

## School Library System Plan of Service

Section 5 – Mission Statement, Goal Statements, Activities with Intended Results  
Plan of Service for July 1, 2006 to June 30, 2011

<b>Mission Statement</b>	<b>The Nassau BOCES School Library System (NBSLS) serves as a hub for school library system services through Nassau County. NBSLS provides an arena for the sharing of ideas and information and for the creation of a vision for school library programs that meets the needs of all students. NBSLS automates school libraries and provides access to the holdings of member school libraries, the interlibrary loan of books, periodicals, and professional library collection and commercial information databases through cooperative purchasing. NBSLS brings to its members inquiry-based learning strategies, the use of new technologies and quality instructional methodologies integrated into the New York State Learning Standards.</b>
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<b>Elements</b>	<b>Goal Statements</b>	<b>Intended results</b>	<b>Evaluation methods</b>
<b>1. Resource Sharing</b> <b>a. Cooperative Collection Development</b> <b>b. Delivery</b> <b>c. Interlibrary Loan</b> <b>d. Other (optional)</b>	2006-2011 a. Review and update the current NBSLS Cooperative Collection Development Plan.	2006-2007 a. Form a committee of school librarians including one from each level and NBSLS staff to review and update the current Cooperative Collection Development Plan. The plan can include access to exemplary collections for students and schools. 2007-2008 Information about the revised plan and the collections is shared with	2006-2011 a. Included in the end of year evaluation for NBSLS will be a selection on the Cooperative Collection Development Plan. (Were the materials appropriate and available for interlibrary loan?)

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	<p>2006-2011 b. Provide interlibrary loan resources to the school libraries through a delivery plan.</p>	<p>the school librarians at Liaison meetings and member mailings. 2008-2011 Continue to share the information with the school librarians, adding new collections, as suggested or available from the NBSLS evaluation in May of each year. The Cooperative Collection Plan will be shared at the Liaison meeting and posted to the NBSLS website.</p> <p>2006-2007 b. NBSLS staff and school librarians will evaluate and determine if the current method for delivery of interlibrary loan resources is cost effective.</p> <p>2007-2008 Develop a revised delivery plan (if needed) and publicize the procedure with the school librarians for interlibrary loan in a member mailing.</p> <p>2008-2011</p>	<p>2006-2007 b. The evaluation of the delivery plan is completed. The findings are shared with Council at the last meeting of the school year</p> <p>2007-2008 A new plan is developed (if needed). The procedure is shared with the school librarians.</p> <p>2008-2011 The new plan is implemented and used by the school librarians. Each</p>

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	<p>2006-2011 c. Interlibrary Loan continues to grow for the school librarians and other Nassau educators.</p> <p>2006-2007 c. The interlibrary loan policy and procedure will be reviewed and updated as needed.</p>	<p>Implement the new plan; continue to publicize the process through member mailings and information on the NBSLS website.</p> <p>2006-2011 c. Encourage use of interlibrary loan for both the NBSLS Professional Collection and other resources from outside Nassau County</p> <p>2007-2008 Create a publication (i.e. a brochure, bookmark, or other) with Nassau BOCES CAP Department to publicize interlibrary loan procedures for the school librarians.</p> <p>2006-2007 c. Council will form a committee including NBSLS Staff and school librarians (a maximum of nine members) to review and update the existing interlibrary loan policy and procedure. The policy will be reviewed by the Nassau</p>	<p>year the interlibrary loan numbers continue to increase.</p> <p>2006-2011 c. Interlibrary loan continues to increase and number of users increases.</p> <p>2009-2011 The publication is printed and distributed to the current and potential users of NBSLS interlibrary loan service.</p> <p>2007-2008 The revised interlibrary loan policy is shared with the school librarians at the Liaison meeting, member mailings and posted to the NBSLS website.</p>

