

The School Library Survey

The State Library uses data collected from the School Libraries Survey (SLS) to track changes and trends in South Dakota School Libraries.

A SCHOOL LIBRARY HAS ALL OF THE FOLLOWING:

- Organized collection of print and non-print materials
- Paid library staff
- Designated facilities
- An established schedule where the library is available to students, staff and administrators

School library staff will fill out one survey *PER SCHOOL LIBRARY*. It is okay to project an estimate for survey questions, like circulation, that require a year-end total.

Data for all SD school districts/systems are available to school librarians and administrators by contacting the SDSL [State Librarian](#).

Instructions for completing the 2024-25 School Library Survey (SLS)

Print and use this worksheet as an aide in completing all the parts of this year's School Library Survey. Fill in your answers here so they are at your fingertips when you access the survey in Canvas/Google Forms.

Before you begin you will need to gather the following numbers:

- Total enrollment for all schools your library serves. Please use the fall enrollment figures from this file: [2024-25 Fall Enrollment Census Count](#)
- Dollar amount spent to purchase new physical materials for the library's collections
- Number of new physical materials added to the library's collections
- Dollar amount spent to purchase digital resources for your library's collections
If a digital resource is shared by libraries across the district, then divide the total amount spent on the shared resources by the number of school libraries and report that amount. For example, if the district purchases an ebooks license for \$3,000 and there are three libraries in the district, then report \$1,000 for your library.
- Average weekly circulation (physical and ebooks circulation)
- Total circulation for the school year (*you may estimate circulation for the remainder of the year*)
- Number of circulation transactions (for the school year) that were eBooks
- Average number of classes visiting the library every week (*track for two weeks, then estimate*)
- Average number of independent student visits every week (*track for two weeks, then estimate*)
- Number of students who checked out at least one item during the school year (*estimate if not available*)

WORKSHEET FOR 2024-25 SCHOOL LIBRARY SURVEY

Use this worksheet as an aide in completing all the parts of this year's School Library Survey.

Fill in your answers here so they are at your fingertips when you access each part of the survey in Canvas/Google Forms.

1. First and last name of person completing this survey
2. What is your role in your school library: <ul style="list-style-type: none"> <input type="radio"/> Certified Teacher Librarian - Individual holds a teaching certificate AND the library endorsement AND is paid as a teacher <input type="radio"/> Certified Teacher, not Librarian (paid as certified staff) - Individual holds a teaching certificate with no library endorsement and is paid as a teacher <input type="radio"/> Certified Teacher, not Librarian (paid as classified staff) - Individual holds a teaching certificate with no library endorsement and is NOT paid as a teacher <input type="radio"/> Library Paraprofessional - May be called librarian, aide, clerk, technician, assistant, etc., individual does not hold a teaching certificate or a library endorsement and is NOT paid as a teacher <input type="radio"/> Other:

PART 1: GENERAL SCHOOL LIBRARY INFORMATION

3. Name of your school district/system
4. District type <ul style="list-style-type: none"> <input type="radio"/> Public <input type="radio"/> Non Public <input type="radio"/> Tribal/BIE <input type="radio"/> State Special School <input type="radio"/> Other:
5. Name of the school(s) your library serves
Using this spreadsheet, look up the following numbers: 2024-25 Fall Enrollment Census Count
6. Enter the 5-digit ID number for your district/system
7. Enter the 2-digit ID number for your school <i>*If your school library serves more than one school/school ID number, just insert one number here and then note your library type and what grades your library actually serves below (two and three questions down). Use the same school number you used on last year's survey.</i>
8. What is the fall enrollment for the school(s) your library serves? Please use the enrollment on the Fall Enrollment Census Count link above. <i>*If your school library serves more than one school/school ID number, total the enrollment of those schools for this answer.</i>
9. Library type: Choose the category that most closely matches the grade levels your library serves. <ul style="list-style-type: none"> <input type="radio"/> PK-12 – one library serving all grades PK-12 <input type="radio"/> ELEMENTARY – one library serving any combination of grades PK-8 <input type="radio"/> MIDDLE SCHOOL / JUNIOR HIGH – one library serving any combination of grades 4-8 <input type="radio"/> HIGH SCHOOL – one library serving any combination of grades 6-12 <input type="radio"/> SCHOOL/PUBLIC COMBINED – one library serving any combination of grades PK-12 AND is a designated public library or branch of a public library system

10. Which grades does your library actually serve?

11. Is this a new library or reorganization of your district's libraries?

If yes, please explain. If no, leave this question blank.

