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**Suffolk Eastern 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                                | Suffolk Eastern BOCES School Library System                           |
| 1.2  | Street Address                                | 627A North Sunrise Service Road                                       |
| 1.3  | City  | Bellport  |
| 1.4  | Zip Code                                      | 11713   |
| 1.5  | Four Digit Zip Code Extension N/A if unknown) | 1540  |
| 1.6  | Telephone Number (enter 10 digits only        | (631) 286-0891  |
| 1.7  | Fax Number (enter 10 digits only)             | (631) 286-0985  |
| 1.8  | E-Mail Address of the System Director         | <a href="mailto:jbarr@esboces.org">jbarr@esboces.org</a>              |
| 1.9  | System Home Page URL                          | <a href="http://www.esboces.org/SLS/">http://www.esboces.org/SLS/</a> |
| 1.10 | Date of Establishment                         | 7/01/1985   |
| 1.13 | Square Mileage of System Service Area         | 933   |
| 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://www.esboces.org>

**APPOINTMENT/ELECTION OF BOARD/COUNCIL**

- 2.2 Board/Council Appointment/Election - Appointed  
Indicate whether the Board/Council Members are appointed or elected (select one).

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

New Council members are selected from a pool of names generated by the various constituencies. The Council reviews the names and, through the District Superintendent, advises the Board of Cooperative Educational Services of such appointment(s). (It is the responsibility of the Council to assure adequate representation among librarians, from public and non-public school members, the public library system, school districts and professional organizations. At least one BOCES administrative staff member will always be an ex-officio member of the Council.)

**ADVISORY GROUPS**

2.4 Advisory Groups – Indicate the groups that advise the Board/Council (check all that apply):

- a. Director’s Advisory Council 0
- b. Member Advisory Council 0
- f. Co-Ser Advisory Committee  
**State Note:** 1  
 (Co-Ser 6316 Library Services has a committee that advises on the purchase of online databases for the Virtual Reference Collection (VRC))
- g. Other (specify using the State note) 1  
**State Note:**  
 NOVEL-Ready Library Committee reviews NOVEL-Ready applications for Basic 2000, Advanced, and Leader designations.

**SECTION 3 – MEMBER SERVICES**

**LIST OF MEMBERS**

3.1 URL of current List of Members <http://www.esboces.org/SLS/>

3.4 Does the school library system provide different levels of service to its member libraries? Indicate Y for Yes, N for No. If Yes, complete one repeating group for each level of service. Identify the level and describe the service(s) provided at that level. BOCES based library systems should include administered cooperative services plans (Co-Sers). If No, enter N/A

1. Level of Services and Service(s) Provided

Enhanced Service Level.

Seventy-one percent (36 of 51) school districts and one non-public school participate in the following service (co-ser):

Co-Ser 6320 Library Automation assists districts in automating their libraries so that students and staff may rapidly access the library's collection electronically. Printed bibliographic records are converted into MARC (machine readable cataloging) records. Hardware, software, networks, user groups, and service contracts may be included. Two software programs are available:

- 1) Innovative Interfaces Millennium
- 2) Follett's Core Applications and Destiny

Innovative Interfaces Millennium, our web-based product, provides district union catalogs, as well as individual school catalogs, and produces a wide range of reports regarding the collections and their use. Eighty-five percent of the school libraries are now automated. Sixty- eight percent are classified as NOVEL-Ready Libraries (formerly Electronic Doorway Libraries). Training for this shared service is available through the School Library System.

1. Level of Service and Service(s) Provided

Enhanced Service Level

Ninety percent (46 of 51) school districts and three non-public schools participate in the following shared service (co-ser):

Co-Ser 6316 Library Services/Media assists library media centers in acquiring specialized online materials for their collection. Options may include:

Specialized reference sources

Indexing

Abstracting

Full-text services

In-depth subject areas

Currently, 22 online databases are available through the Virtual Reference Collection (VRC located at <http://www.esboces.org/SLS/vrc.cfm>). Three levels of online databases are available (elementary, middle, and high). One hundred sixteen schools access the elementary school collection, forty-four schools access the middle school collection, and forty schools access the high school collection. Initial training for this shared service is included, and additional training is available through the School Library System.

1. Level of Service and Service(s) Provided

Basic level of service.

Interlibrary loan service is provided to all member districts and participating non-public schools without charge. School libraries may request items on traditional ILL forms, an electronic form, e-mail or telephone.

1. Level of Service and Service(s) Provided.

Basic level of service.

The School Library System provides a union catalog of materials for all member districts and participating non-public schools. New acquisitions are regularly loaded into the union catalog by School Library System staff. The online public access catalog is available on the web at <http://opac.esboces.org>.

1. Level of Service and Service(s) Provided.

Basic level of service.

The School Library System provides an online database--Teaching Books--to all members and participating non-public schools. Teaching Books links to authors, illustrators, and books for children and young adults. Includes audio, video and written interviews, and activity guides. Customizable in Educator Area to suit individual teacher interests and needs through unique login and password.

1. Level of Service and Service(s) Provided.

Basic level of service.

The School Library System provides links to appropriate curriculum-related websites through its CyberLibrary located at <http://www.leonline.com/sls/>.

All members and participating non-public schools can access this site.

1. Level of Service and Service(s) Provided.

Basic level of service.

The School Library System provides a School Library System listserv to all members and participating non-public schools. Members subscribe and unsubscribe on their own. Issues are presented and responses received via the listserv.

1. Level of Service and Service(s) Provided.

Basic level of service

The School Library System Director visits school libraries during the year on an as needed basis.

1. Level of Service and Service(s) Provided.

Basic level of service

The School Library System provides consulting services to member districts and participating schools via the telephone, e-mail and faxes.