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	<p>2006-2011 d. The NBSLS Professional Collection is kept current and available for interlibrary loan to the school librarians and other educators.</p>	<p>BOCES CIT Executive Director. Once approved, it will be implemented.</p> <p>2006-2007 d. NBSLS staff will evaluate the NBSLS Professional Collection for currency of the materials appropriate for interlibrary loan.</p> <p>2007-2008 Form a committee of up to nine members including the NBSLS staff and school librarians, to use the findings from the previous year to create a collection plan for acquisitions.</p> <p>2009-2011 Continue to keep the collection current using the plan developed by the committee.</p> <p>2010-2011 The total number of resources are inventoried and weeded as appropriate.</p>	<p>2006-2007 d. Share the results of the evaluation with the Liaisons. On the end of year NBSLS evaluation, request suggestions for materials to enhance the existing collection.</p> <p>2007-2008 The committee met and created a collection plan for the NBSLS Professional Collection.</p> <p>2009-2011 New resources are added to the NBSLS collection following the plan. The use of these new resources will increase by the school librarians and other educators.</p> <p>2010-2011 The NBSLS Professional Collection has been inventoried and weeded, as appropriate.</p>

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<p><b>2. Technology services</b>  <b>a. Union catalog, union list system, etc</b></p>	<p>2006-2011  a. Increase the number of schools in the NBSLS Union Catalog.</p> <p>2006-2011  Develop a plan to improve the quality of the records in the NBSLS Union Catalog.</p> <p>2006-2011  Develop and implement a plan to update the records from the all the automated schools in the NBSLS Union Catalog.</p> <p>2008-2009  Determine the feasibility of sharing the MARC Records for the participants of the NBSLS Union Catalog.</p>	<p>2006-2011  a. The number of schools participating in the Union Catalog increase.</p> <p>2006-2011  The quality of the records in the NBSLS Union catalog are continually improved and updated.</p> <p>2006-2007  NBSLS staff will develop a method to update the NBSLS Union Catalog records from all automated schools.  2007-2011  Implement the plan for updating the records in the Union Catalog.</p> <p>2008-2009  The NBSLS staff will investigate the possibility and the associated cost of providing the access of sharing the MARC records.</p>	<p>2006-2011  a. Count the number of schools participating in June of each school year compared to the previous year.</p> <p>2006-2011  Included in the end of year evaluation for NBSLS will be a selection on quality of the MARC records, in the NBSLS Union Catalog.</p> <p>2006-2007  A plan is developed to be implemented the following year.  2007-2011  The records continue to be added following the plan developed.</p> <p>2008-2009  The findings of the research will be shared and discussed with the Council and Liaisons.  2009-2011</p>

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	<p>2010-2011 The software for the Union Catalog will be evaluated to determine if it continues to be the best option for NBSLS.</p>	<p>2009-2011 The procedure (if possible) for accessing the MARC Records will be shared with the school librarians whose collections are included in the NBSLS Union Catalog (if possible).</p> <p>2010-2011 A committee of school librarians and NBSLS staff will be formed to determine the status of the NBSLS automation software. Included in the report will be financial and technology options for the appropriate software.</p>	<p>The school librarians will make use of the MARC Records from the Union Catalog for their own catalog (if possible).</p> <p>2010-2011 The NBSLS Union Catalog software will be changed if appropriate to increase ease of use and maintenance.</p>
<p><b>3. Special client groups and the means for meeting their needs</b></p>	<p>2006-2011 Determine the resources needed to aid the students with:</p> <p>a. learning disabilities (2006-2007)</p> <p>b. advanced placement i.e. research (2006-2011)</p>	<p>2006-2007 a. Provide a workshop and/or a list of appropriate reference materials for the school librarians to improve the resources and access to the school library collection for students with learning disabilities</p> <p>2006-2007</p>	<p>2006-2011 Each year the school librarians will receive a questionnaire to detail the improved practices and the needs for special client groups. The school librarians will respond to questionnaire, detailing how the workshop and materials have improved</p>