Collection Expenditures / New Items Added / Circulation	
<p>12. Expenditures for new physical materials in your school library How much was spent in purchases of new physical materials for your school library's collections? Include the amount of district funding, grants, gifts used to purchase physical library materials (books, magazines, STEM resources, etc.) that are lent or used in-house by students and staff.</p>	\$
<p>13. New physical materials added in your school library How many new physical materials (books, magazines, STEM resources, etc.) were added to your school library's collections this last year?</p>	
<p>14. Expenditures for digital resources for the library How much was spent in purchases of new digital materials that are available for students and staff in your school library? Include the amount of district funding, grants, gifts used to purchase digital resources (eBooks, digital audiobooks, subscriptions, databases, etc.) that are lent by your school library's students and staff (and not shared with other school libraries in your district)? <i>If a digital resource is shared by libraries across the district, then divide the total amount spent on the shared resources by the number of school libraries and report that amount. For example, if the district purchases an ebooks license for \$3,000 and there are three libraries in the district, then report \$1,000 for your library.</i></p>	\$
<p>15. Average weekly circulation What is your school library's average weekly circulation? <i>Estimate the average circulation per week. Include eBooks circulation.</i></p>	
<p>16. Total circulation What is your school library's total circulation for this school year? <i>Estimate for the entire school year. Include eBooks circulation.</i></p>	
<p>17. eBook circulation Of the total circulation reported above, how many circulation transactions were eBooks? <i>Answer "0" if your library does not offer eBooks.</i></p>	

PART 2: THE PLACE / THE LIBRARY'S PHYSICAL SPACE AND RESOURCES OFFERED**18. Physical space**

Can your school library accommodate the following?

- Small group instruction (groups under 15)
- Classroom instruction (15-25)
- Meeting room functions (groups larger than 25)
- Individual study spaces
- Virtual programming spaces (appropriate equipment and spaces to accommodate virtual programs)

19. Has your school library been built, remodeled, or expanded in the last two years?

If yes, briefly describe the project. If no, leave this question blank.

20. Interlibrary loans

Do not include items borrowed or lent from other libraries within your district.

Did your school library borrow items from other libraries through interlibrary loan this year?

Yes / No

Did your school library supply items to other libraries through interlibrary loan this year?

Yes / No

21. Resources

Does your school library provide access to the following resources?

- Print resources (books)
- eBooks and audiobooks
- Magazines / newspaper subscriptions
- Graphic Novels
- Laptop computers / tablets
- Makerspace materials
- Online databases in addition to the South Dakota State Library titles
- Video streaming subscriptions (not State Library-provided)

22. Does the school or district homepage provide a link to the library website or online catalog?

Yes / No

23. Automation System

Which library catalog automation system does your school library use?

- Alexandria
- Atrium—Book Systems
- Circ+
- Concourse—Book Systems
- Destiny
- Library Pro
- Library World
- Resource Mate
- Sage Brush
- Spectrum
- Other
- Library is NOT AUTOMATED

24. OPAC

Is the library catalog available for students to use at home?

Library's catalog is online and available outside of the district's buildings through the internet.

Yes / No

25. Collection Development Policy

Does your school library maintain a current collection development policy with guidelines for selection, weeding, and challenged materials?

Yes / No /

I Don't know

26. Materials Challenges

Has the school library had any book challenges (people requesting for books to be removed from the library) during the current school year?

Yes / No

If you answered "yes" to the above question, how was the challenge was resolved?

If you answered "no", leave this question blank.

