



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** California Department of Education School Library Survey, 2014-2015

**NUMBER:** REF-6621

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## **ROUTING**

LD Superintendents  
Administrators of Instruction  
Instructional Directors  
Principals  
Teacher Librarians  
Library Aides  
Charter Schools Division

**DATE:** November 30, 2015

Due February 26, 2016

**PURPOSE:** The purpose of this Reference Guide is to provide school staff with directions for completing the online California Department of Education School Library Survey for the 2014-2015 school year. All schools must complete the survey.

**MAJOR CHANGES** This Reference Guide replaces and updates REF-6202.0, dated December 13, 2013.

**BACKGROUND:** Education Code Section 18122 directs local governing boards to report to the California Department of Education (CDE) on the condition of school libraries. CDE created this online data collection survey to meet the Education Code requirement and to develop an accurate picture of the condition of school libraries across the state.

**INSTRUCTIONS:** Attached is an annotated copy of the CDE Library Survey for use as a worksheet in preparation for completing the online survey (see Attachment A).

To complete the survey:

1. The CDE Library Survey page can be reached by going directly to <http://www.cde.ca.gov/ci/cr/lb/schlsurvwelcompag.asp> or by going to the Quick Links section of the Integrated Library and Textbook Support Services website (<http://www.iltss.org>).
2. Move to the **Begin Survey** link (second from bottom of page).
3. After clicking on **Begin Survey**, the next page is titled **Directions for Beginning the Survey**. Click on **Start Survey Here**.
4. Please note that the information is for the **2014-2015** school year. Schools that opened in the **2014-2015** school year simply answer **No** to Question 1. This should automatically take you to the close of the survey.



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5. For questions 1, 9, 10, 11, 12, 17, and 20, additional directions are included (in red text) in Attachment A. These directions are *not* included in the online survey.
6. If an entry cannot be deciphered by the database, you will be prompted to go on or to correct the entry.
7. **Each** school has a record in the database. First **select** the county (**Los Angeles**). Next, select the district (**Los Angeles Unified School District**). Finally, select the **name of your school**. Schools are listed by their full names.
8. When requested to enter a **password**, enter the following **case and space sensitive** phrase: **@YourLibrary**. Click on **Start Survey**.
9. Answers are recorded when you use either the **Previous**, **Next**, or **Submit** buttons. Do **not** use your browser's **Back** button.
10. The online version shows only one question per screen.
11. You may return to the survey at any time to make changes before **March 31, 2016**. *All schools must complete the survey.*
12. To **print** the 3-page summary of your answers once you have completed the survey: **Return** to the survey web page. Click on ***Survey Results from Current Year and Prior Years***. Click on **2014-2015** and **Print**.

**NOTE:** If your school library serves more than one school on a campus:

- Complete the entire survey for your primary location.
- For all the other schools, select: **No, we used a library on an adjacent school campus**.
- You should see a pull-down menu. **Select the school library used by your students**.
- After you select the school library used, you should be taken directly to the end of the survey.
- Use the pull-down menu that appears to **select the original school** for which you completed the survey and submit.
- Complete these steps for **all co-located campuses** to link them to the original survey data. You do not need to re-enter data for each school separately.

**TIMELINE:** The survey must be completed online by Friday, **March 28, 2016**. A copy should be retained for the school library's files and a copy given to the principal.

**ASSISTANCE:** Call Integrated Library and Textbook Support Services at (213) 241-2733; Open a Destiny Help Desk ticket; or, Contact Candace Seale, ITAF, at (213) 241-0366; Valerie McCall, Coordinating Field Librarian, at (213) 241-2285; or, Esther Sinofsky, Administrative Coordinator, at (213) 241-1236.



**CALIFORNIA DEPARTMENT OF EDUCATION**  
**School Library Survey Collecting Information from the 2014–2015 Academic Year**

1. Did you have a dedicated common area in your school designated as the library in the 2014–2015 academic year?  
If “Yes,” continue filling out the survey. Please answer every question.  
If “No,” go to the bottom of this survey page and submit the survey now.
  - ☐ Yes, our school had a library located on campus. **(Select even if library was closed.)**
  - ☐ Yes, our school had a joint-use school library and public or college library on campus.
  - ☐ No, we used a library on an adjacent school campus. (This response will allow you to select the school library used by your students. After you select the adjacent library, submit your survey.) **(Use this response if more than one school on campus. See Note in Instruction section.)**
  - ☐ No (This response will take you to the close of the survey. New school libraries that weren’t open in 2014–2015 should use this response.)
  