1. Level of Service and Service(s) Provided.

Basic level of service

School Library System staff routinely complete forms for member districts and participating non-public schools at their request. Examples of these forms would be barcode processing forms from book vendors and Eastern Suffolk BOCES standard co-ser participation forms.

1. Level of Service and Service(s) Provided.

Basic level of service.

The School Library System prepares certificates for the NOVEL-Ready Electronic Doorway Library recipient schools. It also monitors the number of libraries receiving such awards.

1. Level of Service and Service(s) Provided.

Basic level of service.

The School Library System offers an advanced science program through Brookhaven National Laboratory Information Services Division to all member districts and participating non-public schools. Each year approximately 8-10 districts participate in this Partners in Science program.

## **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

Member needs assessment: Information is continually collected at the School Library System. Members are asked to give evaluations of all programs, workshops and meetings. Each year the school library media specialists are requested to complete a member plan. Included is information about their individual library and suggestions for the future. The specific questions are "describe one goal you have for your library media center for the next year: indicate how the SLS could help you achieve that goal." Part 2 "please suggest things you would like to see the SLS plan for the future." Each year the SLS participants complete an evaluation of the School Library System. Areas covered include union catalog, interlibrary loan services, professional development, School Library System staff, communication, special needs/services, intersystem cooperation, and an overall evaluation. In addition to the evaluation form, statistics are regularly compiled for interlibrary loans, number of bibliographic records added and deleted from the union catalog and union list of serials, number of professional development meetings held with number of attendees, and number of technical visits to schools.

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

- Council meeting determined process for Plan of Service 2006-2011, suggested modifications, and approved the final draft.
- Liaisons and other library media specialists brainstormed the goals and suggested modifications.
- A committee wordsmithed this final draft copy for submission to the Council.
- School Library System staff prepared several drafts, as the process progressed.

**4.6** URL of the System's Member Plan (2006-2011) <http://www.esboces.org/SLS/>

## **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.

- Council meeting (September 29, 2005) determined process for Plan of Service 2006-2011 as follows:
- Program/Liaison meeting (October 18, 2005) - 74 attendees brainstormed the items
- Council meeting (December 5, 2005), suggested modifications
- Liaison meeting (January 6, 2006) - 30 attendees modified Plan of Service and committee to edit and specify years
- Committee meeting (January 17, 2006) prepared final wording and inserted years

- Documents mailed to Council members for final review and due back no later than Friday, February 17, 2006.
- Council meeting (March 15,2006) approved document for April 3, 2006 submission.

## **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.

Each year, our participants complete an evaluation of the School Library System and its services. Topics include Resource Sharing, Technology Services for Member Libraries, Special Client Needs, Continuing Education/Training, Awareness and Advocacy, Communication and Cooperation among Members. Members also list new services that they would like the School Library System to provide. Statistics from various other sources will also be collected.

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

On the annual School Library System evaluation form, participants can indicate how well the School Library System performed its various services on a 1-5 scale. The School Library System also receives recommended and concerns from its members, via the telephone or through written letters, e-mails, and faxes.

- 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.

The School Library System tabulates the ratings of its services and works to improve the services with below average ratings. Those services rated as being extremely valuable to members are also reviewed so that they continue to provide quality service to our members. The anecdotal comments and suggestions are summarized and provided to the Council for its review. Services needing improvement will be referred to the appropriate committee or an ad hoc committee might be formed.

## **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.

The Council receives copies of the summarized evaluations at its early autumn meeting. At the late Autumn meeting, the Plan of Service is reviewed, and amendments and revisions proposed. Final approval of amendments and revisions take place at the winter meeting. Approved amendments and revisions are sent to the State Education Department, Division of Library Development, in the Spring.

**LIST OF SYSTEM MEMBERS**  
**EASTERN SUFFOLK BOCES MEMBER DISTRICTS**  
**2007-2008**

Union Free School District (U.F.S.D.)  
Central School District (C.S.D.)

**PARTICIPATING PUBLIC SCHOOL DISTRICTS**

1. AMAGANSETT U.F.S.D.
2. BAYPORT- BLUE POINT U.F.S.D.
3. BAY SHORE U.F.S.D.
4. BRENTWOOD U.F.S.D.
5. BRIDGEHAMPTON U.F.S.D.
6. CENTER MORICHES U.F.S.D.
7. CENTRAL ISLIP U.F.S.D.
8. COMSEWOGUE U.F.S.D.
9. CONNETQUOT C.S.D.
10. EAST HAMPTON U.F.S.D.
11. EAST ISLIP U.F.S.D.
12. EAST MORICHES U.F.S.D.
13. EAST QUOGUE U.F.S.D.
14. EASTPORT/SOUTH MANOR C.S.D.
15. FIRE ISLAND U.F.S.D.
16. FISHERS ISLAND U.F.S.D.
17. GREENPORT U.F.S.D.
18. HAMPTON BAYS U.F.S.D.
19. HAUPPAUGE U.F.S.D.
20. ISLIP U.F.S.D.
21. LITTLE FLOWER U.F.S.D.
22. LONGWOOD C.S.D.
23. MATTITUCK-CUTCHOGUE U.F.S.D.
24. MIDDLE COUNTRY C.S.D.
25. MILLER PLACE U.F.S.D.
26. MONTAUK U.F.S.D.
27. MOUNT SINAI U.F.S.D.
28. NEW SUFFOLK COMMON S.D.
29. OYSTERPONDS U.F.S.D.
30. PATCHOGUE- MEDFORD U.F.S.D.
31. PORT JEFFERSON U.F.S.D.
32. QUOGUE U.F.S.D.
33. REMSENBURG-SPEONK U.F.S.D.
34. RIVERHEAD C.S.D.
35. ROCKY POINT U.F.S.D.
36. SACHEM C.S.D.
37. SAGAPONACK COMMON S.D.
38. SAG HARBOR U.F.S.D.
39. SAYVILLE U.F.S.D.
40. SHELTER ISLAND U.F.S.D.
41. SHOREHAM-WADING RIVER C.S.D.
42. SOUTH COUNTRY C.S.D.
43. SOUTHAMPTON U.F.S.D.
44. SOUTHOLD U.F.S.D.
45. SPRINGS U.F.S.D.
46. THREE VILLAGE C.S.D.
47. TUCKAHOE COMMON S.D.
48. WAINSCOTT COMMON S.D.
49. WEST ISLIP U.F.S.D.
50. WESTHAMPTON BEACH U.F.S.D.
51. WILLIAM FLOYD U.F.S.D.