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	<p>c. physical challenges (2009-2011)</p> <p>d. non-English speaking (2010-2011)</p> <p>using the school library collections</p>	<p>b. Investigate the options for students, involved in research for Intel and similar science projects to have access to Brookhaven National Laboratory Library and Scientists. Develop a plan to provide access to this resource for teaching staff and students. 2007-2011</p> <p>b. Implement the plan to provide the resources.  2009-2011</p> <p>c. Provide a workshop and/or a list of appropriate reference materials for the school librarians to improve the resources and access to the school library collection for students with physical challenges.</p> <p>2010-2011</p> <p>d. Provide a workshop and/or a list of appropriate reference materials for the school librarians to improve the resources and access to the school library collection</p>	<p>the school library curriculum for these special clients.</p> <p>2006-2007</p> <p>a. learning disabilities</p> <p>2006-2011</p> <p>b. advanced placement 2008-2011</p> <p>b. Determine if the students have been able to access the resources. Increase the number of students participating in the program (according to the restrictions at the Brookhaven National Laboratory).</p> <p>2009-2010</p> <p>c. physical challenges</p> <p>2010-2011</p> <p>d. non-English speaking</p>

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		for non-English speaking students.	
<b>4. Continuing education and training</b>	2006-2011 Provide professional learning opportunities focused on the school library curriculum and the New York State Standards for the school librarians.	2006-2011 Provide sessions during the school day, after school and electronically for the school librarians. Topics will be varied to meet the needs of school librarians at the different stages of expertise and interest, based on the New York State Standards and AASL Information Literacy Skills. There will be at least one session each month, from October to May each school year. Each year there will be a new school librarian workshop, a literature option, and an Information Literacy and State Standards session, and other sessions suggested by the NBSLS participants. Using the workshop evaluation summary, Council will make	2006-2011 Participants at each session will be asked to complete an evaluation form, to include their perception of the workshop and suggestions for future events. This information will be collated and summarized by the NBSLS Staff for planning for the workshops the following school year.

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	<p>2006-2011 Four Liaison meetings will be used as professional learning opportunities for the designated district liaisons each school year.</p> <p>2006-2011 NBSLS will provide support to the school librarians and the districts regarding automation.</p>	<p>suggestions for workshops for the following school year at the last meeting of the school year. 2008-2009 One online workshop will be developed for the school librarians. 2009-2011 Additional online workshops will be developed based on the successful topics and/or participation of the course from the previous year.</p> <p>2006-2011 Four Liaison meetings will be held during each school year. Liaisons will attend along with other school librarians from each district. Topics will vary according to the recommendations listed on the evaluations.</p> <p>2006-2011 The schools that are not automated will be encouraged to contact NBSLS for assistance in the planning process for</p>	<p>2006-2011 Evaluations will be completed for each Liaison meeting. The results will be collected and summarized to be used for planning future events, especially Liaison meetings.</p> <p>2006-2011 Additional schools are automated.  Automated schools will upgrade their software and</p>

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	<p>2007-2011 Encourage school librarians to participate in the National Board Certification program for Library Media.</p>	<p>automation. The automated districts will consider the option of a centralized server.</p> <p>2007-2008 Several school librarians will investigate the requirements to achieve the National Board Certification for Library Media. NBSLS will offer assistance in the process of applying and working on the requirements for the certificate.</p>	<p>hardware to keep current.</p> <p>2007-2011 School librarians in Nassau County will consider the opportunity to achieve the National Board Certification for Library Media, and some will participate in the process to achieve the certification. NBSLS will officially recognize those who achieve the certification at a Liaison meeting.</p>
<p><b>5. Consulting and technical services</b></p>	<p>2006-2011 The NBSLS Supervisor will make visits to the school librarians (and administrators) to support and develop relationships for the purpose of building and sustaining quality school library programs. The discussions can include automation, automation upgrades, renovating the library, curriculum needs,</p>	<p>2006-2011 At least one site will be visited each month by the NBSLS Supervisor and the Program Specialist, the district and level will be varied. Requests to visit sites will be scheduled first, and then the Supervisor will call sites to arrange additional visits.</p>	<p>2006-2011 In preparation for the Annual Report, the number of sites will be tabulated. The end of year evaluation of NBSLS will include a section for school librarians to request a visit by the School Library System Supervisor and Program Specialist.</p>