2. During a normal school **week** (not summer or vacations), how many hours was the school library open for student
  - ☐ 0
  - ☐ 1–5
  - ☐ 6–10
  - ☐ 11–15
  - ☐ 16–20
  - ☐ 21–25
  - ☐ 26–30
  - ☐ 31–35
  - ☐ 36–40
  - ☐ 41–45
  - ☐ 46–50
  - ☐ 51 or more
  
3. Based upon when the school library was open for students, either on their own, with passes, or with classes, check one or more of the following to indicate when students could access the library.
  - ☐ (A) Before classes start
  - ☐ (B) During class time
  - ☐ (C) During breaks (for example, nutrition)
  - ☐ (D) During lunch
  - ☐ (E) After school
  - ☐ (F) Some evenings
  - ☐ (G) On weekends
  - ☐ (H) Summer school
  - ☐ (I) None of the above
  
4. Did you have at least one of the following paid credentialed staff working in the school library?
  - ☐ Credentialed teacher librarian
  - ☐ Emergency-credentialed teacher librarian
  - ☐ Credentialed teacher without a teacher librarian credential
  - ☐ None of the above (This response will take you immediately to question 6.)
  
5. Select the phrase below that best describes the paid hours worked by the credentialed staff.
  - ☐ More than one full-time equivalent
  - ☐ Full-time equivalent
  - ☐ Half-time or more, but not full-time equivalent
  - ☐ Less than half-time equivalent



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6. Did you have at least one paid classified employee working in the school library?
- ☐ Yes      ☐ No (This response will take you immediately to question 8.)
7. Select the phrase below that best describes the paid hours worked by the classified library employee(s).
- ☐ More than one full-time equivalent  
☐ Full-time equivalent  
☐ Half-time or more, but not full-time equivalent  
☐ Less than half-time equivalent
8. When working with students on units of instruction—alone or in collaboration with classroom teachers—check the box or boxes that describe the social networking tools you used in the 2014–2015 academic year.
- ☐ (A) Online publishing (e.g., blogs, Calaxy)  
☐ (B) Photo sharing sites (e.g., Flickr, iPhoto, Shutterfly, Smugmug)  
☐ (C) RSS and news feeds (e.g., Bloglines, Google News)  
☐ (D) Image generators (e.g., Comic Strip Generator, Image Chef)  
☐ (E) Tagging and social bookmarks (e.g., del.icio.us, digg, Twitter, Pinterest)  
☐ (F) Wikis (e.g., PBWorks, Wikispaces)  
☐ (G) Online productivity tools (e.g., Google Docs, Zoho, Open Office, Evernote)  
☐ (H) Social library (e.g., Library Thing, Delicious Library)  
☐ (I) Video (e.g., YouTube, TeacherTube, Hulu)  
☐ (J) Downloadable audio files (e.g., podcasts)  
☐ (K) eBooks and audio books  
☐ (L) Virtual school/course/classroom (e.g., Blackboard, Design2Learn, Moodle, Schoology)  
☐ (M) None
9. Enter the number of books in the school library collection at the end of the 2014–2015 academic year. Include reference books in your count, both print and digital books (eBooks), and count each reference volume as one. **Note: See Attachment B: Locating the Copy Count Statistics using *Destiny*.**
- ☐ 2,499 or less  
☐ 2,500–4,999  
☐ 5,000–7,499  
☐ 7,500–9,999  
☐ 10,000–12,499  
☐ 12,500–14,999  
☐ 15,000–17,499  
☐ 17,500–19,999  
☐ 20,000–22,499  
☐ 22,500–24,999  
☐ 25,000–27,499  
☐ 27,500–29,999  
☐ 30,000–32,499  
☐ 32,500–34,999  
☐ 35,000–37,499  
☐ 37,500–39,999  
☐ 40,000–42,499  
☐ 42,500–44,999  
☐ 45,000–47,499  
☐ 47,500–50,000  
☐ 50,001 or more



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10. How do you classify your biographies?

- ☐ B
- ☐ 92
- ☐ 920 collected/921 individual (This is the LAUSD classification standard.)
- ☐ Within Subject Area - when, e.g., basketball players' biographies are classified in the 796s under basketball instead of under B, 92, or 920/921.
- ☐ Other

11. Enter the average copyright date of the books in the library's **biography** section. Include books in the biography circulating section, biography reference section, and biography digital titles owned by the library.

