

**Nassau BOCES SLS
FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems)
2016-2021**

SECTION 1 - GENERAL INFORMATION

July 1, 2016 - June 30, 2021

1.1	Name of System	Nassau BOCES School Library System
1.2	Street Address	One Merrick Ave.
1.3	City	Westbury
1.4	Zip Code	11590
1.5	Four Digit Zip Code Extension (enter N/A if unknown)	6601
1.6	Telephone Number (enter 10 digits only)	(516) 608-6630
1.7	Fax Number (enter 10 digits only)	(516) 608-6621
1.8	Name of System Director	Carl Vitevitch
1.9	E-Mail Address of the System Director	cvitevitch@nasboces.org
1.10	System Home Page URL	http://www.nassauboces.org/nsls
1.11	URL of Current List of Members	http://www.nassauboces.org/nsls
1.12	Date of Establishment	7/1/1985
1.15	Square Mileage of System Service Area	292
1.16	Population of System Service Area	N/A
1.17	Type of System	SLS

SECTION 2 - SYSTEM GOVERNANCE

BYLAWS

2.1	URL of Current Governing Bylaws	http://www.nassauboces.org/Page/273
-----	------------------------------------	---

APPOINTMENT/ELECTION OF SYSTEM BOARD/SYSTEM COUNCIL

2.2	System Board / System Council Appointment/Election - Indicate whether the System Board / System Council Members are appointed or elected (select one).	A - System Board / System Council Members are appointed
2.3	Indicate by whom the System Board / System Council Members are appointed/elected.	The members to Advisory Council are appointed by current members according to the following process. Advisory Council members are selected by a nominating committee established following the NBSLS Bylaws. The nominating committee meets each spring selecting candidates. Advisory Council approves the recommendations.

ADVISORY GROUPS

2.4	Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):	
a.	Members Directors' Organization / Council	No
g.	Communications Coordinators Group	Yes

- h. Co-ser Advisory Committee No
- i. Other (specify using the State note) No

SECTION 3 - PLANNING

NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN

- 3.1 Provide a summary describing the processes used to assess needs in the development of the Plan of Service. Advisory Council has spent time reviewing plan of service at the September 2015 and January 2016 meetings. The proposed Plan of Service was available via Google Docs for comments to be made by Advisory Council. The Liaisons were asked for their input at the March 2016 meeting. The final version of the plan was reviewed again in detail by a small group of the Advisory Council and approved by a vote of the entire Advisory Council on March 16, 2016.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. The entire Advisory Council - consisting of school librarians, administrators, public library system staff and university staff; Dr. Valerie D'Aguzzo, my immediate supervisor, and discussed at a Liaison meeting in March 2016.

EVALUATION

- 3.9 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. Evaluations are collected several different times during the year. Evaluations are expected at the conclusion of each workshop including Liaison meetings. In the fall, the review of the online resources CoSer is requested using an online survey. In addition, there is an end of year evaluation. Opportunity to meet with any school librarian is encouraged at several venues during the year for face-to-face conversations about the services.
- 3.10 Provide the URL for the evaluation form(s) used by members. <http://www.nassauboces.org/Page/273>
- 3.11 Provide the URL for the results of the member evaluation. <http://www.nassauboces.org/Page/273>
- 3.12 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. The end of year evaluations (and conversations) are reviewed. The easy changes are implemented immediately. Additional workshops are added, taking into consideration presenters and room availability. Every set of workshop evaluations are reviewed; changes are implemented as appropriate following discussion with Advisory Council and NBSLS staff.

REVISION PROCESS

- 3.13 Describe the process for revising the system's Plan of Service for submission to the New York State Education Department/New York State Library. Advisory Council will review the Plan of Service yearly and determine if any revisions are needed.

SECTION 4 - GOALS/RESULTS

The Nassau BOCES School Library System (NBSLS) serves as the

4.1 The Library System's Mission Statement
(The Instructions include the definition of the mission statement.)

hub for school library system services throughout Nassau County. NBSLS provides an arena for the sharing of ideas, information, and best practices for the creation of a vision for school library programs that meets the needs of all students. NBSLS supports school library automation 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.

Minimum Requirement for questions 4.3 through 4.12 and 4.14 - complete one repeating group for each topic of every element.

Element 1 - RESOURCE SHARING

Cooperative Collection Development

4.2 Provide the URL of the 2016-2021 Cooperative Collection Development (CCD) Plan.

<http://www.nassauboces.org/Page/273>

**4.3 Element 1 - RESOURCE SHARING
Union/Online Catalog**

- | | | |
|-----|----------------------|--|
| 1. | Goal Statement | Continue to administer, support, and improve the Union Catalog that is shared by school library members. |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | Improved usability of catalog for school library members and increase the number using it. |
| 4. | Evaluation Method(s) | The number of automated schools will be counted, adding to the data collected about the school libraries in Nassau County. |

**4.4 Element 1 - RESOURCE SHARING
Delivery**

- | | | |
|-----|----------------------|--|
| 1. | Goal Statement | SLS will utilize contracted commercial delivery service to move items. |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | ILL requests will be filled in a timely and cost effective fashion. |
| 4. | Evaluation Method(s) | Utilizing the contracted delivery company online software, we will ensure that requests are being sent and returned to the correct parties in a timely manner. |

**4.5 Element 1 - RESOURCE SHARING
Interlibrary Loan**

- | | | |
|-----|----------------|---|
| 1. | Goal Statement | SLS will encourage resource sharing among school library members. |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |

- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Ease of access for the school librarians and other educators to receive requested material.
- 4. Evaluation Method(s) The statistics of number of loans, types, lenders, and borrowers will be gathered and shared with the school librarians.