**PARTICIPATING NON-PUBLIC SCHOOLS**

1. ACADEMY OF ST. JOSEPH
2. EMANUEL LUTHERAN
3. LAUREL HILL SCHOOL
4. MCGANN-MERCY HIGH SCHOOL
5. NORTH SHORE MONTESSORI SCHOOL
6. OUR LADY OF MERCY REGIONAL SCHOOL
7. OUR LADY OF WISDOM REGIONAL SCHOOL
8. OUR LADY OF THE HAMPTONS REGIONAL CATHOLIC SCHOOL
9. OUR LADY QUEEN OF THE APOSTLES REGIONAL SCHOOL
10. ROSS SCHOOL
11. ROSS LOWER SCHOOL
12. ST. JOHN THE BAPTIST HIGH SCHOOL
13. ST. MARY'S SCHOOL
14. STELLA MARIS REGIONAL SCHOOL

**SYSTEM BY LAWS  
EASTERN SUFFOLK BOCES SCHOOL LIBRARY SYSTEM COUNCIL  
BY LAWS**

**1. PURPOSE OF THE COUNCIL**

- Section 1A. To recommend for approval the Plan of Service for submission to the BOCES Board of Education, which is responsible for submitting such plan to the State Education Department by due date.
- Section 1B. To recommend for approval the annual budget for submission to the BOCES Board of Education, which is responsible for submitting the annual budget to the State Education Department by due date.
- Section 1C. To review annually the effectiveness of the implementation of the Plan of Service as part of the annual report of the School Library System, which is transmitted to the State Education Department by due date.
- Section 1D. To carry out other duties as assigned or required.
- Section 1E. This Council will monitor progress of Eastern Suffolk BOCES School Library System.
- Section 1F. This Council advises the director on system functions.
- Section 1G. This Council will promote communication and advocacy among members and throughout the school districts.

**2. COUNCIL MEMBERSHIP**

Section 2A. The thirteen to fifteen member Council is designed to equally represent the former Suffolk 1 and the former Suffolk 2 School Library Systems, which merged July 1, 1993.

Section 2B. Membership may represent:

- School Districts (Library Media Specialists, Teachers, Parents)
- School Administrators/Supervisors
- Non-Public School Participants
- Other types of library systems (Public, 3R's)
- BOCES Administrator ex-officio
- Local Associations (Business, School Board, Parent, Library)
- School Library System Director ex-officio

Upon expiration of each term of office, a new (or renewed) appointment will be made based on recommendation by the Council, Liaisons, and/or the Director.

Section 2C. Members serve for terms of three (3) years. (Terms are staggered so that four or five members change each year.) Members may fill one (1) renewal term of three (3) years. (Filling an unexpired term does not constitute a term.) New Council members are selected from a pool of names generated by the various constituencies. The Council reviews the names and, through the District Superintendent, advises the Board of Cooperative Educational Services of such appointment(s). (It is the responsibility of the Council to assure adequate representation among librarians, from public and non-public school members, from the public library system, from school districts and from professional organizations. At least one BOCES administrative staff member will always be an ex-officio member of the Council.)

Section 2D. Anyone who has two (2) or more absences during the year is subject to removal from the Council. Those Council members who find it impossible to continue to actively participate shall be asked to withdraw. Any member who (a) misses two consecutive meetings and (b) fails to notify the Chair or SLS office may be asked to withdraw. Vacancies will be filled through recommendations by the Council with an attempt to maintain appropriate representation from a constituent group. The duration of the term of a Council member filling a vacancy shall be the remainder of that term on the Council.

### **3. MEETINGS**

Section 3A. The Council shall meet at least four (4) times a year, preferably prior to each liaison meeting. (All Council meetings will be open to the public, will be conducted by the Council chairperson, and will be held from 3:30 p.m. to 5:30 p.m.) At the first meeting in the fall, the dates of the subsequent meetings shall be confirmed.

Section 3B. A quorum shall consist of a majority of members.

Section 3C. Council members shall receive two weeks prior to the meeting date agenda and pertinent documents for upcoming meeting, together with minutes from the previous meeting.

Section 3D. Special meetings may be called by the chairperson in conjunction with the School Library System director. Advance notice will be given.

Section 3E. The chairperson shall create ad hoc committees and set the number of members, as needed, and/or as required by these by-laws.

Section 3F. Each member shall have one vote and must be present to use that vote. An electronic vote may be requested by the Chairperson or System Director for the transaction of a specific piece of business between regularly scheduled meetings.

#### **4. OFFICERS**

Section 4A. At the last meeting of the year a chairperson, vice-chairperson, and a recording secretary will be appointed to serve for one (1) year.

Section 4B. Officers may only serve a maximum of two (2) years in the same position.

#### **5. BY-LAWS**

Section 5A. Amendments to by-laws may be submitted by proposing amendment with a rationale two (2) weeks prior to meeting to be sent out with agenda.

