance. Continue to schedule Mandarin Users Group workshop annually. Continue to notify LMS of NYSCATE conferences and activities and encourage attendance.

Year 2 – On-going

Year 3 – On-going

Year 4 – On-going.

Year 5 – On-going.

Intended Results:

1. To enhance the instructional program.
2. To improve student achievement.
3. Develop professional skills and expertise to drive student achievement.

Evaluation Methods:

Evaluation forms used at all workshops

Conduct needs assessments through surveys annually.

Observation by Library Media Specialists.

**Element 6 – Coordinated Services**

Goal: To provide library media specialists with services that are originated and coordinated through the system for member libraries.

Year 1 – Continue to coordinate print purchases, non-print purchases, licensed electronic databases, cataloging services, materials processing services, supplies, etc.

Year 2 – On-going

Year 3 – On-going

Year 4 – On-going.

Year 5 – On-going.

Intended Results:

1. To enhance the instructional program.
2. To improve student achievement.
3. To achieve cost effectiveness.
4. To provide for uniformity throughout the district regarding library services.

Evaluation Methods:

Balanced budget.

Conduct needs assessments through surveys annually.

Observation by Library Media Specialists.

### **Element 7 – Awareness and Advocacy**

Goal: To publicize the services of the Yonkers SLS. To encourage the use of resources of the YSLS by students, teachers and administrators. Collaborate with federal, state and local agencies and community leaders to advocate and legislate for additional services.

Year 1 – Publish brochures on using the OPAC and available materials through Professional Library and Film Library located at Library Services. Organize group interested in publishing a periodic library newsletter and developing a library webpage

Year 2 – Publish periodic library newsletter. Develop library webpage

Year 3 – On-going

Year 4 – On-going.

Year 5 – On-going.

Intended Results:

1. To enhance the instructional program.
2. To improve student achievement.
3. Raise awareness of system resources and services
4. Increase use of system resources and services
5. Garner support to expand services and add library personnel.

Evaluation Methods:

Conduct needs assessments through surveys annually.

Observation by Library Media Specialists.

### **Element 8– Communications among other member libraries. Describe communications among members (schools districts and nonpublic schools) and participants (buildings), and the role of liaisons/communications coordinators.**

Goal: To achieve a high level of support for students, staff and LMS by means of effective administration of LMC resources, fiscal support, advocacy, policies and procedures, staffing and services.

Year 1 – Submit member plan Council members meet four times each year. Liaisons from each level (Elementary, Middle School, High School) generate pertinent information for that level as received from Library Services. Nonpublic schools are invited to all workshops and activities.

Year 2 – On-going

Year 3 – On-going

Year 4 – On-going.

Year 5 – On-going.

Intended Results:

1. To enhance the instructional program.
2. To improve student achievement.
3. To continually improve communication with LMS
4. To address changes / updates in services and support as needed.

Evaluation Methods:

Conduct needs assessments through surveys annually.

Observation by Library Media Specialists.

### **Element 8 – Communication Efforts among member libraries**

Goal: URL for member plan

[http://www.yonkerspublicschools.org/Inside\\_pages/docs/about/library/ysls\\_planofservice.pdf](http://www.yonkerspublicschools.org/Inside_pages/docs/about/library/ysls_planofservice.pdf)

### **Element 9 – Cooperative Efforts with other library systems**

Goal: To continue cooperative planning WLS, Putnam/Northern Westchester BOCES SLS, Southern Westchester BOCES SLS, NYC SLS and other systems

Year 1 – Continue to promote and support workshops and conferences sponsored by other Library Systems and organizations. Attend SLSA meetings, workshops and activities.

Year 2 – Provide subs as funding permits for LMS to attend activities of library organizations and other Library Systems.

Year 3 – On-going

Year 4 – On-going.

Year 5 – On-going.

Intended Results:

1. Provide opportunities for LMS to participate in workshops and conferences.
2. To achieve cost effectiveness in securing services.
3. To secure information from outside workshops and share knowledge inhouse.

Evaluation Methods:

Balanced budget.

Conduct needs assessments through surveys annually.

Observation by Library Media Specialists.

### **Element 10– Other**