**Note:** See Attachment C for how to run the report in Destiny.

- Enter "**none**" in the box if the library has no books in a designated biography Dewey section and continue with the survey.
- Count the number of books in all of the biographies (both collected and individual).
- Next, add up the copyright dates of all the books in the biographies section.
- Divide the sum of the copyright dates by the total number of books in the biographies.
- Enter whole numbers only. Do not use letters, words, or any form of punctuation.
- **Example:** Assuming you have only 6 books in biographies and their copyright dates are 1984, 1992, 2001, 2005, and two books from 2011, then:  $1984 + 1992 + 2001 + 2005 + 2011 + 2011 = 12,004$ , divided by 6 = **2001** (rounded off to a whole number).
- **Correct entry:** 2001.

**Average copyright date of books in Dewey section biography. Round off to a four-digit year.**

12. Check one or more of the following technologies available in or through the school library in the 2014–2015 academic year. **Note:** All LAUSD school libraries should have, at a minimum, (A) Automated catalog, (D) Automated library circulation, (F) Internet access for students, (G) Paid online access (i.e., Digital Library subscriptions), (H) Remote access (to Digital Library), and (L) Integrated online information searching.

- ☐ (A) Automated catalog
- ☐ (B) Library Web page with access to online library catalog
- ☐ (C) Library Web page **without** access to online library catalog
- ☐ (D) Automated library circulation
- ☐ (E) Automated textbook circulation
- ☐ (F) Internet access for students
- ☐ (G) Paid online access to full-text periodicals, full-text reference books, primary sources, or other subscription databases or portals in the library
- ☐ (H) Remote access to paid online full-text periodicals, full-text reference books, primary sources, or other subscription databases or portals
- ☐ (I) Video collection and/or video streaming
- ☐ (J) DVDs or laser disks
- ☐ (K) Audio books (in any format, e.g., for MP3 player)
- ☐ (L) Integrated online information searching that includes your library catalog, paid access databases, and open web resources
- ☐ (M) None



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13. How much money was spent in the school library for the **purchase of library books** during the 2014–2015 academic year? Include both print titles and digital titles (eBooks). Include processing costs if purchased with library books. (Any answer other than "\$100,000 or greater" will take you to question 15.)

- |   |   |
|---|---|
| <input type="radio"/> No Budget         | <input type="radio"/> \$50,000–\$54,999       |
| <input type="radio"/> Less than \$2,000 | <input type="radio"/> \$55,000–\$59,999       |
| <input type="radio"/> Less than \$5,000 | <input type="radio"/> \$60,000–\$64,999       |
| <input type="radio"/> \$5,000–\$9,999   | <input type="radio"/> \$65,000–\$69,999       |
| <input type="radio"/> \$10,000–\$14,999 | <input type="radio"/> \$70,000–\$74,999       |
| <input type="radio"/> \$15,000–\$19,999 | <input type="radio"/> \$75,000–\$79,999       |
| <input type="radio"/> \$20,000–\$24,999 | <input type="radio"/> \$80,000–\$84,999       |
| <input type="radio"/> \$25,000–\$29,999 | <input type="radio"/> \$85,000–\$89,999       |
| <input type="radio"/> \$30,000–\$34,999 | <input type="radio"/> \$90,000–\$94,999       |
| <input type="radio"/> \$35,000–\$39,999 | <input type="radio"/> \$95,000–\$99,999       |
| <input type="radio"/> \$40,000–\$44,999 | <input type="radio"/> \$100,000 or more       |
| <input type="radio"/> \$45,000–\$49,999 | (This response will take you to question 14.) |

14. If you spent more than \$100,000 on books, enter the amount here.

**PLEASE NOTE:** Enter whole numbers only. Do not use letters, words, or any form of punctuation.

**Correct entry:** 150000.

**Incorrect entries:** "approx. 150,000," "one hundred fifty thousand," "150,000+."

15. How much money was spent in the school library for the purchase of library materials **other than books** during the 2014–2015 academic year? Include periodicals (paper or electronic), technology and media resources, and related equipment. Do not include salaries, conference expenses, routine supplies, maintenance agreements, district purchases of shared electronic databases, etc. (Any answer other than "\$100,000 or greater" will take you to question 17.)