Section 5B. Amended by-laws will be voted on at the meeting following the regularly scheduled Council meeting, when the changes were proposed.

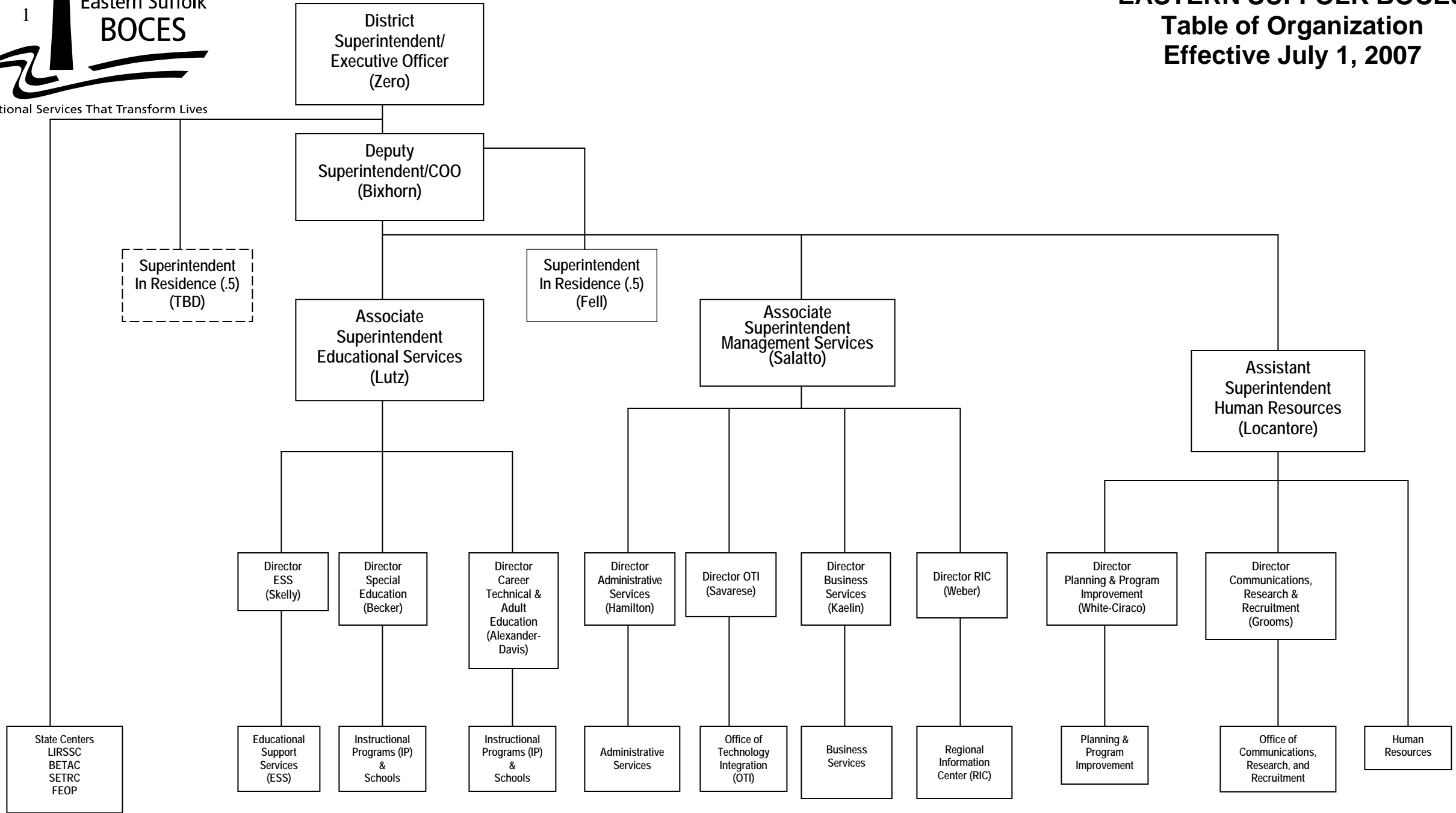
Section 5C. A two-thirds majority vote of the entire Council is necessary to approve said changes to the by-laws.

**Adopted by the Eastern Suffolk BOCES School Library System Council on October 10, 2000.**

**Amendments proposed 9/26/01 per request of Division of Library Development, SED, Albany**

**Amendments adopted on October 10, 2001.**

**Approved and accepted by Council, as presented with no changes, January 18, 2007.**





EASTERN SUFFOLK BOCES  
EDUCATIONAL SERVICES DIVISION  
Department of Educational Support Services  
2007-08 School Year

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## **SECTION 5 – GOALS/RESULTS**

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

Minimum Requirement for Questions 5.2 through 5.23 – complete one repeating group for each topic of every element.

*Mission Statement ~ The School Library System supports its school library media specialists to help students become information literate researchers, learners and thinkers by:*

- *Advocating for funding and administrative support*
- *Providing a forum for the exchange of ideas*
- *Providing current and up-to-date resources*

### **5.2 Element 1 - RESOURCE SHARING (Cooperative Collection Development)**

#### **1. Goal Statement**

*a. To implement the cooperative collection development plan*

#### **3. Intended Result(s)**

*a. To provide materials in specialized subjects for sharing among all members*

State Note (Activities)

*a. By year 5, at least five participants will provide materials in specialized subjects.*

#### **4. Evaluation Method(s)**

*a. Five participating schools will provide materials in specialized subjects, as reflected in their member plan responses.*

### **5.3 Element 2 – RESOURCE SHARING (Delivery)**

#### **1. Goal Statement**

*a. To provide a delivery service*

#### **3. Intended Results**

*a. Materials will move efficiently through the U.S. Postal Service or alternate service.*

State Note (Activities)