PART 3: THE PROFESSIONAL / LIBRARY STAFFING AND STAFF ACTIVITIES

27. Please tell us the total number of staff working in the library for each certification category.

- Certified Teacher Librarian - Individual holds a teaching certificate AND the library endorsement AND is paid as a teacher _____
- Certified Teacher, not Librarian (paid as certified staff) - Individual holds a teaching certificate with no library endorsement and is paid as a teacher _____
- Certified Teacher, not Librarian (paid as classified staff) - Individual holds a teaching certificate with no library endorsement and is NOT paid as a teacher _____
- Library Paraprofessional - May be called librarian, aide, clerk, technician, assistant, etc., individual does not hold a teaching certificate or a library endorsement and is NOT paid as a teacher _____
- Other _____

28. On average, how many hours per week does the person considered the “head” librarian work *in the library*?

- <10
- 11-20
- 21-30
- 31-40
- Other:

29. On average, how many hours per week do all other library staff/library aides/paraprofessionals work *in the library*?

- <10
- 11-20
- 21-30
- 31-40
- Other:

30. Are any of the library staff NOT returning next year?

Please provide details.

Staff Activities

31. Library staff carry out the following activities:

Answer for staff at your school library.

- Library staff utilize the SD School Library Guidelines.
- Library staff utilize the SD School Library Standards.
- Library staff collaborate with the local public library staff.
- Library staff participate in professional development/continuing education opportunities offered by the SD State Library.
- Library staff provide instruction to teachers and students on using SDSL eResources (databases).
- Library staff collaborate with teachers (e.g., co-teaching, curriculum support)?

Library Instruction

32. Type of instruction offered in the library

- Textual literacy
- Information literacy
- Civic & ethical literacy
- Digital citizenship
- Media literacy
- Reading promotion
- Collaborative lessons with teachers
- Technology skills
- Library skills
- Research skills
- Creative content creation
- STEAM/STEM
- Other (tell us in question #37)

33. How often are library classes or lessons offered?

- Daily
- Weekly
- Monthly
- Occasionally
- Never
- Other (short answer)

34. What types of resources or tools do you use in your instruction?

- Print books
- EBooks
- SDSL Electronic Resources
- Other eResources and databases
- Videos
- Online learning platforms
- Makerspace tools

Other (tell us in question #37)

35. What challenges do you face in providing instruction in the library?

- Time constraints
- Insufficient resources
- Lack of teacher collaboration

Other (tell us in question #37)

36. What professional development, resources, and/or support would help you enhance your instructional offerings?

37. Do you have any additional feedback regarding instructional offerings, resources used, or challenges you face in providing instruction in the library?

PART 4: THE PROGRAM / STUDENT USAGE AND PROGRAMMING IN THE SCHOOL LIBRARY**38. Open Hours**

How many hours per week is the library open and staffed with library personnel who can assist students?

39. Non-school hours

Does the library offer access during non-school hours?

- Yes
 No

40. Class Visits

On average, how many classes use the library each week?

Select two random weeks of the school year and average the two weeks.

41. Individual Student Visits

On average and not as part of organized instruction, how many students visit the library each week for independent use?

Select two random weeks of the school year and average the two weeks.

42. Student Check-outs

On average, how many of the school's students have checked out at least one book this year?

Estimate this number if your automated system does not give you the information. This number should not be larger than school enrollment.

43. Library Programming

What types of programming does the school library offer or participate in with students and staff?

Programming is an activity initiated by library staff. Programming can involve activity, displays, posters, virtual space or collaboration with other school staff.

- Local, state, national reading promotion programs
- Thematic displays and bulletin boards
- English Language Learner, Special Education, multicultural resources
- Book fairs
- Makerspaces and STEM programs
- Programming partnerships with the local public library
- Book clubs and special interest clubs
- Author and/or Artist in the Schools programs
- Afterschool programs
- Summer reading program in cooperation with the local public library
- Summer reading program sponsored by the district/school only

SDSL Services

44. How would your school library program, your students, and your teachers be impacted if state-level school library services and resources were no longer available?

Final Thoughts

45. Is there anything else you want to tell us about your school library (celebrations, frustrations, what makes your library special/unique, etc.)?