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	<p>and any other concerns or interests by the school librarian or administrator.</p> <p>2008-2009 The school librarians will be asked to complete a member plan, as required by New York State regulations for school library systems.</p>	<p>2008-2009 Information gathered from the member plan will be collected and reviewed and used to guide the future of library services and to help support the school librarians to improve school library programs.</p> <p>2009-2010 The summary of the results will be shared with the school librarians</p> <p>2010-2011 The results will be updated and shared with the school librarians and Council at a meeting.</p>	<p>2008-2009 The number of completed member plans will be over 50% or more.</p> <p>2009-2011 Continued requests will be made for the remaining member plans to be completed, signed and returned to NBSLS.</p>
<p><b>6. Coordinated services</b></p>	<p>2006-2011 As a part of the Coser 533/Online cooperative bidding for online databases will continue through Nassau BOCES.</p>	<p>2006-2011 Using the bid process, the best possible prices will be available for the schools to purchase their choice of online databases. Workshops will continue to</p>	<p>2006-2011 An evaluation of the Coser 533/Online will be sent to each school librarian whose district participates at the end of the school year.</p>

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	<p>2006-2011 As a part of the Coser 533/Automation districts participate for software support of Mandarin and Follett</p>	<p>be offered to the participants onsite and/or online</p> <p>2006-2011 School districts will continue to participate in Coser 533/Automation, for software support, upgrades and professional learning for current school librarians, support staff, and new members to the staff of the school library. Three user group meetings will be held for the school librarians, one for the support staff and additional professional learning as needed.</p>	<p>2006-2011 An evaluation of the Coser 533/Automation will be sent to each school librarian whose district participates at the end of the school year.</p>
<p><b>7. Awareness and advocacy</b></p>	<p>2006-2011 NOVEL-Ready Libraries will continue to be acknowledged.</p>	<p>2006-2011 The NOVEL-Ready Library application will be shared with the school librarians each year. Applications will be accepted until March of each year for an award ceremony at the final Liaison meeting of the school year.</p>	<p>2006-2011 NOVEL-Ready certificates will be awarded each year at a Liaison meeting. A congratulatory letter will be sent to the school librarian and district administration.</p>

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	<p>2006-2011 NBSLS will use the website to advertise awareness of the resources available to the school librarians.</p> <p>2006-2011 Information about the impact of quality school library programs, on student achievement will be shared with the decision makers in the school districts. This would include the curriculum supervisors, technology directors, and building principals.</p>	<p>2006-2007 The NBSLS website will be redesigned to be more accessible and updated.</p> <p>2007-2011 The website continues to be updated, as needed.</p> <p>2007-2011 A presentation will be given to at least one influential group each school year, including school district personnel and professional organizations, such as LIASCD.</p> <p>A "white paper" will be created to distribute at the presentation.</p>	<p>2006-2007 The updated website is posted.</p> <p>2007-2011 The school librarians acknowledge the website as a valuable resource, in the end of the year evaluation of NBSLS.</p> <p>2006-2011 The number of presentations will be documented.</p>
<p><b>8. Communications among member libraries</b> <b>a. describe communications among members (school districts and non-public schools) and participants (buildings)</b></p>	<p>2006-2011 The school librarians will be given the opportunity to respond about the services provided by NBSLS.</p>	<p>2006-2011 Each May the school librarians will receive an evaluation form about the services provided by NBSLS to be returned by the end of June. The information will be used</p>	<p>2006-2011 Each year the majority of school librarians will respond and return the NBSLS evaluation form.</p>

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	<p>2006-2011 An electronic directory of the school librarians will be created each school year</p> <p>2006-2011 Listserv and distribution list will be used to share information for NBSLS to and between the school librarians</p>	<p>to plan the workshops, liaison meetings, and other NBSLS activities for the following year.</p> <p>2006-2011 A pdf version of the NBSLS Directory will be posted on the NBSLS website in the Fall of each school year, and updated quarterly.</p> <p>2006-2011 Information related to NBSLS and library issues will be distributed, as appropriate.</p>	<p>2006-2011 A Directory will be posted to the NBSLS website for the school librarians to access and print.</p> <p>206-2011 The Listserv use will increase for the delivery of information and the exchange of information between the school librarians. The membership to the listserv will increase each school year.</p>
<p><b>9. Cooperative efforts with other library systems</b></p>	<p>2006-2011 Work with the Nassau Library System on special projects, such as the Child and the Book Conference.</p>	<p>2006-2011 Work with Nassau Library System to plan The Child and The Book Conference. The NBSLS staff will work cooperatively to plan and host the conference.</p> <p>2006-2007</p>	<p>2006-2011 The Child and the Book Conference will continue to be successful for the school and public librarians.</p> <p>2006-2011 New projects will be held and evaluated by the</p>