*a. The delivery method will be by the U.S. Postal Service or alternate service. (1-5)*

4. Evaluation Method(s)

*a. Interlibrary Loan participants will evaluate the service in the annual SLS evaluation*

**5.4 Element 2 – RESOURCE SHARING (Interlibrary Loan)**

1. Goal Statement

*a. To promote resource sharing among member school and public libraries through a web-based catalog of over 500,000 titles*

3. Intended Result(s)

*a. Students will have access to many shared resources*

State Note (Activities)

*a. The School Library System office will promote resource sharing through interlibrary loans between school and public libraries (1-5)*

4. Evaluation Method(s)

*a. Web-based catalog will include a vendor (Innovative Interfaces, Inc.) link to Suffolk Cooperative Library System's more than 600,000 titles*

1. Goal Statement

*b. To monitor and keep records for the Interlibrary Loan System*

3. Intended Result(s)

*b. Interlibrary Loan will enable students to efficiently access resources in other libraries*

State Note (Activities)

*b. Procedures (1, 3, 5) and transactions will be reviewed (1-5) and statistics recorded in the Annual Report (1-5)*

4. Evaluation Method(s)

*b. Interlibrary Loan statistics will reflect more than 1000 annual transactions*

**5.5 Element 1 – RESOURCE SHARING Other (optional)**

1. Topic

*a. (Other) Lesson Plans*

2. Goal Statement

*a. To share lesson plans and/or curriculum units online through our School Library System*

4. Intended Result(s)

*a. Collaborative lesson plans will be shared among schools via the listserv/website*

State Note (Activities)

*a. Teachers and librarians will prepare collaborative lesson plans. (1-5)*

5. Evaluation Method(s)

*a. One collaborative unit for each level per year will be distributed via the listserv/website*

**5.6 Element 2 – TECHNOLOGY SERVICES (Union Catalog)**

1. Goal Statement

*a. To have a current web-based Union Catalog*

3. Intended Result(s)

*a. To provide accurate bibliographic and holdings information in the Union Catalog*

State Note (Activities)

*a. School Library System office will maintain Union Catalog. (1-5)*

4. Evaluation Method(s)

*a. Accurate bibliographic information for 70% of new acquisitions will be obtained from Follett Library Resources, OCLC, Baker & Taylor and other vendors.*

1. Goal Statement

*b. To establish procedures for librarians to submit bibliographic data for annual acquisitions and discards.*

3. Intended Result(s)

*b. To provide accurate bibliographic information via TitleWave or other method of electronic exportation of data.*

State Note (Activities)

*b. Procedures will be established (1-2) for librarians to submit bibliographic data on an annual basis. (1-5)*

4. Evaluation Method(s)

*b. Bibliographic records and holdings of 70% of new member acquisitions will be added to the Union Catalog.*

1. Goal Statement

*c. To promote the use of the SLS website with OPAC and VRC to faculty and students.*

3. Intended Result(s)

*c. Use of the SLS website with OPAC and VRC will increase*

State Note (Activities)

*c. Library media specialists will be proactive in providing faculty with information regarding the SLS website and OPAC, including items for school-wide community use (1-5)*

4. Evaluation Method(s)

*c. There will be an increase in website activity each year.*

**5.7 Element 2 - TECHNOLOGY SERVICES (Union List of Serials)**

1. Goal Statement

*a. To have a current web-based Union List of Serials.*

3. Intended Result(s)

*a. To provide accurate bibliographic and holdings information in the Union List of Serials.*

State Note (Activities)

*a. School Library System office will maintain and have access to a web-based Union List of Serials. (1-5)*

4. Evaluation Method(s)

*a. Union List of Serials bibliographic and holdings information will be submitted to the Long Island Library Resources Council at least once a year.*

1. Goal Statement

*b. To maintain procedures for librarians to submit bibliographic data for annual acquisitions and discards.*

3. Intended Result(s)

*b. To provide accurate bibliographic information regarding all serials in participating library collections.*

State Note (Activities)

*b. Procedures will be maintained (1-2) for librarians to submit bibliographic data on an annual basis. (1-5)*

4. Evaluation Method(s)

*b. Thirty percent of schools will submit their bibliographic data.*

1. Goal Statement

*c. Continuation of and evaluations of databases to be included in the Virtual Reference Collection. (VRC)*

3. Intended Result(s)

*c. Online databases in the VRC will continue to meet the needs of our students.*

State Note (Activities)

*c. The VRC Committee will continue to explore, expand and enhance the databases of the VRC in order to provide a valuable resource to the member districts. (1-5)*

4. Evaluation Method(s)

*c. The VRC Committee will meet at least two times yearly to evaluate existing and potential databases.*

## **5.8 Element 2 – TECHNOLOGY SERVICES - Integrated Library System**

1. Goal Statement

*a. To maintain and continuously upgrade Innovative Interfaces, Inc. web-based Millennium software integrated modules-Cataloging (including public catalog), Circulation, and Web Access Management.*

3. Intended Result(s)

*a. All School Library System participants will be able to access the online public access catalog (OPAC) through the web. Circulation module will be available to those districts who have selected Millennium as their automation software. Web Access Management module will be used by SLS staff to provide access to the online databases in the Virtual Reference Collection.*

State Note (Activities) None

4. Evaluation Method(s)

*a. The number of days and/or hours that the software has not provided access to the Catalog Circulation System and Virtual Reference Collection of online databases will be counted.*

## 5.9 Element 2 - TECHNOLOGY SERVICES - Other (optional) - None

### 5.10 Element 3 - SPECIAL CLIENT GROUPS

1. Topic

*a. Gifted and talented students.*

2. Goal Statement

*a. To implement cooperative programs with agencies to meet the needs of gifted and talented in science, music, art and other academic areas.*

