



PLEASE RETURN THIS FORM by **December 15, 2005**,
 to: School Report, Dept. of Libraries, 109 State St., Montpelier, VT 05609-0601.
IN ORDER TO REMAIN ELIGIBLE FOR DEPT. OF LIBRARIES' SERVICES

VERMONT SCHOOL LIBRARY REPORT FOR THE 2004-2005 SCHOOL YEAR
 (ending June 30, 2005)

DIRECTORY INFORMATION:

Name of School/Library: _____ Tel. No. (802) _____

Mailing Address: _____

Librarian: _____ Librarian's E-Mail Address: _____

Library Web Address/URL: http:// _____

Name & position of person who completed this report: _____

Hours of operation - list days & times library is open:

Winter: _____
 (ex. M-F 8-4; Tu,W,Th 1-3, etc.)

Summer: _____
 (ex. closed; by appt.; M,W,F 10-12N)

Total number of hours open weekly in winter: _____ and in summer: _____

Unless otherwise noted, all figures reported below should be accurate as of the end of the most recently completed school year.
 Ending date for last school year: _____/_____/2005

STAFFING

In a typical week, how many hours do employees work? Report the number of hours worked in a typical week only by people paid by the school/library to do library work as of the last day of the school year most recently completed. Include unfilled but budgeted positions.

a) weekly hours worked by persons holding the title of librarian AND holding a master's degree from a program accredited by the American Library Association _____

b) weekly hours worked by persons holding the title of librarian AND holding a master's degree in another subject area _____

c) weekly hours worked by persons holding the title of librarian, without an master's _____

d) weekly hours worked by all other staff paid from the library's budget, including assistant librarians, para-professionals, aides, clerks, etc. _____

Total paid staff hours in a typical week (a or b or c) + d _____

Total volunteer hours in a typical week, including those who work behind the scenes: _____

SPACE:

What is the current square footage of your library? _____ or don't know

OPERATING EXPENDITURES: current and recurrent costs necessary to provide library services

Amount spent for books, periodicals, and non-book materials purchased or leased for use by all ages. (Do not include supplies, processing, or programming costs) *(if paid from library budget)*. _____

Amount spent for materials in electronic format (CD-ROMs and other items designed to be processed by a computer *(if paid from library budget)*.) _____

Amount spent for electronic databases, (VOL, EBSCO, InfoTrac, etc.) *(if paid from library budget)* _____

Amount spent for internet access *(if paid from library budget)* Do not report capital expenditures (e.g., hardware) for items in this category. _____

Other operating expenses not reported above, including processing, programming, supplies, costs associated with staff attendance at meetings, conferences, etc. _____

TOTAL OPERATING EXPENSES _____

Grants received (if any) Total _____
 List sources: _____

HOLDINGS IN LIBRARY COLLECTION

Report the total at the end of the last school year. For the purpose of this report, "children" generally refers to people under the age of 14. If you do not divide holdings by age, simply fill in the "total" column.

	Adult	Children	Total
Books (volumes) - non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers.			
Video materials - materials on which pictures, sound or both are recorded and played back using a television receiver or monitor. This can include tapes or DVDs.			
Audio materials – materials on which sounds are stored or recorded and that can be played back mechanically or electronically. This can include music or audio books on CD or tape.			
Materials in electronic format - number of physical units such as CD-ROMs and magnetic disks designed to be processed by a computer.			
Periodical subscriptions - subscriptions received, both purchased or as gifts. Do not include the number of individual issues but rather each title received.			

SERVICES

Leave any spaces blank if you do not collect the information or cannot estimate accurately. If actual counts are available, please report them. Otherwise, Please provide estimates based on a count taken during two or three typical days (perhaps in October and April). A "typical day" is any time that is neither unusually busy or unusually slow. Avoid pre-exam times or when unusual events are taking place in the community or the library. Choose a day when the library is open its regular hours.

School Population: No. of students: _____ No. of Faculty/Staff: _____ Total _____

Visits: In a typical day, how many people visit the library for any reason (including those attending programs and meetings and those requiring no staff services such as a class accompanied by a teacher, or a student with a tutor)? _____

Reference transactions: In a typical day, how many reference questions are answered by library staff? A reference transaction is defined as an information contact involving the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. When a staff member uses information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. Do not include directional transactions (e.g., "where's the bathroom?") _____

Total annual circulation of all media:

Circulation is any transaction that involves lending an item from the collection for use inside or outside the library. Include circulation of all formats, whether owned by the library or by the Dept. of Libraries. Do not include items borrowed specifically for patrons on interlibrary loan.

- Adult materials of all kinds _____
- Children's materials of all kinds _____ Total _____

Total annual interlibrary loans (ILLs):

This data is essential to the continuation of the Vermont Resource Sharing Network.

- No. provided to other libraries - items your library sends to another one upon request _____
- No. received from other libraries - items your library specifically requests and borrows from another one, including regional libraries, for your patrons. Do not include bulk loans from the Dept. of Libraries. _____

Formal Programming/Training:

- Number of programs/storyhours (planned events) your library offered, both on or off the library premises. Count weekly storyhours or any series of programs as separate programs. Do not include meetings sponsored by other groups using your building. No. of library sponsored programs: _____
- How many of the above programs were sponsored cooperatively with other organizations or agencies (e.g., public library, Head Start, Success by Six) in your community? _____
What organizations? _____
- Total attendance - number of people who attended library-sponsored programs. Do not include those who attended non-library sponsored meetings or programs held in your building. _____
- Number of training sessions (planned events) Count formal student/staff training, study skills or computer skills taught in or out of the library by library staff. No. of library training sessions: _____

COMPUTER SERVICES

- Number of computers workstations in the library. *Include staff PCs, but do not include "dumb" terminals.* _____
- Number of computers workstations in the library available for public access, including those used by both staff & the public. _____
- Does your library have access to the Internet? yes no
 If "yes," is access (select one): high speed (*e.g. cable, ISDN, DSL, Frame Relay, etc.*) dial-up
- Does your library subscribe to any electronic services? yes no
 If your library subscribes to other bibliographic and full-text databases such as VOL, EBSCO, InfoTrac, etc.
 List: _____
- In a typical day, how many people use the library's computers for any reason? _____

WHAT SUCCESSES HAVE YOU HAD THIS PAST YEAR? The federal Institute of Museum and Library Services has asked us to send examples of ways libraries have changed the lives of their users. Please feel free to share one of your successes with us - don't be modest! (use an extra sheet, if necessary):

WHAT'S NEW? Is there anything new you'd like to share with other librarians around the state?

Thank you for helping us to collect data that will be useful to the Department when working with state and federal government officials and legislators!



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