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	<p>2006-2011 Work with other School Library System Directors on Long Island to share ideas.</p> <p>2006-2011 NBSLS will be represented at SLSA (School Library System Association) meetings by the Supervisor to collaborate with other System Directors.</p> <p>2006-2011</p>	<p>A meeting will be planned to discuss new cooperative projects between NBSLS and NLS. Council will vote on the recommendation and implementation plan for (each) project. 2007-2011 Projects will be implemented, according to the plan developed and approved.</p> <p>2006-2011 Meet with the other Long Island School Library System Directors to share ideas, calendars and discuss the option of cooperative professional learning events, at least once each year.</p> <p>2006-2011 The NBSLS Supervisor, with approval, will attend the SLSA meetings for the purpose of collaborating and planning.</p> <p>2006-2011</p>	<p>participants as appropriate.</p> <p>2006-2011 A meeting of the Long Island School Library System Directors was held and at least one new idea or event is shared.</p> <p>2006-2011 NBSLS programming and planning will be enhanced because of the collaboration with SLSA.</p> <p>2006-2011</p>

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	<p>NBSLS will work cooperatively with LILRC (Long Island Library Resources Council).</p> <p>2006-2011 NBSLS will work with LISMA (Long Island Library Media Association) to provide quality information regarding library programs to the Nassau County school librarians.</p> <p>2006-2007 NBSLS will investigate the possibility of a cooperative workshop with C.W. Post/Palmer Library School for school librarians that will offer hourly or college credit for the school librarian.</p>	<p>NBSLS will continue to cooperate with LILRC for interlibrary loan for the school librarians.</p> <p>2006-2007 NBSLS will share LISMA membership applications with the school librarians and consider a joint project for the future.</p> <p>2007-2011 NBSLS will continue to distribute the membership applications and plan a cooperative event.</p> <p>2006-2007 Begin a dialog, for the possibility of a cooperative opportunity for professional learning for the school librarian, that will give hourly or college credit hours.</p> <p>2007-2008 A plan would be developed, as a cooperative opportunity endeavor, for Professional Learning for the school librarians, in</p>	<p>NBSLS Supervisor is able to attend the meetings to share ideas at LILRC meetings.</p> <p>2006-2011 The relationship with LISMA will continue to improve and expand.</p> <p>2007-2011 LISMA and NBSLS will be working together for one or more projects each year.</p> <p>2006-2007 A discussion was held with the staff at C.W. Post/Palmer Library School.</p> <p>2007-2008 If a viable possibility, the plan would be finalized for implementation the following year</p> <p>2009-2011 If appropriate, offer one session of hourly or college credit each school year.</p>

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		<p>conjunction with C. W. Post/Palmer Library School. 2009-2011</p> <p>The plan would be implemented to provide an additional avenue for professional learning for the school librarians that would be acceptable for the school districts.</p>	
<p><b>10. Other goals (optional)</b></p>	<p>2006-2011 An Administrator of the Year will be selected each year. The Award will be presented at a special celebration.</p> <p>2006-2007 Council will consider the creation of an award for an outstanding school librarian.</p>	<p>2006-2011 An Administrator of the Year will be honor by NBSLS each year. This nominee will be recommended by the school librarians and selected by a committee as described in the NBSLS by-laws.</p> <p>2006-2007 Council will discuss the possibility of honoring an exemplary school librarian.</p>	<p>2006-2011 Each year an Administrator will be honored at a special celebration.</p> <p>2006-2007 Council will make the decision about the award, by the last meeting of the school year.</p>