4. Intended Result(s)

*a. A research program will be continued in science and other academic areas for gifted and talented students by providing access to full range of print/online resources.*

State Note (Activities)

*a. The School Library System will participate in cooperative programs with agencies such as Arts-in-Education Program and Brookhaven National Laboratory, e.g. Partners in Science program, to meet the needs of gifted and talented students. (1-5)*

5. Evaluation Method(s)

*a. A research program in science will be held annually with Brookhaven National Laboratory providing a full range of print/online resources.*

1. Topic

*b. Multilingual students. Languages other than English.*

2. Goal Statement

*b. To identify sources for materials to enhance the collections in school library media centers for bilingual students. Multilingual options in the VRC should be enhanced and promoted to school communities.*

4. Intended Result(s)

*b. The School Library media specialists will be able to enhance their library collections and provide additional resources for bilingual students. Students will be familiar with the multi-language online databases.*

State Note (Activities)

*b. To promote, highlight and share with school library media specialists sources for library materials for the bilingual students in all formats through meetings (1-5), Newsletter and the VRC.*

5. Evaluation Method(s)

*b. At least one bibliographic list of bilingual materials will be distributed each year, via the listserv. Multilingual options in the Virtual Reference Collection of online databases will be promoted in school Communities.*

1. Topic

*c. Special Education students*

2. Goal Statement

*c. To provide access to resources for special education students.*

4. Intended Result(s)

*c. Students will have access to a variety of online databases to meet their individual needs regardless of language or ability.*

State Note (Activities)

*c. SLS will provide VRC online databases and training for Special Education teachers/students allowing for a variety of learning styles and abilities. (1-5)*

5. Evaluation Method(s)

*c. Special Education students will have access to all levels of online databases in the Virtual Reference Collection so that varying needs will be met.*

1. Topic

*d. Web links for Special Education students*

2. Goal Statement

*d. To provide web links to Talking Books, Special Education Teaching Resource Center (SETRIC) and other pertinent resources.*

4. Intended Result(s)

*d. Students will have access to related web resources.*

State Note (Activities)

*d. SLS will provide links to Talking Books, SETRC, and other pertinent resources.*

5. Evaluation Method(s)

*d. School Library System website will include links to Special Education Teaching Resource Center resources, Talking Books, and other pertinent sites.*

## 5.11 Element 4 – CONTINUING EDUCATION AND TRAINING

### 1. Goal Statement

*a. Expand and enhance training on use of VRC, NOVEL, and other searchable databases.*

### 3. Intended Result(s)

*a. More librarians, teachers and students will have training on the databases.*

### State Note (Activities)

*a. On site professional development conducted by SLS trainers and representatives from database providers. (1-5)*

### 4. Evaluation Method(s)

*a. Statistics will show an increase in persons trained on the Virtual Reference Collection, NOVEL, and other searchable databases each year.*

### 1. Goal Statement

*b. SLS Director to periodically visit members and participants to provide technical training/consulting.*

### 3. Intended Result(s)

*b. Technical visits will be made to at least 15 participants to keep members up to date on the current technology. Increase the number of visits by five each year.*

### State Note (Activities)

*b. Technical visits will be made to participants and members by SLS Directors. (1-5)*

### 4. Evaluation Method(s)

*b. The School Library System Director will visit at least 20 different sites each year.*

### 1. Goal Statement

*c. To continuously seek topics for workshops/classes*

### 3. Intended Result(s)

*c. Continuing education will be based on the interest and needs of the members.*

### State Note (Activities)

*c. The participants will be surveyed for topics of concern for workshops/classes. (1-5)*

4. Evaluation Method(s)

*c. At least four topics will be identified and implemented each year for continuing sessions.*

1. Goal Statement

*d. To provide professional development opportunities for school library media specialists.*

3. Intended Result(s)

*d. Professional development opportunities/trainings and certificates will be provided to Members.*

State Note (Activities)

*d. Three or more staff development opportunities will be sponsored during the year. (1-5)*

4. Evaluation Method(s)

*d. At least four professional development opportunities will be offered to school library media specialists each year with at least 50 certificates being earned.*

1. Goal Statement

*e. To encourage sharing of VRC and other successful collaborative library programs and lessons that address the New York State Learning Standards.*

3. Intended Result(s)

*e. Continuing education will focus on sharing collaborative library programs and lessons with participants.*

State Note (Activities)

*e. Five different, successful library programs and lessons will be collected from participants and shared with districts each year. (1-5)*

4. Evaluation Method(s)

*e. One professional development session each year will be devoted to the sharing of collaborative library programs and lessons.*

1. Goal Statement

*f. To assist library media specialists in implementing New York State Learning Standards, the American Association of School Librarians (AASL), Information Literacy Standards, and raise library media specialists' awareness of National and State technology standards, such as National Education Technology Standards (NETS).*

3. Intended Result(s)

*f. Library media specialists, collaboratively with classroom teachers, will know how to implement the New York State Learning Standards,, Information Literacy Standards, and Technology Standards, such as (NETS).*

State Note (Activities)

*f. The SLS provides models for the implementation of Standards through collaborative units and web links for school library media specialists and classroom teachers. (3-5)*

4. Evaluation Method(s)

*f. State and National standards will be incorporated into the shared collaborative library programs and lessons each year. At least three lesson plans will be made available, via the listserv/website, per year*

1. Goal Statement

*g. To support New York State Initiatives such as NOVEL-Ready Libraries.*

3. Intended Result(s)

*g. Continuing education will promote New York State initiatives.*

State Note (Activities)

*g. Selected Initiatives will have been implemented, including the Novel.-Ready Library program (1-5).*

4. Evaluation Method(s)

*g. The number of New York State Initiatives that have been supported by the School Library System in its continuing education programs will be counted.*