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

- 1. Goal Statement Not Applicable.
- 2a. Year 1 No
- 2b. Year 2 No
- 2c. Year 3 No
- 2d. Year 4 No
- 2e. Year 5 No
- 3. Intended Result(s) Not Applicable.
- 4. Evaluation Method(s) Not Applicable.

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

- 1. Topic Professional Collection
- 2. Goal Statement NBSLS Professional Collection is kept current and available for interlibrary loan to the school librarians and other educators.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Encourage additional participation with school librarians and other educators in the schools and Nassau BOCES. New items will be added to the collection each academic year.
- 5. Evaluation Method(s) The end of year evaluation will include a question about use of the Professional Collection; who uses and how often. Recommendations for additions will be included.

4.8 Element 2 - SPECIAL CLIENT GROUPS

- 1. Topic Special Client Groups
- 2. Goal Statement Determine the resources needed to aid the students with: a. disabilities b. non-English speaking participating in the school library program and using the school library resources.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Materials for these special groups will be added to the NBSLS Professional Collection available for interlibrary loan.
- 5. Evaluation Method(s) Circulation statistics from Professional Collection will show an increase in utilization of materials for these special groups.

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

- 1. Goal Statement NBSLS will provide professional development support to the school librarians through automation User Groups, school librarian lead sessions "Learn & Create" and other opportunities.
Yes

- 2a. Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Increased participation by members and sharing of ideas along enabling opportunities of leadership.
- 4. Evaluation Method(s) End of Year survey and My Learning Plan completions will indicate increase sharing and participation of members.

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

- 1. Goal Statement The NBSLS Director will visit school librarians (and administrators) to support and develop relationships for the purpose of building and sustaining quality school library programs.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Information about the member plan will be sent to each school librarian; one response is expected for each site by the end of the academic year with responses tabulated for the entire county: noting the responses from different grade ranges.
- 4. Evaluation Method(s) The results from the member plan will be tabulated and shared with Advisory Council and the school librarians.

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

- 1. Goal Statement Continue to build online resources within "findit" a single site database login service to support classroom instruction.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Greater online availability to NOVELny and SLS provided resources.
- 4. Evaluation Method(s) The statistics of number of databases used will be gathered and shared with school librarians.

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

- 1. Goal Statement Not Applicable.
- 2a. Year 1 No
- 2b. Year 2 No
- 2c. Year 3 No
- 2d. Year 4 No
- 2e. Year 5 No
- 3. Intended Result(s) Not Applicable.
- 4. Evaluation Method(s) Not Applicable.

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

- 1. Topic
- 2. Goal Statement

- 3a. Year 1 No
- 3b. Year 2 No
- 3c. Year 3 No
- 3d. Year 4 No
- 3e. Year 5 No
- 4. Intended Result(s)
- 5. Evaluation Method(s)

4.14 Element 6 - AWARENESS AND ADVOCACY

- 1. Goal Statement SLS will coordinate advocacy efforts that empower School Librarians to be leaders in their educational communities.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Opportunities to participate in local, regional and state library conferences for leadership and advocacy skills will increase.
- 4. Evaluation Method(s) Annual School Library System Survey will show membership in organizations increasing.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

- 1. Goal Statement NBSLS will maintain School Library System website, listserv, and hold four annual Liaison Meetings. Staff will explore and "model" new communication technologies.
- 2a. Year 1 No
- 2b. Year 2 No
- 2c. Year 3 No
- 2d. Year 4 No
- 2e. Year 5 No
- 3. Intended Result(s) Members will have access to current information and be able to implement new technologies.
- 4. Evaluation Method(s) Annual School Library System Survey will show utilization of various new technologies.

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

- 4.16 Provide the URL for the Member Plan <http://www.nassauboces.org/Page/273>

4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

- 1. Goal Statement SLS will collaborate with other BOCES SLSs, Public Library Systems, and academic librarians to bring opportunities for professional development.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Collaborations on a variety of professional development workshops.
- 4. Evaluation Method(s) Collaborative work will be distributed to member librarians and available online via new communication technologies.

4.18 Element 9 - OTHER (Optional) - If there are other elements in the System's Plan of Service not listed above, complete one repeating group for each element.

- 1. Element

- 2. Topic
- 3. Goal Statement
- 4a. Year 1 No
- 4b. Year 2 No
- 4c. Year 3 No
- 4d. Year 4 No
- 4e. Year 5 No
- 5. Intended Result(s)
- 6. Evaluation Method(s)

ASSURANCE

4.19 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 Library System Council on (date - mm/dd/yyyy). 03/16/2016

APPROVAL

4.20 The Library System's Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy) 06/11/2016

REVISION ASSURANCE

4.21 The Library System's Plan of Service was revised 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 Library System Council on (date - mm/dd/yyyy). 03/16/2016

REVISION APPROVAL

4.22 The Library System's revised Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)