- |   |   |
|---|---|
| <input type="radio"/> No Budget         | <input type="radio"/> \$50,000–\$54,999 |
| <input type="radio"/> Less than \$2,000 | <input type="radio"/> \$55,000–\$59,999 |
| <input type="radio"/> Less than \$5,000 | <input type="radio"/> \$60,000–\$64,999 |
| <input type="radio"/> \$5,000–\$9,999   | <input type="radio"/> \$65,000–\$69,999 |
| <input type="radio"/> \$10,000–\$14,999 | <input type="radio"/> \$70,000–\$74,999 |
| <input type="radio"/> \$15,000–\$19,999 | <input type="radio"/> \$75,000–\$79,999 |
| <input type="radio"/> \$20,000–\$24,999 | <input type="radio"/> \$80,000–\$84,999 |
| <input type="radio"/> \$25,000–\$29,999 | <input type="radio"/> \$85,000–\$89,999 |
| <input type="radio"/> \$30,000–\$34,999 | <input type="radio"/> \$90,000–\$94,999 |
| <input type="radio"/> \$35,000–\$39,999 | <input type="radio"/> \$95,000–\$99,999 |
| <input type="radio"/> \$40,000–\$44,999 | <input type="radio"/> \$100,000 or more |
| <input type="radio"/> \$45,000–\$49,999 |   |

(This response will take you to question 16.)

16. If you spent more than \$100,000 on materials other than books, enter the amount here.

**PLEASE NOTE:** Enter whole numbers only. Do not use letters, words, or any form of punctuation.

**Correct entry:** 150000.

**Incorrect entries:** "approx. 150,000," "one hundred fifty thousand," "150,000+."



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17. Check one or more of the following funds used to purchase library materials during the 2014–2015 academic year. **Note: Choices A, C, D, and G reflect the most used funding sources in LAUSD.**
- ☐ (A) General/LCFF (district or site)
  - ☐ (B) State Lottery Funds
  - ☐ (C) Fund-raising (parent groups, book fairs, etc.)
  - ☐ (D) Title I (federal)
  - ☐ (E) Local Bond Measure
  - ☐ (F) Start-up Funds (special reserve fund)
  - ☐ (G) Other (For example, one-time discretionary grants to districts)
  - ☐ (H) None of the above
18. Which of the following terms best describes the method used to schedule classes in the school library?
- ☐ Fixed/Block (classes scheduled at regularly specified times)
  - ☐ Flexible (open schedule, i.e., scheduled visits at varying times according to need)
  - ☐ Mixed (some classes block-scheduled, some flexibly-scheduled)
  - ☐ No class visits
19. Which of the following services and/or programs were regularly provided through the library in the 2014–2015 academic year?
- ☐ (A) Offered a program of curriculum-integrated information literacy instruction
  - ☐ (B) Informally instructed students in the use of resources
  - ☐ (C) Planned or conducted workshops for teachers
  - ☐ (D) Assisted school curriculum committee with recommendations
  - ☐ (E) Collaborated with teachers to develop, implement, and evaluate student learning two or more hours per week
  - ☐ (F) Provided teachers with information about new resources
  - ☐ (G) Provided reference assistance to students and teachers
  - ☐ (H) Helped students and teachers find and use resources outside school library
  - ☐ (I) Facilitated interlibrary loan for students and teachers
  - ☐ (J) Provided reading, listening, and viewing guidance for students
  - ☐ (K) Helped parents realize importance of lifelong learning
  - ☐ (L) Coordinated in-school production of materials
  - ☐ (M) Collaborated with teachers and/or students to create audio and video products
  - ☐ (N) Coordinated or disseminated audio/video programming, e.g., video streaming, distance education, cable TV
  - ☐ (O) Coordinated school or library computer networks
  - ☐ (P) Provided access to online library catalog and circulation
  - ☐ (Q) Provided Internet access for students in the library
  - ☐ (R) Provided instruction on Internet searching and research
  - ☐ (S) Provided electronic access to a resource sharing network
  - ☐ (T) Communicated proactively with principal
  - ☐ (U) Attended meetings of school site council, two or more times per academic year
  - ☐ (V) None of the above
20. Did your library offer access to any online subscription information databases for students in the 2014–2015 academic year? This question does not apply to databases offered by the local public library, CD-ROM databases, or search engines. Examples of subscription information databases include: EBSCO *Ultra*, Gale's *In Context*, *World Book Online*, etc. **Note: Select YES. LAUSD's Digital Library offers access to many online subscription databases such as those mentioned in the question.**
- ☐ Yes
  - ☐ No