1. Goal Statement

*h. To promote the use of NOVEL databases*

3. Intended Result(s)

*h. NOVEL databases will be used frequently by participants.*

State Note (Activities)

*h. Via liaison meetings, newsletters, listserv, and the websites provide information about NOVEL.*

4. Evaluation Method(s)

*h. The use of NOVEL databases will be monitored through the Web Access Management statistical reports. The usage will increase each year.*

1. Goal Statement

*i. To implement the teaching of search strategies for electronic information.*

3. Intended Result(s)

*i. Library media specialists and classroom teachers will become successful searchers of electronic databases, websites and the Internet.*

*State Note (Activities)*

*i. Provide professional development to increase the searching skills for databases, websites and the Internet.*

4. Evaluation Method(s)

*i. The number of successful searchers of electronic databases, websites and the Internet will increase each year, as evidenced by participant answers in the Member Plan, i.e. number of teachers and library media specialists who are successful searchers of electronic databases, websites and Internet.*

1. Goal Statement

*j. To dedicate one bi-annual program that will provide information on current listserv appropriate to school age children.*

3. Intended Result(s)

*j. To provide librarians in a school setting with a program to examine new literature and meet with their public library counterparts. (1, 3, 5)*

*State Note (Activities)*

*j. To have programs which will include book talks by children's literature specialists, including public library counterparts. (1, 3, 5)*

4. Evaluation Method (s)

*j. Bi-annual programs will provide information on current literature appropriate to school age children.*

## **5.12 Element 5 – CONSULTING AND TECHNICAL ASSISTANCE SERVICES**

1. Goal Statement

*a. SLS Director advises member libraries and districts on program development and improvement.*

3. Intended Result(s)

a. *Provide consulting services to member districts regarding library programs.*

State Note (Activities)

a. *Members will be advised on program development.*

4. Evaluation Method(s)

a. *SLS Director will consult at least 10 districts per year regarding library automation online databases and other requested items.*

**5.13 Element 5 – COORDINATED SERVICES**

1. Goal Statement

a. *Achieve maximum participation in Library Automation Co-Ser #6320.*

3. Intended Result(s)

a. *Maximum participation will provide access in each participating district.*

State Note (Activities)

a. *At least 35 districts will participate in Library Automation. (1-5)*

4. Evaluation Method(s)

a. *Schools continue to participate each year.*

1. Goal Statement

b. *Achieve maximum participation in Library Services/Media Co-Ser #6316, focusing on online access.*

3. Intended Result(s)

b. *All schools in all districts will participate.*

State Note (Activities)

b. *At least 40 districts will participate in Library Services/Media Co-Ser #6316. (1-5)*

4. Evaluation Method(s)

b. *To ascertain schools not participating and why.*

1. Goal Statement

*c. To expand the VRC and to include all schools in Eastern Suffolk BOCES region in order to provide equity of access to all students.*

3. Intended Result(s)

*c. To have 100% of schools participate in the VRC. (3)*

State Note (Activities)

*c. Director will meet with Superintendent/Administrators to promote the benefits to students of the VRC and the financial benefits provided to the district by contracting the VRC services through BOCES. (1-5)*

4. Evaluation Method(s)

*c. To ascertain schools not participating and why.*

**5.14 Element 7- AWARENESS AND ADVOCACY**

1. Goal Statement

a. To hold four Council meetings and four program/liaison meetings per year

3. Intended Result(s)

*a. Develop and promote the services of the School Library System through these meetings.*

State Note (Activities)

*a. Appropriate meetings will be held four times per year.*

4. Evaluation Method(s)

*a. The number of Council and Liaison meetings will be counted and identified with dates.*

1. Goal Statement

*b. To prepare and disseminate an electronic newsletter, a minimum of twice yearly.*

3. Intended Result(s)

*b. To increase awareness of the School Library System in the communities serviced by Eastern Suffolk BOCES.*

State Notes (Activities)

*b. Electronic newsletters will be produced and distributed at least twice yearly. (2-5)*

4. Evaluation Method(s)

*b The number of newsletters will be counted and identified with dates.*

1. Goal Statement

*c. To promote School Library System services to teachers, administrators, school boards, and parents.*

3. Intended Results

*c. To increase the awareness and use of SLS services.*

State Notes (Activities)

*c. Presentations about the VRC and/or other School Library System services will be made to a minimum of four School Library System participants/faculties per year, increasing by four each year. (1-5)*

4. Evaluation Method(s)

*c. Communications such as e-mails, letters, and phone calls will be counted for the month of October and estimated for the year. A minimum of four faculty presentations will be counted.*

1. Goal Statement

*d. To encourage library media centers to strive toward attaining higher levels of NOVEL-Ready library status.*

3. Intended Result(s)

*d. To create school district awareness of the electronic capabilities of libraries and their participation to the NYS Library System initiative.*

State Note (Activities)

*d. The number of NOVEL-Ready Electronic Doorway Libraries moving to higher levels will increase each year (1-5)*

4. Evaluation Method(s)

*d. An increase in NOVEL-Ready higher levels (advanced and leader) will occur.*

1. Goal Statement

*e. To advocate for appropriate staffing in school library media centers.*

3. Intended Result(s)

*e. In accordance with Professional library standards, all participating school library media centers will be appropriately staffed.*

State Note (Activities)

*e. Participants will advocate for appropriate library media center staffing via correspondence and personal visits. (1-5)*

4. Evaluation Method(s)

*e. SLS Director and school library media specialists, communications and presentations advocating for appropriate staffing will be counted.*

## **5.15 Element 8 – COMMUNICATIONS AMONG MEMBER LIBRARIANS**

1. Goal Statement

*a. To publicize events of interest to school library media specialists.*

3. Intended Result(s)

*a. To keep library media specialists informed of current activities and events.*

State Note (Activities)

*a. The system office will publicize events through a newsletter (perhaps online), listserv and the website. (1-5)*

4. Evaluation Method(s)

*a. Number of newsletters, listserv announcements and website postings will be counted.*

1. Goal Statement

*b. To identify exemplary programs in school library media centers.*

3. Intended Result(s)

*b. To encourage library media specialists to follow the use and implementation models of exemplary programs.*

State Note (Activities)

*b. The System office will identify exemplary programs through member surveys and visits to the media centers and share this information through the newsletter, liaison meetings, listserv and website. (1-5)*

4. Evaluation Method(s)

*b. Two exemplary programs will be identified per year through surveys and visits.*

1. Goal Statement

*c. To network with the Suffolk School Library Media Association.*

3. Intended Result(s)

*c. Coordinate with local professional groups, i.e. Suffolk School Library Media Association for networking and professional development programs.*

State Note (Activities)

*c. To enable networking of school library media specialists through joint meetings of School Library System and Suffolk School Library Media Association. (1-5)*

4. Evaluation Method(s)

*c. Number of joint meetings/programs will be counted.*

1. Goal Statement

*d. To educate current and future administrators and faculty about the role/importance of library media programs*

3. Intended Result(s)

*d. To develop administrator understanding, awareness and support of library media programs.*

State Note (Activities)

*d. The SLS will sponsor meetings that include administrators (current and future) and faculty regarding the role/importance of library media programs. (1-5)*

4. Evaluation Method(s)

*d. One SLS sponsored meeting on advocacy will be presented to current/future administrators each year.*

1. Goal Statement

*e. To discuss building level issues at SLS meetings.*

3. Intended Result(s)

*e. School Library media specialists will become knowledgeable about building level issues.*

State Note (Activities)

*e. Time will be scheduled at one liaison meeting per year for each level (High School, Middle School and Elementary School) to discuss issues of importance.*

4. Evaluation Method(s)

*e. One liaison meeting per year will focus on the discussion of building level issues.*

1. Goal Statement

*f. Develop process to index/archive librarian listserv search capability.*

3. Intended Result(s)

*f. School library media specialists will have access to an indexed, archived, searchable listserv. (5)*

State Note (Activities)

*f. Seek technical assistance and funding to create (2-5), maintain (4-5) listserv/archive.*

4. Evaluation Method(s)

*f Listserv archive will be created.*

1. Goal Statement

*g. To provide online SLS directory with pictures.*

3. Intended Result(s)

*g. To enable school library media specialists to network.*

State Note (Activities)

*g. Collect photographs and information to be posted. (5)*

4. Evaluation Method(s)

*g. SLS Directory will be posted on SLS Website.*

**5.16 Element 8 - COMMUNICATIONS AMONG MEMBER LIBRARIES**

Provide the URL for the Member Plan <http://www.esboces.org/SLS/>

**5.17 Element 9 - COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS**

1. Goal Statement

*a. To explore and expand cooperative ventures with Long Island Library Resources Council and Suffolk Cooperative Library System and its local public libraries and their school districts.*

3. Intended Result(s)

*a. To solidify the relationships with Long Island Library Resources Council and Suffolk Cooperative Library System and their members.*

State Note (Activities)

*a. Cooperative ventures will be expanded between systems and their members, including cooperative meetings and presentations between public and school libraries. (1-5)*

4. Evaluation Method(s)

*a. Each year one cooperative venture will be developed with either Long Island Library Resources Council or Suffolk Cooperative Library System and their members.*

1. Goal Statement

*b. SLS Director to participate in two or more Nassau-Suffolk School Library System Directors' meetings.*

3. Intended Result(s)

*b. SLS Director will meet formally as a group with the School Library System Long Island Directors to discuss common issues at least two times each year.*

State Note (Activities)

*b. At least two meetings with Nassau School Library System and Western Suffolk BOCES School Library System will be attended by SLS Director. (1-5)*

4. Evaluation Method(s)

*b. School Library System Director will have attended two Long Island School Library System Directors' meetings each year.*

1. Goal Statement

*c. To explore information sharing and/or cooperative ventures with other School Library Systems across New York State.*

3. Intended Result(s)

*c. Service efficiency will be secured by working more closely with other school library systems.*

State Note (Activities)

*c. Cooperative ventures with other school library systems in New York State will be sought. (1-5)*

4. Evaluation Method(s)

*c. Information will be shared via the School Library System's Association listserv regarding Statewide sharing or cooperative ventures.*

**5.18 Element 10 – 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

*a. Leadership*

2. Topic

*a. Director*

3. Goal Statement

*a. Highly qualified SLS Director will be continuously employed.*

5. Intended Result(s)

*a. A highly qualified SLS Director will provide leadership in library services.*

6. Evaluation Method(s)

*a. Supervisor of School Library System Director will annually evaluate the SLS Director’s performance.*

1. Element

*b. Planning*

2. Topic

*b. Budget*

3. Goal Statement

*b. SLS Director prepares an annual budget as per SED directives.*

5. Intended Result(s)

*b. Operate the School Library System in a fiscally, efficient manner.*

State Note (Activities)

*b. Budget will have been prepared by April 30 of each year (1-5)*

6. Evaluation Method(s)

*b. School Library System Director’s supervisor will quarterly monitor the budgets operated by the SLS Director.*

## **ASSURANCE**

**5.19** - 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 Education Department/New York State Library, and was reviewed and approved by the Library System Board/Council on **03/15/06**.

## **APPROVAL**

**5.20** - The Library System's Plan of Service was reviewed and approved by the New York State Library on **06/20/06**.